

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

Schedule No. 2389

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Agency
 Maryland Department of Transportation, The Secretary's Office

Division/Unit
 Office of Fair Practices

Item No.	Description	Retention
	<p><u>Complaints of Discrimination:</u></p> <p><u>Informal Complaints and Inquiries:</u></p>	
01	<p>Original correspondence and disposition of employment discrimination complaints and inquiries submitted by employees in the Secretary's Office, the Modal Administrations, and the Transportation Authority.</p>	<p>Retain in office until the case is closed; maintain in internal high-density filing system for five (5) years from the closing date, then destroy.</p>
02	<p>Original correspondence and disposition of discrimination complaints and inquiries submitted by our constituents.</p>	<p>Retain in office until the case is closed; maintain in internal high-density filing system for five (5) years from the closing date, then destroy.</p>
	<p><u>Formal Complaints:</u></p>	
03	<p><u>Equal Employment Opportunity Commission:</u></p> <p>Original compliant forms, correspondence, and disposition of employment discrimination complaints filed by employees in the Secretary's Office, the Modal Administrations, and the Transportation Authority.</p>	<p>Retain in office until the case is closed; maintain in internal high-density filing system for five (5) years from the closing date, then destroy.</p>
04	<p><u>Maryland Commission on Human Relations:</u></p> <p>Original complaint forms, correspondence, and disposition of employment discrimination complaints filed by employees in the Secretary's Office, the modal administrations, and the Authority.</p>	<p>Retain in office until the case is closed; maintain in internal high-density filing system for five (5) years from the closing date, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative
 Date: 2/07/06
 Signature: Jacqueline B. Jones
 Typed Name: Jacqueline B. Jones
 Title: Director, Office of Fair Practices

Authorized by State Archivist
 Date: 28 mar 06
 Signature: Edward C. Papenfuss Jr

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MDOT

Division/Unit
Office Fair Practices

Item No.	Description	Retention
05	<p><u>Federal Department of Justice or Transportation:</u> Title VI complaints filed by the public (constituents and the vendor community). Original correspondence and disposition of discrimination complaints in programs and services filed in the Secretary's Office, the Modal Administrations, and the Transportation Authority.</p> <p>Reports</p>	Retain in office until the case is closed; maintain in internal high-density filing system for five (5) years from the closing date, then destroy.
06	<p><u>Equal Opportunity Annual Reports:</u> Equal opportunity annual statistical data and supporting documentation for the Secretary's Office, the Modal Administrations, and the Transportation Authority.</p>	Retain in office for five (5) years, then destroy.
07	<p><u>Quarterly Workforce Reports:</u> Quarterly equal opportunity statistical data for the Secretary's Office, the Modal Administrations, and the Transportation Authority provided by the Office of Human Resources.</p>	Retain in office for one (1) year; maintain in internal high-density file system for five (5) years, then destroy.
08	<p><u>Monthly Workforce Reports:</u> Monthly equal opportunity statistical data for the Secretary's Office, the Modal Administrations, and the Transportation Authority provided by the Office of Human Resources.</p>	Retain in office for one (1) year; maintain in internal high-density filing system for five (5) years, then destroy.
09	<p><u>Equal Employment and Affirmative Action Five-Year Plan for Women, Minorities and the ADA:</u> MDOT's five-year plan with annual updates that includes individual plans for the Secretary's Office, the Modal Administrations, and the Transportation Authority.</p> <p>Forms</p>	Retain in office for five (5) years after the last year of the plan then transfer to State Archives for permanent storage.
10	<p><u>Interview Summary forms:</u> Summaries of all applicant interviews for employment at MDOT as provided to the OFP for the Secretary's Office, the Modal Administrations, and the Transportation Authority by the Office of Human Resources.</p>	Retain in office for one (1) year; maintain in internal high-density filing system for five (5) years, then destroy.

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11	<p><u>Employee Time sheets</u></p>	<p>Retain in office for one (1) year; maintain in internal high-density filing system for five (5) years, then destroy.</p>
	<p><u>Miscellaneous</u></p>	
12	<p><u>Internship Program Materials:</u> MDOT Fellows Internship Program for senior undergraduates attending Maryland colleges and universities; graduate program for students majoring in engineering, transportation and architectural studies, and the Summer Transportation Institute at Morgan State University.</p>	<p>Retain in office for one (1) year; maintain in internal high-density file system for five (5) years or until replaced, then destroy.</p>
13	<p><u>Conference and Seminar Materials.</u></p>	<p>Retain in office for one (1) year; maintain in internal high-density file system for two (2) years or until replaced, then destroy.</p>
14	<p><u>Special Topics:</u> Annual diversity program materials and correspondence.</p>	<p>Retain in office for one (1) year; maintain in internal high-density filing system for two (2) years or until replaced, then destroy.</p>
	<p><u>Budget</u></p>	
15	<p><u>Office of Fair Practices Fiscal Year Budgets:</u> Annual budgets for the Office of Fair Practices and all related supporting documentation.</p>	<p>Retain in office for one (1) year; maintain in internal high-density filing system for five (5) years, then destroy.</p>