

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

**Schedule No. 2565**

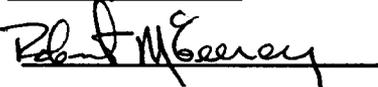
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<b>Agency</b> Department of Labor, Licensing and Regulation (DLLR)	<b>Division/Unit</b> Division of Labor and Industry /Safety Inspection Unit (DLI/SIU)
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Item No.	Description	Retention
1.	<u>Inspection Request Forms</u> Owners request final and periodic inspections using this form, inspections are scheduled accordingly.	Enter data into electronic database, paper forms will be destroyed after one (1) year. Electronic data may be destroyed after three (3) years.
2.	<u>Insurance Certificates</u> Where the Law dictates, a certificate of insurance must be submitted certifying that the required insurance and coverage amount is provided.	Enter data into electronic database, paper certificates will be destroyed after three (3) years. Electronic data may be destroyed after three (3) years.
3.	<u>Inspection Reports</u> Inspection reports document inspection activity, status of equipment, safety orders and inspection certificate expiration date. Frequency of inspections varies by law, depending upon what is being inspected (i.e. amusement rides, elevators, boilers, etc).	Enter data into electronic database, paper reports will be destroyed after: 6 years for elevators 3 years for amusement rides 3 years for boiler and pressure vessels. Electronic data may be destroyed after six (6) years.
4.	<u>Inspection Work Order / Safety Order Form / Violation Notice</u> Describes work orders, repair recommendations and operating/operational inconsistencies.	Enter data into electronic database, paper reports will be destroyed after: 6 years for elevators 3 years for amusement rides 3 years for boiler and pressure vessels. Electronic data may be destroyed after six (6) years.
5	<u>Accident Incident and Complaint Reports</u> Investigation reports serve as the official findings of the Division.	Enter data into electronic database, paper reports, witness statements, etc. will be destroyed after ten (10) years. Electronic data may be destroyed after ten (10) years.

Schedule Approved by Department, Agency, or Division Representative.

Date February 16, 2011

Signature 

Typed Name Robert McGeeney  
Title Program Manager Safety Inspections

Schedule Authorized by State Archivist

Date 24 Feb 11

Signature 

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

**Schedule No. 2565**

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<b>Agency</b> Department of Labor, Licensing and Regulation (DLLR)	<b>Division/Unit</b> Division of Labor and Industry /Safety Inspection Unit (DLI/SIU)
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Item No.	Description	Retention
6	<u>General Correspondence</u> Miscellaneous correspondence and documents relating to the various departments of the Safety Inspection unit, memos, fleet mileage records, cell phone bills, MPIA requests, etc.	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to MD State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.
7	<u>Third Party Inspector Registration</u> Registration documentation pertaining to 3 <sup>rd</sup> party authorized inspectors, Authorized Inspection Agencies, and Commissioned Inspectors. By law, third party inspectors are authorized to conduct annual inspections of elevators and boilers.	Enter data into electronic database, paper documents will be destroyed after two (2) years. Electronic data may be destroyed after two (2) years.
8	<u>Invoice and Billing Records</u> Invoice and billing records resulting from inspections and or citations, Central Collections Unit referrals, delinquent payment notices, etc.	Enter data into electronic database, paper documents will be destroyed after three (3) years. Electronic data may be destroyed after three (3) years.
9	<u>Safety Inspection Unit (SIU) Personnel Files</u> Employee performance reviews, counseling letters, disciplinary action, sick leave documentation, etc.	Electronic data and paper documents will be maintained throughout the employment period. After the employee's employment has ended SIU personnel files will be destroyed. DLLR Human Resources Department maintains the official personnel records.
10	<u>Equipment Inventory Records</u> Documents pertaining to inventory control of State owned equipment and to whom the equipment was issued.	These records will be maintained in an electronic database, these electronic records will be destroyed one (1) year after the equipment is placed out of service.

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p>	
<p>1. Department/Agency Dept. Labor Licensing and Regulation</p>		<p>2. Division Division of Labor and Industry</p>	<p>3. Unit Safety Inspection Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>			
<p>4. Record Series Title Safety Inspection Unit Records</p>		<p>5. Earliest Year/Latest Year _____ to _____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Inspection requests from contractors and business owners, Insurance certificates, Inspection reports, Work order reports, Accident &amp; Complaint reports, Miscellaneous correspondence, phone records, Inspector mileage reports, Inspector registration forms, Invoice and billing records, Personnel files, Equipment inventory records.</p>			
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digitally imaged documents stored on Computer hard-drive.</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _____ Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>25</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p> <p>Paper reports and or correspondence are entered into an electronic database and then filed and are subsequently accessed very infrequently.</p>		<p>12. File Becomes Inactive After _____ Number</p> <p><input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p> <p>Depends on document</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Paper records &amp; Digital Images; DLLR, 1100 N. Eutaw St. Balto. 6<sup>th</sup> floor, room 601 Database; PRAESES 330 Marshall St, Suite 800, Shreveport, LA</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Paper</p> <p>DLLR, 1100 N. Eutaw St. Balto. 6<sup>th</sup> floor, room 601</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Depends on document, please refer to retention and disposal schedule (DGS550-1)</p>	
<p>19. Name and Title of Preparer</p> <p>Robert McGeeney Program Manager Safety Inspection unit    410-767-2178</p>		<p>20. Phone</p>	<p>21. Date</p> <p>1-13-2011</p>