

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1822
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Agency
 Department of Transportation

Division/Unit
 Office of Human Resources

Item No.	Description	Retention
1	<p>This schedule supersedes schedules 792-1, 792-2, 792-3, 792-4, 792-5, 792-5A, and 792-6.</p> <p>Director's Office</p> <p><u>General Correspondence.</u></p> <p>Original incoming letters, copies of outgoing letters, memoranda, studies, reports, advices of counsel, and copies of directives, policies and other material related to the administration of the Office.</p>	<p>Screen annually and destroy that material no longer needed for current business. Directives and other material related to planning & policy and that illustrate the development of the unit, retain permanently for eventual transfer to the MD State Archives.</p>
2	<p><u>Acting Capacity Files.</u></p> <p>Contains acting capacity appointments and related paperwork, justifications, etc.</p>	<p>Retain for three years, then destroy.</p>
3	<p><u>Resumes.</u></p> <p>Copies of resumes received from individuals, elected officials, etc.</p>	<p>Retain for 3 years, then destroy.</p>
4	<p><u>Invoices.</u></p> <p>Copies of invoices and backup material for Office purchases and contracts.</p>	<p>Retain for 3 years, then destroy.</p>
5	<p><u>Special Projects and Modal HR Actions/Studies.</u></p> <p>Records of special projects assigned by the Secretary's Office and modal actions/studies on subjects such as leave usage, salary studies, etc. and include correspondence, workpapers, statistical data, etc.</p>	<p>Retain for 3 years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date April 30, 1996

Signature Andrea Fulton/be

Typed Name Andrea Fulton

Title Director, Office of Human Resources

Schedule Authorized by State Archivist

Date AUG 1 1996

Signature Edward C. Papermaster Jr

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Item No.	Description	Retention
	Organizational Analysis and Development	
6	<p><u>General Correspondence.</u></p> <p>Original incoming letters, copies of outgoing letters, memoranda, studies, reports, advices of counsel, and copies of directives, policies and other material related to the administration of the Office.</p>	<p>Screen annually and destroy that material no longer needed for current business. Directives and other material related to planning & policy and that illustrate the development of the unit, retain permanently for eventual transfer to the MD State Archives.</p>
7	<p><u>Consultant Contracts.</u></p> <p>Copies of consultant contracts entered into by the Office for various studies and projects. Includes backup material, correspondence, and invoice copies.</p>	<p>Retain for 3 years after end of contract period and until all audit requirements have been fulfilled, then destroy.</p>
8	<p><u>Policies, Regulations, Procedures, and Guidelines.</u></p> <p>Contains originals, drafts, and backup material of all written policies, regulations, procedures, and guidelines issued in support of the Transportation Service Human Resources System.</p>	<p>Retain permanently for eventual transfer to the Maryland State Archives.</p>
9	<p><u>Legislation.</u></p> <p>Contains copies of House and Senate Bills, fiscal notes, compendia, position statements, and other material related to human resources functions and the Transportation Service Human Resources System.</p>	<p>Retain for 4 years, then destroy.</p>

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Item No.	Description	Retention
10	<p>Employment</p> <p><u>Form 310 File.</u></p> <p>Contains forms 310, which is used to process all changes to an employee's employment history.</p>	<p>Retain for 5 years after position becomes inactive, then destroy.</p>
11	<p><u>Selection Plans.</u></p> <p>Contains selection plans used in filling vacancies, along with interview and evaluation forms and test lists.</p>	<p>Retain for 3 years after an action is recorded, then destroy.</p>
12	<p><u>Job Specification Files.</u></p> <p>Contains the most recently adopted or revised official job specifications for all MDOT classes.</p>	<p>Retain until superseded, then destroy.</p>
13	<p><u>Employees Personnel Folders - Active.</u></p> <p>These are individual folders maintained for each MDOT Headquarter's employee, and contain personnel, payroll, leave, and retirement documents, forms, and related correspondence.</p>	<p>Retain during employment, transfer to Inactive File (Item 14) upon termination of employment.</p>
14	<p><u>Employees Personnel Folders - Inactive.</u></p> <p>Same as Active (Item 13).</p>	<p>Retain for 8 years, then destroy.</p>

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Item No.	Description	Retention
Employer/Employee Relations		
15	<p><u>Suspension Files.</u></p> <p>Completed forms and correspondence relating to suspensions of MDOT employees.</p>	Retain for 8 years after resolution, then destroy.
16	<p><u>Grievance Appeals.</u></p> <p>Petitions, decisions, and correspondence relating to grievances filed by MDOT employees.</p>	Retain for 8 years after resolution, then destroy.
17	<p><u>Suspension Appeals.</u></p> <p>Completed suspension forms, appeals, decisions, and correspondence relating to appealed suspensions.</p>	Retain for 8 years after resolution, then destroy.
18	<p><u>Discharge Appeals.</u></p> <p>Contains charges for removal/termination, appeals, decisions, and correspondence relating to the discharge of an employee.</p>	Retain for 8 years after resolution, then destroy.
19	<p><u>Medical Evaluations.</u></p> <p>Contains reports from the MDOT Medical Unit, recommendations from the MDOT Medical Provider, and general correspondence.</p>	Retain for 3 years after termination of employment, then destroy.
20	<p><u>Employee Assistance Files.</u></p> <p>Requests for employee assistance, reports, records, and correspondence related to employee requests for personal assistance from the Employee Assistance Counselor.</p>	Retain for 3 years after termination of employment, then destroy.

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21	<p><u>Innovative Ideas Awards Files.</u></p> <p>Contains completed Innovative Idea Award forms submitted by employees, along with related correspondence.</p>	Retain for 25 years, then destroy.
22	<p><u>Correspondence.</u></p> <p>Contains incoming and outgoing letters, memoranda, personnel policies and directives, monthly and annual reports, and other material relating to the administration of the unit.</p> <p>Testing</p>	Screen annually and destroy material no longer needed for current operations. Directives and other material related to planning and policy and that illustrate the development of the unit, retain permanently for eventual transfer to the Maryland State Archives.
23	<p><u>Lists of Eligibles.</u></p> <p>Contains test titles, names of those persons passing the test, along with test scores and ranking.</p>	Retain for 5 years, then destroy.
24	<p><u>Test History Files.</u></p> <p>Contains the history of each class since MDOT began decentralized testing or since the implementation of TSHRS. Each file contains job analyses information, job specifications, project reports, and related documentation.</p>	Screen annually and destroy material no longer needed for current operations.

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25	<p><u>Test Materials File.</u></p> <p>Contains test booklets, rating forms, Scantron sheets, completed qualification supplements, and related test materials.</p> <p>Classification</p>	Retain for 7 years, then destroy.
26	<p><u>Class History Files.</u></p> <p>Contains the history of each class utilized by MDOT. Each file contains a record of specification adoptions and revisions, along with class title and code change information.</p>	Retain for 10 years after becoming inactive, then destroy.
27	<p><u>Position Description Files.</u></p> <p>Position Description Forms (MS-22 and DTS-3) submitted by TSO and the administrations in conjunction with reclassification requests.</p>	Retain for 5 years after position is abolished, then destroy.
28	<p><u>Job Study Files.</u></p> <p>Contains memoranda; forms MS-20, BB-40, DTS-4, DTS-5, and DTS-6; reports; and related correspondence on reclassification requests.</p>	Retain for 7 years, then destroy.
29	<p><u>Pay Plan Amendments.</u></p> <p>Requests and supporting documentation for the establishment of new classification series and salary adjustments to existing classification series.</p>	Retain for 10 years after completion of study, then destroy.

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30	<p><u>Salary Survey Files.</u></p> <p>Contains documentation, reports, records, statistical data, and correspondence on salaries paid by other jurisdictions and private sector entities.</p>	<p>Retain for 5 years after completion of survey, then destroy.</p>
31	<p><u>Correspondence.</u></p> <p>Letters, memoranda, and other documents on various classification matters.</p>	<p>Screen annually and destroy material no longer needed for current operations. Directives and other material related to planning & policy and that illustrate the development of the unit, retain permanently for eventual transfer to the MD State Archives.</p>