

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

Schedule No. 2520

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Agency
The Maryland-National Capital Park and Planning Commission
6611 Kenilworth Avenue, Suite 100, Riverdale, Maryland 20737

Division/Unit
Employees' Retirement System

Item No.	Description	Retention
	<p><u>Supersedes Schedule 1229, Items 44, 45, 46 47 and Schedule 2230 in whole.</u></p> <p><u>Back - Up Recovery Plan</u></p> <p>Scanned documents are stored on a secure ERS server and currently working on moving them to an Enterprise Virtual Array (EVA) which is also being replicated online to another EVA. The EVA with replicated data will be relocated to a remote location. ERS server and EVA are housed in a locked, climate-controlled room and are also protected by a firewall. The scanned documents are included in the M-NCPPC backup policies which are set up to backup all data including applications and operating system on weekly basis to tapes for off site storage and daily incremental backup onto a Virtual Tape Library. Additionally, the scanned documents are copied to other removable storage devices such as USB drives and stored in a locked, fireproof, waterproof safe.</p> <p>*Permanent records will be retained in all formats in which they exist (paper, electronic, etc.) and periodically transferred to the State Archives in accordance with Archives' rules and regulations.</p>	

Schedule Approved by Department, Agency, or Division Representative.
 Date 5/29/09
 Signature Andrea L. Rose
 Typed Name Andrea L. Rose
 Title Administrator

Schedule Authorized by State Archivist
 Date 16 June 09
 Signature [Signature]

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Item No.	Description	Retention
	<u>ERS Administration</u>	
1	The terms of the Plan, including all amendments and restatements of the Plan.	<p>The following records (1-12) are to be Retained Permanently.*</p> <p>Paper copies of the following records (1-3) must be secured in a fire/water proof cabinet.</p>
2	All correspondence pertaining to the Policy and History of the ERS.	
3	All Internal Revenue Service (IRS) documents relating to the Plan's qualification under Internal Revenue Code Section 401(a) or any successor statute.	
4	One copy of the Minutes of every Board of Trustees Meetings.	
5	One copy of the Agenda of every Board of Trustees Meetings.	
6	One copy of every Committee Report presented to the Board of Trustees.	
7	Approved Administrative Policies and Procedures.	
8	Approved Board of Trustees Resolutions.	
9	One copy of every Opinion issued by Plan Counsel.	
10	One copy of every annual Actuarial Valuation of the Plan and the information supplied to the Plan Actuary for its use in preparing the annual valuation.	
11	One copy of the Fiscal Year (June 30) Investment Performance Report from the Pension Consultant.	
12	One copy of the Annual Financial Statements (CAFR) and Annual Summary Report.	

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Item No.	Description	Retention
	<u>ERS Administration (Continued)</u>	
13	Financial Disclosure Statements for trustees and staff	The following record (13) is to be retained for (8) years then destroyed. The following records (14-15) are to be retained for (7) years then destroyed.
14	All attachments included in the Board of Trustees Meeting packets, excluding items already noted above.	
15	All manager performance reports, white papers and correspondence.	The following record (16) is to be retained until expiration of trustee position then scanned and destroyed after verification of scanned image. Retain scanned image on server for four (4) years then delete.
16	Copy of trustee personal files, excluding trustee Financial Disclosure Statements.	
17	All Payroll records (except what is kept in Personnel Files): time cards, health & benefits reports, benefit time reports and tax reports.	
18	Paychex reports.	The following records (17-19) are to be retained for five (5) years then scanned and destroyed after verification of scanned image. Retain scanned image on server for three (3) years then delete.
19	All contracts entered into by the Plan. The three-year period shall begin to run from the expiration date of the contract as extended.	
20	All unsuccessful responses to Plan Invitation for Bids and Requests for Proposals. Responses may be paper or electronic copy.	The following records (20-21) are to be retained for five (5) years then destroyed.
21	All Wire Transfer instruction letters to move money to cover administrative expenses and benefit payments.	

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22	<p><u>ERS Administration (Continued)</u> Employees' Personnel Files. (Files contain all information pertaining to the employees' work record)</p>	<p>The following record (22) is to be retained for five (5) years after termination of employment then scanned and destroyed after verification of scanned image. Retain scanned image on server for 25 years, then delete.</p>
23	<p><u>ERS Member Relations</u> Member files.</p>	<p>The following record (23) is to be retained until member is deceased or withdrawn. (See Item 24)</p>
24	<p>Deceased and Withdrawn (closed) Member files.</p>	<p>The following record (24) is to be retained for four (4) years then scanned and destroyed after verification of scanned image. Retain scanned image for 25 years, then delete.</p>
25	<p>Retiree COLA Letters and Member Annual Statements.</p>	<p>The following records (25) are to be retained in electronic format on the server for four (4) years then deleted.</p>
26	<p>Contribution Interface Files and Reports.</p>	<p>The following record (26) is to be retained in electronic format on the server for one (1) year then transferred to CD or secure flash drive. Retain for five (5) years then delete.</p>

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27	<p><u>ERS Accounting</u> One copy of every Audit report.</p>	<p>The following record (27) is to be Retained Permanently.* The following records (28-32) are to be retained for seven (7) years then destroyed.</p>
28	All records recording Disbursements of Plan assets.	
29	The Northern Trust's Fiscal Year (June 30) Annual Reports.	
30	Budget Papers and Work Sheets.	
31	<p><u>General Accounting Records</u></p> <ul style="list-style-type: none"> • Journal Entries and Supporting Documentation • Chart of Accounts • General Ledger • Accounting Reports of General Ledger, Interim Financial Statements and Trial Balance Sheets • Purchase Order request files • Petty Cash files • Bank Statements and Deposit Receipts • Cancelled Checks, Check Copies and Check Stubs • Bank Reconciliation • Form 1099 • Report of Fixed Assets 	
32	<p><u>Audit Records</u></p> <ul style="list-style-type: none"> • Year End Audit workpaper files 	