

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

Schedule No. 2442

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Agency

Department of Budget and Management

Division/Unit

Employee Benefits Division

Item No.	Description	Retention
	<u>Supersedes Schedule 1631</u>	
1.	<p>Reimbursement Request/Health Care Spending Account Files</p> <p>These files are State Employees' health care spending accounts listing their expenses for the year. Itemized bills are attached to each file.</p>	Retain for seven (7) years and until IRS audit requirements have been fulfilled, then destroy.
2.	<p>Direct Pay Payment Coupons</p> <p>These files are the daily payment records that document members' payments for benefit premiums. These are the payments that have been posted at the bank and forwarded to us for our records.</p>	Retain for seven (7) years and until IRS audit requirements have been fulfilled, then destroy.
3.	<p>Batch Files for Direct Pay</p> <p>These files contain the daily work of the employees in the direct pay unit. They include enrollment forms for COBRA, Leave of Absence (Military, On the job Injury, Personal) Contractual, Part-Time; reporting documentation; address changes; cancellations, etc.</p>	Retain for seven (7) years and until IRS audit requirements have been fulfilled, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 8/21/08

Signature *Rinae P. Bell*

Typed Name Rinae P. Bell

Title Operations Director

Schedule Authorized by State Archivist

Date 4 Jun 08

Signature *Edward C. J. [unclear]*

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 2442

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Agency: Department of Budget and Management Division/Unit: Employee Benefits Division

Item No.	Description	Retention
4.	<p>Enrollment Unit Batches</p> <p>These files contain the daily work of employees in the Employee Benefits Division. They include enrollment forms for Central, University, and Satellite account employees, documentation, name/address changes, Notice of Terminations, transfers, dependent verification audits, student/disability certification error reports.</p>	<p>Retain for seven (7) years and until IRS audit requirements have been fulfilled, then destroy.</p>
5.	<p>Correspondence: These Files contain correspondence letters to the EBD from employees, retirees, and others covered by the State of Maryland Benefit System.</p>	<p>Retain for seven (7) years and until IRS audit requirements have been fulfilled, then destroy.</p>
6.	<p>Retirement Batches: These files contain the daily work of employees in the Employee Benefits Division. They include enrollment forms for Retirees for the State of Maryland, documentation, name/address changes, audit and reporting information.</p>	<p>Retain for seven (7) years and until IRS audit requirements have been fulfilled, then destroy.</p>