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| DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE | Schedule No. 2328 Page 1 of 4 |
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| Agency: Maryland Transportation Authority | Division/Unit: Human Resources |
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| Item No. | Description | Retention |
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| Supersedes Schedule 1668 This schedule supersedes schedule 1668. | | |
| Administrator's Office | | |
| 1. | <u>General Correspondence.</u> Original incoming letters, copies of outgoing letters, memoranda, studies, reports, advices of counsel, and copies of directives, policies and material related to the administration of the office. | Screen annually and destroy that material no longer needed for current business. 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. |
| 2. | <u>Acting Capacity Files.</u> Contains acting capacity appointments and related paperwork, justifications, etc. | Retain for ten years, then destroy. |
| 3. | <u>Resumes.</u> Copies of resumes received from individuals, elected officials, etc. | Retain for three years, then destroy. |
| 4. | <u>Invoices.</u> Copies of invoices and backup material for office purchases and contracts. | Retain for three years, then destroy. |
| 5. | <u>Special Projects and HR Actions/Studies.</u> Records of special projects assigned by the Executive Secretary's Office and any actions/studies on subjects such as leave usage, salary studies, including correspondence, work papers, statistical data, etc. | Retain for three years, then destroy. |
| 6. | <u>Consultant Contracts.</u> Copies of consultant contracts entered into by the office for various projects. Includes backup material, correspondence, and invoice copies. | Retain for three years after end of contract period and until all audit requirements have been fulfilled, then destroy. |

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| Schedule Approved by Department, Agency, or Division Representative Date <u>12/22/04</u> Signature <u>Marjorie D. Nesbitt</u> Typed Name <u>Marjorie D. Nesbitt</u> Title <u>Human Resources Administrator</u> | Schedule Authorized by State Archivist Date <u>MAR 10 2005</u> Signature <u>Edward C. Papenfuss</u> |
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RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

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| 7. | <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 Maryland Transportation Authority Human Resources Office and the Transportation Service Human Resources System.</p> | Retain permanently for eventual transfer to the Maryland State Archives. |
| 8. | <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 style="text-align: center;">Employee Services and Programs</p> | Retain for four years, then destroy. |
| 9. | <p><u>Form 310 Files.</u></p> <p>Contains forms 310, which are used to process all changes to an employee's employment history.</p> | Retain for five years after a position becomes inactive, then destroy. |
| 10. | <p><u>Employee Personnel Folders-Active.</u></p> <p>These are individual folders maintained for each MdTA employee, and contain personnel, payroll, leave, retirement documents, forms and other related correspondence.</p> | Retain during employment, transfer to Inactive file upon termination of employment. |
| 11. | <p><u>Employee Personnel Folders-Inactive.</u></p> | Retain for ten years, then destroy. |
| 12. | <p><u>Timecards and Payroll records.</u></p> <p style="text-align: center;">Employee Relations</p> | Retain for seven years, then destroy. |
| 13. | <p><u>Suspension Files.</u></p> <p>Completed forms and correspondence relating to suspensions of MdTA employees.</p> | Retain for eight years after resolution, then destroy. |
| 14. | <p><u>Grievance Appeals.</u></p> <p>Petitions, decisions and correspondence filed by MdTA employees.</p> | Retain for eight years after resolution, then destroy. |

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| 15. | <p><u>Suspension Appeals.</u></p> <p>Contains completed suspension forms, appeals, decisions and correspondence relating to appealed suspensions.</p> | Retain for eight years after resolution, then destroy. |
| 16. | <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 eight years after resolution, then destroy. |
| 17. | <p><u>Employee Assistance Files.</u></p> <p>Contains requests for employee assistance, reports, records and correspondence related to employee requests for assistance from the Employee Assistance Coordinator.</p> | Retain for three years after termination of employment, then destroy. |
| Recruitment and Examination | | |
| 18. | <p><u>Lists of Eligibles.</u></p> <p>Contains test titles, names of those passing the test, along with test scores and ranking.</p> | Retain for five years, then destroy. |
| 19. | <p><u>Test History Files.</u></p> <p>Contains the history of each class including job analyzes information, job specifications, project reports and related documentation.</p> | Screen annually and destroy material no longer needed for current operations. |
| 20. | <p><u>Test Materials File.</u></p> <p>Contains test booklets, rating forms, Scantron sheets, completed qualification supplements and related test materials.</p> | Retain for seven years, then destroy. |
| 21. | <p><u>Selection Plans.</u></p> <p>Contains individual recruitment selection plans used in filling vacancies, along with interview and evaluation forms, test lists and all requisite recruitment documents.</p> | Retain for three years after an action is recorded, then destroy. |

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| Item No. | Description | Retention |
| 22. | <u>Interview Questions File.</u> Contains interview questions used in various recruitments, along with benchmark answers and justification. | Retain for seven years, then destroy. |
| 23. | Classification and Compensation <u>Class History Files.</u> Contains the history of each class utilized by MdTA. Each files contains a record of specification adoptions and revisions, along with class title and code change information. | Retain for ten years after becoming <u>inactive</u> , then destroy. |
| 24. | <u>Position Description Files.</u> Contains Position Description Forms (MS-22 and DTS-3) submitted to Classification and Compensation in conjunction with reclassification requests. | Retain for six years after position is abolished, then destroy. |
| 25. | <u>Job Study Files.</u> Contains memoranda; Forms MS-20, DTS-4, DTS-5 and DTS-6; reports; and related correspondence on reclassification requests. | Retain for seven years after function eliminated, then destroy. |
| 26. | <u>Pay Plan Amendments.</u> Contains selection plans used in filling vacancies, along with interview and evaluation forms and test lists. | Retain for ten years after completion of study, then destroy. |
| 27. | <u>Salary Survey Files.</u> Contains documentation, reports, records, statistical data and correspondence on salaries paid by other jurisdictions and private sector entities. | Retain for six years after completion of survey, then destroy. |
| 28. | <u>Job Specification Files.</u> Contains the most recently adopted or revised official job specifications for all MdTA/MDOT classes. | Retain until superseded, then destroy. |