

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

Schedule No. 2577A

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Agency

Comptroller of Maryland

Division/Unit

Personnel Services

Item No.

Description: Amendment to 2577

Retention

1

Personnel Files (includes Med File Info)

Individual Comptroller employee files containing appointment forms, resumes, correspondence relating to personnel policy and practices, change of status, applications for employment, leave records, benefits and retirement forms and related correspondence and other pertinent papers which accumulate during the term of employment. Includes all medical file information.

Electronically image all documents in this series when received, verify quality of image, ensure images are backed up on server and then destroy paper documents. Retain electronic images for 3 years or until audited, whichever is longer and then delete.

Medical files-Retain for a period of ten (10) years after termination of employment then destroy.

2

Personnel Identification Number Files (PIN) – Inactive

Individual PIN files containing all correspondence related to position number. Includes Form MS310 actions related to reclasses and promotions; Form MS-22 job descriptions for the position; and study memos. PIN information is transferred as INACTIVE files only due to abolishment.

Electronically image all documents in this series when received, verify quality of image, ensure images are backed up on server and then destroy paper documents. Retain electronic images for 3 yrs or until audited, whichever is longer and then delete.

3

Recruitment Files

Individual files containing candidate interview sheets, authorizations for release of information, candidate and eligible lists, copies of recruitment letters to each candidate and their response and selection information. Other information may be included from start to end of recruitment process.

Retain paper documents in Comptroller Storage for five (5) ^{years} then transferred to State Records Center for five (5) years. Retain electronic images for 3 years or until audited, whichever is longer and then delete.

Schedule Approved by Department, Agency,
or Division Representative.

Date

Signature

Typed Name

Title

Steven Barzal

Steven Barzal

Acting Director of Personnel

Schedule Authorized by State Archivist

Date

Signature

5/1/2012

[Signature]

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