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

Schedule No. Z714
Page 1 of 3

Agency
Maryland Department of Veterans Affairs

Division/Unit

tem Io.	Descrip	Retention			
	Supersedes.	Schedule 896			
1.	General Administrative Correspond Subject arrangement of original incomemoranda, reports, studies, Legisl directives, and other miscellaneous administration of the Maryland Dep	Screen Annually. Destroy material no longer needed for current business. Retain directives and other material relating to planning and policy for 3 years, then transfer to State Archives.			
2.	meetings which document official a	ical arrangement of the transcripts of the agency which document official acts in respect to policy, administration, and progress of the Maryland			
3.	Construction Files Files contain duplicates of DGS plateach cemetery maintained by the May Veterans Affairs.	Retain until building is no longer standing, or the property is no longer administered by the agency, whichever is sooner, then destroy.			
4.	Cost Claim Files Files contain copies of claims sent to Administration for the sharing of ex cemeteries maintained by the Maryl Affairs.	Retain for 3 years after end of subject cemetery construction and until all audit requirements are met, then destroy.			
Schedule Apor Division F	oproved by Department, Agency, Representative.	Schedule Authorized by S	tate Archivist		
Date	4/13/15	Date 6-2-15			
Signature	Actu Payer				
Гуреd Name	e Peter Pantzer, MBA	Signature Timate). Boll		
Title:	Director of Finance & Admin				

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

Schedule No. 2714

Page 2 of 3

Agency

Maryland Department of Veterans Affairs

Division/Unit

ALL

Item No.	Description	Retention
5.	Cemetery Interment Files Maintained at each cemetery. Files are alphabetically arranged by person buried.	Retain original files for 100 years, then transfer original files to Maryland State Archives for permanent retention.
6.	(Death) Claim Files Files are duplicates of cemetery interment files which are maintained at the veterans' cemeteries and are arranged by name of person buried and show: Name of cemetery and Veteran Administration burial claim information.	Retain for 10 years, then destro
7.	(Live) Claim Files The files are arranged alphabetically by name of claimant. Files contain various eligibility records, Power of Attorney documents, correspondence, and other pertinent papers related to the particular claim.	Retain for the greater of (a) I year after revocation of Power of Attorney or (b) 5 years after last contact with veteran; then destroy. (Excludes Discharge Papers which are to be incorporated in Discharge Files.)
8.	Discharge Files Maintained alphabetically. Files contain Veteran's Discharge papers.	Retain for 10 years, then transfer to Maryland State Archives for permanent retention.
9.	Veterans Trust Fund Files Alphabetic files of indigent Veterans who received monies form this fund: Files contain: Application; Eligibility Papers; Financial Accounting Records for each claim.	Retain for 10 years, then retain in State Records Center for additional 5 years, then destroy all papers no longer needed for current business. Retain records still needed for current business for 5 additional years, then destroy.

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

Schedule No. 2714

Page 3 of 3

Agency

Maryland Department of Veterans Affairs

Division/Unit

ALL

Description	Retention
Inactive Personnel File Individual employee file folders containing applications, personnel transactions, correspondence, performance evaluations, and other employee related documentation.	Retain for 3 years after termination of employment, then retain in State Records Office for 2 additional years, then destroy.
Vacancy Fill Request/Recruitment Paperwork This series includes all information and documentation used in the filling of vacant positions in accordance with State of Maryland rules and regulations. Includes letters of interest, eligibility criteria, applications, job announcements, and any other documentation related to recruitment.	Retain for 3 years, then retain in State Records Office for 2 years then destroy.
Medical Files Includes EAP, Accident Leave, IWIF, Leave Bank and other information pertinent to the employee's medical file.	Retain for 5 years after termination of employment; then MDVA HR employees will destroy.
Timesheets All information and documentation used in processing employees' payroll and leave time on a bi-weekly basis.	Retain for 6 years and until all audit requirements are met, then destroy.
Grievance Files This series includes information pertaining to 1 st , 2 nd or 3 rd grievances filed by MDVA employees.	Retain for 3 years in office, then retain in State Records Center for 2 additional years, then destroy.
	Inactive Personnel File Individual employee file folders containing applications, personnel transactions, correspondence, performance evaluations, and other employee related documentation. Vacancy Fill Request/Recruitment Paperwork This series includes all information and documentation used in the filling of vacant positions in accordance with State of Maryland rules and regulations. Includes letters of interest, eligibility criteria, applications, job announcements, and any other documentation related to recruitment. Medical Files Includes EAP, Accident Leave, IWIF, Leave Bank and other information pertinent to the employee's medical file. Timesheets All information and documentation used in processing employees' payroll and leave time on a bi-weekly basis. Grievance Files This series includes information pertaining to 1st, 2nd or 3rd

DGS 550-1A

AtterParke

Instructions –Type or Print a separate form for each new or revised record series. Forward with RECORDS MANA				AGENCY RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro Jessup, Mar	oad, P.O. Box		PAGE1 OF		
1. Department/Agency	2. Division			3. Unit		
MDVA	ALL			ALL		
DEFINITION: RECORD SERIES: A group of related urposes.	records normally filed an	d used as a u	nit for refe	ence as well as retention and disposition		
Record Series Title GENERAL ADMINISTRATIV	E CORRESPONDENCE		5. Earlie	st Year/Latest Year 1999 to		
 Record Series Description (Briefly describe the ty eries.) Subject arrangement of original incomin firectives, and other miscellaneous papers relations. 	g and outgoing letters, r	memoranda,	reports, st	tudies, Legislative Reference material,		
Record Series Format(s) List ell	8. Record Serie	es Sequence	9. Volume			
■ Letter Size	☐ Alphabetical		15 Number			
■ Legal Size	□ Numerical			☑ File Drawer(s)		
Audio Tepe	☑ Chronologic	al	☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)			
Bound Book Uideo Tepe	☐ Geogrephica	al				
Other (specify)	Other (speci	Other (specify)		10. Annual Accumulation 2 Number		
			⊠ File Dra	n Reel(s) er Tape(s)		
11. File is Used □ Daily ☑ Weekly □ Monthly □ Annually		12. File Becon	mes Inactive A	ofter fonth(s) ⊠ Year(s)		
Current Location(s) (Bldg., Floor, Room) FRANCIS ST, ANNAPOLIS: ROOM 311 (3 RD FLOOR); SECRET	ARY'S OFFICE (4 TH FLOOR)	14. Is Record	Series Duplic	ated Elsewhere? (If yes, specify agency or offica.)		
5. Access Restrictions (If Yes, cite Lew(s) & Reguletion(s) ☐ Yes ☐ No		16. Audit Requirements				
		⊠ None	□ State □	Federal 🗖 Independent		
17. Is en Index System used? If yes, explain briefly end describe requirements ☐ Yes ☑ No		Screen And business.	Retain dire	Retention stroy material no longer needed for current ectives and other material relating to planning and en transfer to State Archives.		
 Name and Title of Preparer PETER PANTZER, DIRECTOR OF FINANCE & AD 	20. Teleph MIN 410-260-38	one Number	21. Date 5/21/20			

Instructions –Type or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1)					
Department/Agency	2. Division			3. Unit	
MDVA	ALL			ALL	
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed and	d used as a un	it for refe	lence as well as retention and disposition	
Record Series Title COMMISSION MINUTES		5. Earliest Year/Latest Year 1999 to			
 Record Series Description (Briefly describe the tyl series.) Chronological arrangement of the transc administration, and progress of the Maryland De- 	ripts of the agency meet	tings which d	nd in the s ocument	series. Include the purpose or function of the official acts in respect to policy, planning,	
7. Record Series Format(s) List ell	8. Record Serie	s Sequence	9. Volume		
☑ Letter Size ☐ Microfilm	☐ Alphabetical		_3		
□ Legel Size □ Computer Tepe	☐ Numerical				
□ Audio Tepe □ Floppy Disk		al	☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
■ Bound Book □ Video Tepe	☐ Geographica	al .			
□ Other (specify)	□ Other (specif	fy)	10. Annual Accumulation — 1 Number		
			☑ File Dra	m Reel(s) ter Tepe(s)	
11. File is Used		12. File Becom	es Inactive A	After	
☐ Daily ☐ Weekly ☐ Monthly ☒ Annually		3 Number	D N	/lonth(s) ☑ Year(s)	
13. Current Location(s) (Bidg., Floor, Room) 16 FRANCIS ST, ANNAPOLIS: ROOM 311 (3 RD FLOOR); SECRET	'ARY'S OFFICE (4 TH FLOOR)	14. Is Record Senes Duplicated Elsewhere? (If yes, specify egency or office.) □ Yes ☑ No			
15. Access Restrictions (if Yes, cite Lew(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Requirements ■ None □ State □ Federal □ Independent		Federal Independent	
17. Is en Index System used? If yes, explain briefly end describe re ☐ Yes ☑ No	quirements	18. Recom		Retention en transfer to State Archives.	
19. Name and Title of Preparer	20. Telepho	one Number	21. Dat		

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<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL RECORDS MANAGEMENT 7275 Waterloo Road, P.O. Jessup, Maryland 20 410-799-1930			SION	PAGE 3 OF 14	
Department/Agency	2. Division				3. Unit	
MDVA	CEMETERIE	ES PROGRAM	Л	:	ALL	
DEFINITION: RECORD SERIES: A group of related records normally filed and 4. Record Series Title CONSTRUCTION FILES				5. Earlie:	st Year/Latest Year 1999to	
 Record Series Description (Briefly describe the typ series.) Files contain duplicates of DGS plats, dra Affairs. 	ees of information awings, and pla	on/documents ans for each	forms foun- cemetery n	d in the se	ries. Include the purpose or function of the I by the Maryland Department of Veterans	
7. Record Series Format(s) List ell Letter Size		Alphabetical 5 Number Numerical		Number File Drau Compute Other (s 10. Annual 1 Number File Drau Microfiln Compute Compute Other (s	n Reel(s) er Tape(s) pecify) Accumulation wer(s) n Reel(s) er Tape(s) pecify)	
13. Current Location(s) (Bidg., Floor, Room) 1122 SUNRISE BEACH ROAD, CROWNSVILLE, MD AND/OR OTHER VETERANS CEMETERIES 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes 💆 No			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 2 Yes No DEPT OF GENERAL SERVICES 16. Audit Requirements 2 None State Federel Independent			
17. Is en Index System used? If yes, explain briefly and describe red ☐ Yes ☑ No	quirements			I building i	Retention s no longer standing, or the property is no longer agency, whichever is sooner, then destroy.	
19. Name and Title of Preparer PETER PANTZER, DIRECTOR OF FINANCE & ADI		20. Telephone 410-260-3867		21. Date 5/21/20		

	T				
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAC 7275 Waterloo Ro Jessup, Mar	BENERAL SERVICES GEMENT DIVISION Dad, P.O. Box 275 yland 20794 9-1930	PAGE 4 OF 4		
Department/Agency	2. Division		3. Unit		
MDVA	CEMETERIES PROG	RAM	ALL		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a unit for r	eference as well as retention and disposition		
4. Record Series Title COST CLAIM FILES			est Year/Latest Year 1999 to		
Record Series Description (Briefly describe the series.) Files contain copies of claims sent to t maintained by the Maryland Department of Vet	the (Federal) Veterans A	uments/forms found in to administration for the	he series. Include the purpose or function of the sharing of expenses of building of cemeteries		
7. Record Series Format(s) List ell	8. Record Serie	es Sequence 9. Volume			
☑ Letter Size ☐ Microfilm	□ Alphabetical				
□ Legal Size □ Computer Tape	□ Numerical	☐ Microfi			
□ Audio Tepe □ Floppy Disk	⊠ Chronologic	☐ Other			
□ Bound Book □ Video Tape □ Other (specify)	⊠ Geographica □ Other (speci	fy) 10. Annu- 	10. Annual Accumulation1 Number B File Drawer(s)		
11. File is Used	1	12. File Becomes Inactive	After		
□ Daily □ Weekly 🛭 Monthly □ Annua	ally	8 (EST) Number I	Month(s) ⊠ Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 1122 SUNRISE BEACH ROAD, CROWNSVILLE, MD		14 Is Record Series Duplicated Elsewhere? (If yes, specify egency or office.) □ Yes ☑ No			
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Requirements ☐ None 図 State 図	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☑ No	e requirements		Retention ter end of subject cemetery construction and untiles are met, then destroy.		
19. Name and Title of Preparer PETER PANTZER, DIRECTOR OF FINANCE & A	20. Telepho ADMIN 410-260-38	one Number 21. Da 367 5/21/20			

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 OF			
Department/Agency	2. Division		3. Unit			
MDVA	CEMETERIES PROG	GRAM	ALL			
DEFINITION: RECORD SERIES: A group of relate	I ed records normally filed	and used as a unit for re	Leference as well as retention and disposition			
purposes. 4. Record Series Title CEMETERY INTERMENT	FILES		est Year/Latest Year 1999 to			
Record Series Description (Briefly describe the series.) Maintained at each cemetery. Files are	types of information/doc alphabetically arrange	uments/forms found in the dead by person buried.	ne series. Include the purpose or function of the			
7. Record Sarias Format(s) List all	8. Racord Sari	ins Socience A Volume				
☑ Letter Siza ☐ Microfilm	■ Alphabetica	300				
□ Lagal Siza □ Computer Tapa	□ Numerical	⊠ File Dra	awer(s)			
□ Audio Tape □ Floppy Disk	☑ Chronologic	☐ Microfil	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape	☑ Geographic	☐ Other (Other (specify) 10. Annual Accumulation			
☐ Other (specify)	☐ Other (spec	10. Annua				
Other (specify)		☐ Microfi ☐ Compu	per a Drawar(s) crofilm Real(s) mputer Tape(s) ther (specify)			
11. File is Used		12. File Becomes Inactive A	After			
⊠ Daily ☐ Weekly ☐ Monthly ☐ Annua			100 Number □ Month(s) ☑ Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 1122 SUNRISE BEACH ROAD, CROWNSVILLE, MD AND ALL C CEMETERY LOCATIONS	OTHER VETERANS	14. Is Record Series Duplic	ated Elsewhera? (If yas, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yas □ No MDVA restricts public access to these files due to the inclusion of Personally Identifiable Information such Social Security numbers, as well as protected health information.		16. Audit Requirements ☑ None ☐ State ☐	Federal 🗆 Independent			
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☑ No	requirements	18. Recommended Retain original files f State Archives for pe	or 100 years, then transfer original files to Maryland			
19. Name and Title of Preparer PETER PANTZER, DIRECTOR OF FINANCE & A		one Number 21. Dat	е			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Ma	GENERAL SERVICES GEMENT DIVISION load, P.O. Box 275 ryland 20794 99-1930	PAGE 6 OF 14		
Department/Agency	2. Division		3. Unit		
MDVA	CEMETERIES PROG	GRAM	ALL		
DEFINITION: RECORD SERIES: A group of relati	ed records normally filed	and used as a unit for re	eference as well as retention and disposition		
purposes. 4. Record Series Title (DEATH) CLAIM FILES			est Year/Latest Year		
			_1999 to		
arranged by name of person buried and show.	nation from cemetery in Name of cemetery and	nterment files which are Neteran Administration	e maintained at the veterans' cemeteries and are n burnal claim information.		
7. Record Series Format(s) List all	8. Record Seri	ies Sequence 9. Volume			
☑ Letter Size ☐ Microfilm					
□ Legal Size □ Computer Tepe	□ Numerical				
□ Audio Tape □ Floppy Disk		cal Compu	☐ Computer Tape(s) ☐ Other (specify)		
☐ Bound Book ☐ Video Tape		cal	Accumulation		
Other (specify)	☐ Other (spec		10		
		⊠ File Dra ☐ Microfil	m Reel(s) ter Tape(s)		
11. File is Used	1	12. File Becomes Inactive A	fter		
☑ Daily ☐ Weekly ☐ Monthly ☐ Annua	illy .	10 Number □ N	lonth(s) Year(s)		
13. Current Location(s) (Bidg., Floor, Room) 1122 SUNRISE BEACH ROAD, CROWNSVILLE, MD AND ALL CEMETERY LOCATIONS	OTHER VETERANS	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) May Yes			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ■ Yes □ No MDVA restricts public access to these files due to the inclusion of Personally Identifiable Information such Social Security numbers, as well as protected health information.		16. Audit Requirements	Federal 🗖 Independent		
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes 図 No			Retention: Retain for 10 years, then destroy.		
19. Name and Title of Preparer PETER PANTZER, DIRECTOR OF FINANCE & A	20. Teleph 410-260-3	one Number 21. Dat 867 5/21/20			

Instructions –Type or Print a separate form for	GENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Mai	GEMENT DIVIS	ISION		
Department/Agency	2. Division			3. Unit	
MDVA	SERVICES PROGRA	M		ALL	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title (LIVE) CLAIM FILES		5. Earliest Year/Latest Year2001to			
 Record Series Description (Briefly describe the t series.) The files are arranged alphabetically by correspondence, and other pertinent papers rel 	name of claimant. File	es contain vari	ound in the ious eligi	e series. Include the purpose or function of the bility records, Power of Attorney documents,	
7. Record Series Format(s) List ell	8. Record Serie	es Sequenca	9. Volume		
■ Letter Size	☑ Alphabetica		50 Number	-	
□ Legal Size □ Computer Tepe	□ Numerical	1000	☑ File Drawer(s)		
□ Audio Tepe □ Floppy Disk	□ Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tepe	☐ Geographic	al	Other (specify)		
Other (specify)	☐ Other (spec	sify)	10. Annuel Accumulation 5		
		Nu			
			☑ File Drav ☐ Microfilm ☐ Compute ☐ Other (s	n Reel(s) er Tape(s)	
11. File is Used		12. File Become	es Inactive Af	ter	
☑ Daily ☐ Weekly ☐ Monthly ☐ Annual	ly	5Number		onth(s) 🖾 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 31 HOPKINS PLAZA, ROOM 3020, BALTIMORE, MD AND OTHE STATEWIDE	R SERVICES LOCATIONS	14. Is Record Se		ted Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s)		16. Audit Requirements			
▼Yes □ No MDVA does not permit public eccess to e claimant's record maintenance.	ained by MDVA.	⊠ None □	State F	ederal Independent	
17. Is en Index System used? If yes, explain briefly end describe ☐ Yes ☑ No	requirements	or (b) 5 year	ne greater rs after las	detention of (a) 1 year after revocation of Power of Attorney st contact with veteran; then destroy. (Excludes sich are to be incorporated in Discharge Files.)	
19. Name and Title of Preparer PETER PANTZER, DIRECTOR OF FINANCE & A		one Number 867	21. Date 5/21/201		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECOF 7275	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		SION	AGENCY RECORDS INVENTORY PAGE	
Department/Agency	2. Division				3. Unit	
MDVA	SERVICES	PROGRAM			ALL	
4. Record Series Title DISCHARGE FILES			nd used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 2001 to			
6. Record Series Description (Briefly describe the Maintained alphabetically. Files contain Vetera	types of inform in's Discharg	nation/docun je papers.	nents/forms f	ound in the	series. Include the purpose or function of the series.)	
7. Record Series Formet(s) List ell		8. Record Serie	s Sequence	9. Volume		
☑ Letter Size ☐ Microfilm			7801100	9. Volume 42		
□ Legal Size □ Computer Tepe		Numerical		☑ File Drawer(s)		
□ Audio Tape □ Floppy Disk	- 7	□ Chronologica			Tape(s)	
□ Bound Book □ Video Tape				Other (specify)		
Other (specify)		Other (specif	ify) 10. Annual Accumulation 4 Number			
				☑ File Drew ☐ Microfilm ☐ Computer ☐ Other (sp	Reel(s) r Tepe(s)	
11. File is Used			12. File Becom	nes Inactive Aft	er	
⊠ Daily □ Weekly □ Monthly □ Annua	illy		10_ Number	□ Ma	onth(s) 💆 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 31 HOPKINS PLAZA, ROOM 3020, BALTIMORE, MD AND OTHI STATEWIDE	ER SERVICES LO	CATIONS	☐ Yes	⊠ No	ted Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) ☑ Yes □ No MDVA does not permit public eccess to e claimant's record main	tained by MDVA.		16. Audit Req ■ None		ederal □ Independent	
17. Is en Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			18. Recommended Retention Retain for 10 years, then transfer to Maryland State Archives for permanent retention.			
19. Name and Title of Preparer PETER PANTZER, DIRECTOR OF FINANCE & A	NIMO	20. Telepho Number 410-260-38		21. Date 5/21/201		

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA	EPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275		AGENCY RECORDS INVENTORY		
	Jessup, Maryland 2079 410-799-1930			PAGE OF		
Department/Agency	2. Division			3. Unit		
MDVA	EXECUTIVE DIRECT	TION		ALL		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title VETERANS TRUST FUND	FILES		5. Earlie	st Year/Latest Year to		
6. Record Series Description (Briefly describe the series.) Alphabetic files of indigent Veterans who Records for each claim.	types of information/doc received monies form th	cuments/forms nis fund. Files	found in th contain: A	e series. Include the purpose or function of the pplication; Eligibility Papers; Financial Accounting		
7. Record Series Format(s) List ell	8. Record Ser	ies Sequenca	9. Volume			
☑ Letter Size ☐ Microfilm	■ Alphabetica	al	3_ Number			
□ Legal Size □ Computer Tepe	□ Numerical		☑ File Drawer(s)			
□ Audio Tepe □ Floppy Disk	□ Chronologie	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape	☐ Geographic	eographical		Other (specify)		
Other (specify)	☐ Other (spec					
			Number File Dra Microfile Comput Other (s	n Reel(s) er Tape(s)		
11. File is Used	1	12. File Becom	les Inactive A	fter		
☑ Daily ☐ Weekly ☐ Monthly ☐ Annua	lly	10 Number	□ M	onth(s) 🛮 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 16 FRANCIS ST, 4 TM FLOOR, ANNAPOLIS, MD		14 Is Record Series Duplicated Elsewhere? (If yes, specify egency or office.) ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) ☑ Yes ☐ No Records contain applicants' Sociel Security numbers end banking be mede public.	g information and are not to	16. Audit Req		Federel Independent		
17. Is an Index System used? If yes, explain briefly end describe ☐ Yes ☐ No	requirements	years, then	10 years, the destroy all ords still ne	Retention hen retain in State Records Center for additional 5 Il papers no longer needed for current business. seded for current business for 5 additional years,		
19. Name and Title of Preparer PETER PANTZER, DIRECTOR OF FINANCE & A		one Number	21. Date 5/21/20			

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 SERVI RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 27 Jessup, Maryland 20794		SION	PAGE OF 1	
Department/Agency	2 Division			3. Unit	
	2. Division				
MDVA	ALL			ALL	
DEFINITION: RECORD SERIES: A group of related	records normally filed a	and used as a	unit for re	ference as well as retention and disposition	
purposes. 4. Record Series Title INACTIVE PERSONNEL FILE			5. Earliest Year/Latest Year1999 to		
 Record Series Description (Briefly describe the typ series.) Alphabetic files of indigent Veterans who re- Records for each claim. 					
7. Record Series Formet(s) List ell	8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)		9. Volume 6 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation 1 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
☑ Letter Size ☐ Microfilm					
□ Legal Size □ Computer Tape					
□ Audio Tepe □ Floppy Disk					
□ Bound Book □ Video Tape					
□ Other (specify)					
11. File is Used		12. File Becom	es Inactive A	fter	
☐ Daily ■ Weekly ☐ Monthly ☐ Annually		3 Number	□ M	ionth(s) ⊠ Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 16 FRANCIS ST, 4 TH FLOOR, ANNAPOLIS, MD		14. Is Record Series Duplicated Elsewhere? (If yes, specify egency or office.) □ Yes ☑ No			
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Recommended Retention Retain for 3 years after termination of employment, then retain in State Records Office for 2 additional years, then destroy.			
19. Name and Title of Preparer PETER PANTZER, DIRECTOR OF FINANCE & AD	20. Telephone Number		21. Date 5/21/20	e	

		GENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE	
Department/Agency	2. Division			3. Unit	
MDVA	ALL			ALL	
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for re	ference as well as retention and disposition	
Record Series Title VACANCY FILL REQUEST/I PAPERWORK	5. Earliest Year/Latest Year1999 to				
 Record Series Description (Briefly describe the ty series.) This series includes all information and doc regulations. Includes letters of interest, eligibility crit 	cumentation used in the	filling of vacar	nt position	s in accordance with State of Maryland rules and	
7. Record Series Formet(s) List ell	8. Record Serie	es Sequence	9. Volume		
☑ Letter Size ☐ Microfilm	☐ Alphabetical		_4_ Number		
□ Legal Size □ Computer Tepe	□ Numerical		⊠ File Drawer(s) □ Microfilm Reel(s)		
□ Audio Tepe □ Floppy Disk		al	☐ Comput	er Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geographica	al	Other (s		
Other (specify)	☐ Other (speci	ify)	1	10. Annual Accumulation	
			Number		
		☐ Micro		File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used		12. File Become		4	
☐ Daily ☑ Weekly ☐ Monthly ☐ Annually		12. File Become		ner onth(s) ☑ Year(s)	
a violety a monthly a Allicany		Number	5 W	orings) who realls)	
13. Current Location(s) (Bidg., Floor, Room) 16 FRANCIS ST, 4 TH FLOOR, ANNAPOLIS, MD		14. Is Record Series Duplicated Elsewhere? (If yes, specify egency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
None known.		□ None State □ Federel □ Independent			
17. Is en Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		Recommended Retention Retain for 3 years, then retain in State Records Office for 2 years then destroy.			
19. Name and Title of Preparer PETER PANTZER, DIRECTOR OF FINANCE & AD	20. Telephone Number ADMIN 410-260-3867		21. Date 5/28/20		

each new or revised record series. Forward RECORDS MAN		GENERAL SERVICES IAGEMENT DIVISION Road, P.O. Box 275		AGENCY RECORDS INVENTORY	
	Jessup, Mai 410-79	ryland 20794 99-1930	PAGE 12 OF 14		
Department/Agency	2. Division			3. Unit	
MDVA	ALL			ALL	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	unit for re	ference as well as retention and disposition	
Record Series Title MEDICAL FILES	5. Earliest Year/Latest Year1999 to				
6. Record Series Description (Briefly describe the series.) Includes EAP, Accident Leave, IWIF, Lea	types of information/doc ve Bank and other inform	uments/forms f nation pertinen	found in th	e series. Include the purpose or function of the inployee's medical file.	
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume 4		
☑ Letter Size ☐ Microfilm	☑ Alphabetical		Number		
□ Legal Size □ Computer Tape	□ Numerical		 ☑ File Drawer(s) ☑ Microfilm Reel(s) 		
□ Audio Tape □ Floppy Disk	□ Chronologic	cal	☐ Comput ☐ Other (s	er Tape(s)	
□ Bound Book □ Video Tape	☐ Geographic	al		Accumulation	
Other (specify)	Other (spec	ify)	Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used		12. File Becom	es Inactive A	fter	
□ Daily	illy	5 Number	ВΜ	onth(s) 🛮 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 16 FRANCIS ST, 4 TH FLOOR, ANNAPOLIS, MD		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No Subject to HIPAA and any other applicable laws and regulations governing privacy of PHI.		16. Audit Requirements ☑ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		Recommended Retention Retain for 5 years after termination of employment; then MDVA HR employees will destroy.			
19. Name and Title of Preparer PETER PANTZER, DIRECTOR OF FINANCE & A	20. Teleph 410-260-38	one Number 867	21. Date 5/28/20		

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		GENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Division			3. Unit		
MDVA	ALL			ALL		
DEFINITION: RECORD SERIES: A group of relate	l ed records normally filed	and used as a	unit for re	ference as well as retention and disposition		
purposes. 4. Record Series Title TIMESHEETS			5. Earliest Year/Latest Year1999 to			
Record Series Description (Briefly describe the series.) All information and documentation used in	types of information/doc n processing employees	uments/forms t ' payroll and le	found in th ave time o	e series. Include the purpose or function of the on a bi-weekly basis.		
7. Record Series Formet(s) List ell	8. Record Seri	es Sequence	9. Volume			
■ Letter Size	☑ Alphabetical ☐ Numerical		10 Number			
□ Legal Size □ Computer Tepe			☑ File Drawer(s)			
□ Audio Tepe □ Floppy Disk	□ Chronologic	cal	☐ Comput	Microfilm Reel(s) Computer Tape(s)		
☐ Bound Book ☐ Video Tepe	☐ Geographic	al	Other (specify) 10. Annual Accumulation 1 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
Other (specify)	☐ Other (spec	ify)				
11. File is Used		12. File Becom	on Inactive At	Bor.		
☐ Daily ☑ Weekly ☐ Monthly ☐ Annua	lly	6 Number		onth(s) ▼Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 16 FRANCIS ST, 4 TM FLOOR, ANNAPOLIS, MD		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or offica.) □ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
☐ Yes ☑ No None known.		□ None ☑ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☐ No	17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		Recommended Retention Retain for 6 years and until all audit requirements are met, then destroy			
19. Name and Title of Preparer PETER PANTZER, DIRECTOR OF FINANCE & A	20. Telephone Number 410-260-3867		21. Date 5/28/20			

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New Hem #14 on Schedule Das 580-1

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICE			ICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R		7.74	, 4			
	Jessup, Ma	ryland 20794		PAGE			
Department/Agency	2. Division	35. 133C		3. Unit			
MDVA	KLL			ALL			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title			5. Earliest Year/Latest Year				
GRIEVANCE FILES	to ALC						
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms	found in the	e series. Include the purpose or function of the			
ANY RELORDS RELATED	TO GRIEV	ANCES	COM	PLAINTS, OR OTHER FILINGS			
BY CHURENT OR FORING							
7. Record Series Format(s) List ell	8. Record Seri	es Sequenca	9. Volume				
Letter Size Microfilm	Alphabetic	al	Number				
Lagal Size Computar Tape	Numerical ·		Fila Dra				
☐ Audio Tape ☐ Floppy Disk	Chronolog	ical	Microfile Comput				
☐ Bound Book ☐ Video Tape	☐ Geographi	cal	Other (specify)				
Other (specify)	Othar (spe	cify)		Accumulation			
			Fila Dra	894			
			Microfilm	n Reel(s)			
		CHIVES	Comput	pecify)			
11. File is Used		A STATE OF THE PARTY.	nes Inactive Aft				
☐ Daily ☐ Weekly ☐ Monthly 📆 Ann	nually	Number	Пм	onth(s) Year(s)			
	,	, various		oning) <u>pa</u> rcents)			
13. Current Location(s) (Bldg., Floor, Room) 16 FRANCIS ST 4TH FL ANNA	14. Is Record Series Duplicated Elsewhere? (If yes, specify egency or office.) Yes No						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements					
Yes No Not aware o	rang.	None	Stata	Federal Independent			
17. Is en Index System usad? If yes, explain briefly and describe	requirements	18 Pager	monded D	etention			
☐ Yes ✓No	18. Recommended Retention 3. ULANS ON-SITE						
		3 years on-site 2 add'l years in State Records Center					
			7				
19. Name and Title of Preparer		one Number	21. Date				
Roter Pantzer	4110.2		4	4/13/15			
Dir. of Finance & Admin	3867						