

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

Schedule No. 2618

Page 1 of 2

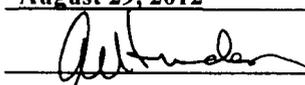
Agency
 Maryland Department of the Environment

Division/Unit
 Operational Services Administration /
 Office of Human Resources

Item No.	Description	Retention
1.	<p><u>PERSONNEL RECORDS (COMAR 17.04.14.02)</u></p> <p>(a) "Personnel record" means any record, regardless of physical form, indexed by name or the employee's identification number.</p> <p>(b) "Personnel record" includes, but is not limited to, the following forms and documents pertaining to any current or past employee:</p> <ul style="list-style-type: none"> (i) MS-100, Application Form; (ii) MS-205, Notice of Test Result; (iii) MS-104, Interview and Hire Application Form; (iv) All performance ratings; (v) All written documents in any closed hearing conducted by the Department, including exhibits offered or introduced, pleadings, and recordings of the hearings; and (vi) A grievance decision or decision involving a disciplinary action issued by the Department if the decision is the result of a closed hearing. 	<p>Retain for 7 years after separation of employment with MDE and then destroy.</p>
2.	<p><u>RECRUITMENT AND TESTING FILES</u></p> <p>These files include copies of letters of interest, eligibility criteria, testing information (such as training and experience ratings, qualifications supplements and scoring criteria), applications, job announcements, vacancy fill requests, selection information, position selection plans/updates.</p>	<p>Retain for 3 years and then MDE/OHR will destroy.</p>

Scheduled Approved by Department, Agency, or Division Representative

Date August 29, 2012

Signature 

Typed Name Al Herndon

Title Deputy Director, Office of Human Resources

Schedule Authorized by State Archivist

Date 10/1/2012

Signature 

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

Schedule No. 2618

Page 2 of 2

Agency
Maryland Department of the Environment

Division/Unit
Operations Services Administration/
Office of Human Resources

Item No.

Description

Retention

3.

MEDICAL FILES

These files include Employee Assistance Program (EAP), Accident Leave, Injured Workers Insurance Fund (IWIF) and other information pertinent to the employee's medical file.

Retain for 5 years, and then MDE/OHR will destroy.

4.

TRAINING AND TUITION REIMBURSEMENT FILES

A. These files include Out-Service Training and Tuition Reimbursement documents by MDE employees.

Retain for four years and then MDE/OHR will destroy.

B. All scholastic achievement data including Form MS-551, Application for Out-Service Training Authorization.

Retain for four years and then MDE/OHR will destroy.

<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>PAGE <u> 1 </u> OF <u> 1 </u></p>
<p>1. Department/Agency Maryland Department of the Environment</p>	<p>2. Division Operational Services Administration</p>	<p>3. Unit Office of Human Resources</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 1. Personnel Records (COMAR 17.04.14.02)</p>	<p>5. Earliest Year/Latest Year <u>2012</u> to <u>2019</u></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.) Personnel record means any record, regardless of physical form, indexed by name of employee' identification number, which includes: MS-100 Application Form; All performance ratings; all written documentation in any closed hearing conducted by the Department; a grievance decision issued by the Department if the decision is the result of a closed hearing.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input 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>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE/OHR 5th Floor, Suite 535</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for seven years after separation of employment with MDE & then MDE will destroy.</p>	
<p>19. Name and Title of Preparer Al Herndon, Deputy Director, OHR</p>	<p>20. Telephone Number- 410-537-4278</p>	<p>21. Date August 29, 2012</p>

<p><u>Instructions</u> -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>PAGE <u>1</u> OF <u>1</u></p>
--	--	---

<p>1. Department/Agency Maryland Department of the Environment</p>	<p>2. Division Operational Services Administration</p>	<p>3. Unit Office of Human Resources</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>4. Record Series Title 1. RECRUITMENT AND TESTING FILES</p>	<p>5. Earliest Year/Latest Year. <u>2012</u> to <u>2015</u></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.) These files include copies of letters of interest, eligibility criteria, testing information (such as training and experience ratings, qualification supplements and scoring criteria), applications, job announcements, and position selection plans/updates.

<p>7 Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numencal</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9 Volume</p> <p>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> <hr/> <p>10 Annual Accumulation</p> <p>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>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>
--	---

<p>13. Current Location(s) (Bldg., Floor, Room) MDE/OHR 5th Floor, Suite 535</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
--	--

<p>15. Access Restrictions (If Yes, cite Law(s) & 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>Retain for seven years after separation of employment with MDE and then MDE will destroy.</p>
---	---

<p>19. Name and Title of Preparer Al Herndon, Deputy Director, OHR</p>	<p>20. Telephone Number- 410-537-4278</p>	<p>21. Date August 29, 2012</p>
--	---	---------------------------------

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>
1. Department/Agency Maryland Department of the Environment	2 Division Operational Services Administration	3. Unit Office of Human Resources
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 1. Medical Files	5. Earliest Year/Latest Year <u>2012</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These files include includes Employee Assistance Program (EAP), Accident Leave, Injured Workers Insurance Fund (IWIF) and other information pertinent to the employee's medical file.		
7 Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8 Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9 Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
10 Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____		
11 File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12 File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg, Floor, Room) MDE/OHR 5th Floor, Suite 535	14 Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Resrinctons (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16 Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17 Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for five years and then MDE will destroy.	
19. Name and Title of Preparer Al Herndon, Deputy Director, OHR	20. Telephone Number- 410-537-4278	21. Date August 29, 2012

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>
---	---	--

1. Department/Agency Maryland Department of the Environment	2. Division Operational Services Administration	3. Unit Office of Human Resources
--	--	--

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title 1. Training and Tuition Reimbursement Files	5. Earliest Year/Latest Year 2012 to 2016
---	--

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These files include includes Out-Service Training and Tuition Reimbursement by MDE employees.

7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8 Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9 Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____		

11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
--	---

13. Current Location(s) (Bldg., Floor, Room) MDE/OHR 5 th Floor, Suite 535	14 Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	--

15 Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16 Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
---	--

17 Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for four years and then MDE will destroy.
--	---

19. Name and Title of Preparer Al Herndon, Deputy Director, OHR	20. Telephone Number- 410-537-4278	21. Date June 20, 2012
--	---------------------------------------	------------------------