



**Department of Public Safety and Correctional Services**  
**Human Resources Services Division**  
**Retention Policy**

**Purpose**

The purpose of this Policy is to ensure that necessary records for the Department of Public Safety and Correctional Services Human Resources Services Division (DPSCS HRSD) are adequately protected and maintained in accordance to federal and state law, and regulations.

**Policy**

This Policy represents DPSCS policy's regarding the retention and disposal of records generated in the course of DPSCS HRSD's operations.

**Administration**

Attached is a copy of the approved DPSCS HRSD's Record Retention and Disposal Schedule. The HRSD's Records Manager is the records management officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Records Manager is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for DPSCS HRSD; annually review the record retention and disposal program; and monitor compliance with this policy.

The Records Manager will arrange for every employee who may have responsibility for DPSCS HRSD documents to receive a copy of this Policy and each employee will sign a statement that confirms he or she has received a copy of this Policy, has read and understands it, and has agreed to comply with it.

**Covered Records**

This Policy applies to all official records generated in the course of DPSCS HRSD operations, including but not limited to:

- Typed, or printed hardcopy (i.e., paper) documents
- Scanned documents
- Electronic records and documents
- Electronically stored information contained on network servers and/or document management systems.

**Confidentiality of Records**

Records containing confidential information will be stored in a manner that will limit access to those records.

- Access to Personnel Records, Records containing Confidential and/or Sensitive information, and Records generated during business operations are monitored and maintained by the Records Manager or Designee.
- Records will be labeled according to levels of sensitivity (Confidential, Sensitive, and Unclassified).
- All paper records will be stored in locked rooms or locked file cabinets.
- Any Personnel Records and Records containing Confidential and/or Sensitive information that are used out in the field will be secured in locked portable cases.
- For individuals using laptops that contain electronic or scanned records, they are required to log off each day to secure electronic/scanned records from unauthorized use.
- All breaches of information security, actual and suspected, will be reported to the Executive Director in a timely manner.

**Department of Public Safety and Correctional Services**  
**Human Resources Services Division**  
**Retention Schedule**

**Introduction**

The following information is a listing of the minimum retention periods for records normally placed in files at the Department of Public Safety and Correctional Services Human Resources Services Division. These retention requirements include periods recommended by federal and state law, or regulations. DPSCS HRSD must ensure that the department's retention schedule meet these minimum retention periods. Information on records management requirements, guidance, and best practices is available on the Maryland State Archives Web Site. ([http://msa.maryland.gov/msa/intromsa/html/record\\_mgmt/welcome.html](http://msa.maryland.gov/msa/intromsa/html/record_mgmt/welcome.html)).

Records that are pending potential litigation, governmental investigations and other circumstances, those records identified will be put on "hold" and the regularly scheduled destruction of those records will be suspended until further notice.

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No:</b>  <i>2436</i>
<b>Agency</b> Department of Public Safety and Correctional Services		<b>Division/Unit</b> Human Resources Services Division
<b>Item No:</b>	<b>Record Title and Description</b>	<b>Retention</b>
<b>Recruitment, Examination, and Retention Unit</b>		
<b>1.0</b>	<b>Recruitment, Examination, and Retention Records</b>	
<b>1.1</b>	<b>Recruitment and Testing Documentation</b> – To include but are not limited to: Certified list of eligible candidates, letters of interest, decline notices, final wrap up emails, eligibility criteria , testing information (such as training, experience ratings, qualification supplements and scoring criteria), employment applications/verification (proof of education, etc..), job announcement's, vacancy fill request, correspondence from applicants and hiring manager), selection information, Hiring Freeze Exemption Request (HFER), interview rating list (score plan) and updates.	Records will be retained for <b>current fiscal year + 3 years</b> , then transferred to the State Records Center for <b>2 additional years</b> , then destroyed.
<b>1.2</b>	<b>Correctional Officer (CO) Testing Documentation</b> – To include but are not limited to check off sheets, scantrons, test notices, and copyright non- disclosures.	Records will be retained for <b>current fiscal year + 3 years</b> and then destroyed.
<b>Classification and Compensation Unit</b>		
<b>2.0</b>	<b>Classification and Compensation Records</b>	
<b>2.1</b>	<b>Personnel Transactions</b> – Records pertaining to personnel actions including but are not limited: <ul style="list-style-type: none"> <li>• Acting capacity R/Q's *</li> <li>• Hiring Freeze Exemption R/Q's</li> <li>• Inter and intra agency transfers and position abolition</li> <li>• Promotions including non-competitive</li> <li>• Reclassification R/Q's ,</li> </ul> Personnel Transaction (Form MS 310): Records on personnel actions: reclassifications, promotions, inter- and intra-agency transfers, position abolition, etc. <b>*as of 11/15/2014 MS 310 forms are no longer in use.</b>	Scan to Maryland State Archives standards, and then destroy paper. Retain images <b>10 years</b> , and then destroy.
<b>2.2</b>	<b>Vetting Results</b> – Records pertaining to the vetting process.	

*\* Requests*

Item No:	Record Title and Description	Retention
<b>Correctional Centralized Hiring Unit</b>		
<b>3.0</b>	<b>Background Records</b>	
<b>3.1</b>	<p><b>Background Investigation</b> – Employee/Applicant background investigations done on each candidate. To include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Application for Maryland Police and Correctional Training Commissions (MPCTC) Certification (<b>Mandated Positions</b>)</li> <li>• Background Investigation Report               <ul style="list-style-type: none"> <li>• CJIS fingerprint card <b>*no longer using fingerprint cards, CJIS uses Live Scan Fingerprinting</b></li> <li>• PREA Backgrounds **</li> <li>• Training and Education (Mandated Positions) - Certificates of completion, transcripts, diploma, required licensure, and similar documents.</li> </ul> </li> <li>• Appointed Letter Correctional Officers (CO's)</li> </ul>	<p>Scan to Maryland State Archives standards, and then destroy paper. Retain images <b>10</b> years, and then destroy.</p>
<b>3.2</b>	<p><b>Physical Examinations</b> – Physical examination reports completed on all Correctional Officers (CO's) applicants.</p>	
<b>3.3</b>	<p><b>Psychological Testing</b> - To include but are not limited to: interviews, notes, and test results.</p>	
<b>Employee Services Unit/Operational Support Units</b>		
<b>4.0</b>	<b>Personnel Records: (Closed/Inactive)</b>	
<b>4.1</b>	<p><b>Personnel File</b> To include but are not limited to the following:</p> <p><b>Recruitment and Reclassification Documentation</b> – completed employment application, employment verification form, copy of education diploma/transcripts and/or licensure, commitment letter/offer letter, appointment certification form (skilled and professional recruitments), MS26 (above base salary) form and notice of personnel form (NPA).</p> <p><b>Background Documentation</b> – background sign-off approval sheet</p> <p><b>New Hire Orientation</b> – employee information sheet, acknowledgment of DPSCS new employee orientation manual, acknowledgment of rules and regulations, application for certification (AFC) if applicable, federal and state exemption form, payroll direct deposit/payroll address from/expense check.</p> <p><b>Ongoing Employment Transactions</b> - investigation request form (MPCTC application form for mandated positions), Maryland new hire registry - Federal and State law requires newly hired and re-hired employees in Maryland to register with the Maryland State Directory of New Hire, military documentation, transaction transmittal form, and secondary employment form</p> <p><b>Payroll</b> - federal and state tax forms and payroll direct deposit forms.</p> <p><b>Employee Leave</b> – leave bank membership form and leave bank donation request.</p> <p><b>Training Documentation</b> – training certifications and other related documents</p>	<p>Scan to Maryland State Archives standards, and then destroy paper. Retain images <b>10</b> years, and then destroy.</p>

\*\* Prison Rape Elimination Act

Item No:	Record Title and Description	Retention
	<p><b>Personnel File cont....</b></p> <p><b>Performance Evaluations</b> - signed position descriptions, probationary forms (completion, extension, and termination), letter of commendation, certificates of recognition (not training related), and voluntary demotion.</p> <p>Efficiency Ratings: PEP Performance Planning and Evaluation form.</p> <ul style="list-style-type: none"> <li>○ Probation</li> <li>○ Promotion</li> </ul> <p><b>Employee Termination</b> – employee resignation letter, letter of intent to retire, exit interview documentation, and unemployment (request for separation form).</p> <p><b>Disciplinary</b> - documented counseling accompanied by, if submitted, a rebuttal signed by the employee, final orders, and settlement Agreements</p>	<p>Scan to Maryland State Archives standards, and then destroy paper. Retain images <b>10</b> years, and then destroy.</p>
4.2	<p><b>Employment Eligibility Verification I-9 Form</b> - The Immigration Reform and Control Act of 1986 (IRCA) requires employers to verify that all newly hired employees present valid documentation and have legal authorization to accept employment in the United States. Contains a record copy of the I-9 reporting form.</p>	
4.3	<p><b>Employee Pension and Benefits File</b> – Employee benefits plans including health, life, pension, disability insurance, etc. These forms provide personal identifying information, option selection, or similar information.</p> <p>Forms include but are not limited to</p> <ul style="list-style-type: none"> <li>• Affidavit for Dependent Eligibility</li> <li>• Dependent Verification</li> <li>• Determination of Eligible Dependents Tax Status</li> <li>• Health Benefit Acknowledgment Form</li> <li>• Minnesota Life Beneficiary Forms</li> <li>• Retirement Enrollment Form</li> <li>• Summary Statement of Benefits</li> </ul> <p><b>Personal Identifiable Information (documentation will be kept in the pension and benefits folder)</b> - To include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Driver's license</li> <li>• Social security card</li> <li>• Marriage certificate</li> <li>• Birth certificate</li> </ul>	
4.4	<p><b>Medical File (Closed/Inactive)</b> – To include but are not limited to the following: EAP, FMLA (not related to a on the job injury), Sick Slips, Employee to Employee Leave, Tuberculosis (PPD), Vaccinations, and other information pertinent to the employee's medical file.</p>	
4.5	<p><b>History Cards</b></p>	
4.6	<p><b>Position Control Cards</b></p>	
4.7	<p><b>Leave Records and Timesheets</b> – To include all information and documentation used in processing DPSCS employees' payroll and leave time on a bi-weekly basis.</p>	<p>Records will be retained for <b>current fiscal year + 3</b> years and until completion of a State audit, then transferred to the State Records Center for <b>2</b> additional years, then destroyed.</p>

Item No:	Record Title and Description	Retention
<b>Employee Relations Unit</b>		
<b>5.0 Appeals and Grievance Records: (Closed/Inactive)</b>		
5.1	<b>Disciplinary Case File</b> –To include but are not limited to the following: Records about reprimands, suspensions, termination on probation, forfeiture of annual leave, involuntary demotion, removal or termination of state services, denial of increment cases, documentation on all levels of disciplinary appeals process (settlement conference, Office of Administrative Hearings (OAH), Correctional Officers Bill of Rights (COBR) disciplinary appeals etc.), and counseling.	Scan to Maryland State Archives standards, and then destroy paper. Retain images <b>10</b> years, and then destroy.
5.2	<b>Memorandum of Understanding (MOU) Disputes Resolution Complaints</b>	
5.3	<b>Whistleblower Appeals Records</b> – Information exposing misconduct, alleged dishonesty, and illegal activity within the Department of Public Safety and Correctional Services.	
5.4	<b>Grievance Records</b> – This series included information pertaining to 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> step grievances filed by DPSCS employees	
<b>COBR Docket Operations</b>		
<b>6.0 COBR Records: (Closed/Inactive)</b>		
6.1	<b>Correctional Officers Bill of Rights (COBRA) Disciplinary Case File</b> – To include but are not limited to the following: Records about terminations, suspensions, transfers, and other pertinent documentation.	Scan to Maryland State Archives standards, and then destroy paper. Retain images <b>10</b> years, and then destroy.
6.2	<b>Law Enforcement Officers Bill of Rights (LEOBR) Disciplinary Case File</b> – To include but not limited to the following: Records about terminations, suspensions, and other pertinent documentation.	
<b>Employee Health Services and Nursing Services Unit</b> Electronic Records are scanned to MD State Archives Standards and saved in an open source format.		
<b>7.0 Health Records</b>		
7.1	<b>OSHA 300 Logs</b>	Records will be retained for <b>current calendar year + 5</b> years and then destroyed.
7.2	<b>OSHA Annual Report</b> - Federal government stats report on nature and number of on-the-job injuries.	
7.3	<b>Drug Testing Results</b> - To include but are not limited to testing for employment purposes, random testing, incident triggered, etc....	<p><b>Negative Results</b> Records will be retained for <b>current calendar year + 1</b> year and then destroy.</p> <p><b>Positive Results</b> Records will be retained for <b>current calendar year + 3</b> years then transferred to the State Records Center for 7 additional years, then destroyed.</p>
7.4	<b>Respiratory</b> – Information pertaining to lung capacity assessments and other pertinent information.	Scan to Maryland State Archives standards, and then destroy paper. Retain images <b>10</b> years, and then destroy.



Item No:	Record Title and Description	Retention
7.5	<p><b>Medical File cont.....</b></p> <p><b>Injured Workers' Insurance Fund (IWIF) Closed/Inactive</b>            To include but are not limited to:</p> <ul style="list-style-type: none"> <li>• On the Job Injury (OJI) packet</li> <li>• Workers' Compensation Commission, Statement of Wage Information</li> <li>• Workers' Compensation Commission, Corrected Claim Notices</li> <li>• Hearing Notices</li> <li>• Doctor's Notes</li> <li>• Accident Leave</li> <li>• FMLA related to OJI</li> <li>• Physician's Medical Assessment</li> <li>• Correspondence</li> </ul>	<p>Scan to Maryland State Archives standards, and then destroy paper. Retain images <b>10</b> years, and then destroy</p>
<b>Executive Staff - HRSD</b>		
8.0	<b>Executive Staff</b>	
8.1	<p><b>Report Files</b> - Consisting of statistical data kept on a weekly, monthly, quarterly, semi-annual, or annual basis by Fiscal Years. May include but not limited to: Vacancy Report, Monthly Position Count, Payroll In transits, E.E.O. Reports, Workforce Characteristics, Unemployment Insurance Questionnaire, Dept. of Human Resources Employment Statistics, Part-time Employment Report, Job Classification Chart, Personnel Transaction Reports, Turnover Report, Accident Leave Report, Personal Leave and Wage Report</p>	<p>Records will be retained for <b>6</b> years and then destroy.</p>
8.2	<b>Union Release Time Files</b>	
<p>Schedule Approved by Department, Agency, or Division Representative.            Date: <u>5/17/17</u>            Signature: <u>[Signature]</u>            Typed Name: <u>GREG MARSHALL</u>            Title: <u>EXECUTIVE DIRECTOR HR</u></p>		<p>Schedule Authorized by State Archivist            Date: <u>7.18.17</u>            Signature: <u>[Signature]</u></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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 1 OF 14</p>
<p>1. Department/Agency DPSCS</p>	<p>2. Division Human Resources Services Division (HRSD)</p>	<p>3. Unit Recruitment, Examination, and Retention Unit</p>
<p><b>DEFINITION: RECORD SERIES:</b> 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 <b>1.0 Recruitment, Examination, and Retention Records (Inventory pertains to Item No 1.1 on the Retention Schedule)</b></p>		<p>5. Earliest Year/Latest Year 2001 to 2016</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.) <b>Recruitment and Testing Documentation:</b> To include but are not limited to: Certified list of eligible candidates, letters of interest, decline notices, final wrap up emails, eligibility criteria, testing information (such as training, experience ratings, qualification supplements and scoring criteria), employment applications/verification (proof of education, etc.), job announcement's, vacancy fill request, correspondence from applicants and hiring manager), selection information, Hiring Freeze Exemption Request (HFER), interview rating list (score plan) and updates.</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 checked="" 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 <b>150 +</b> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b></p> <hr/> <p>10. Annual Accumulation <b>50</b> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b></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><b>5</b> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 2<sup>nd</sup> and 3<sup>rd</sup> floor file room</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) &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>Records will be retained for current fiscal year + 3 years, and then transferred to the State Records Center for 2 additional years, then destroyed.</p>	
<p>19. Name and Title of Preparer Tisha Trinh, Records Manager</p>	<p>20. Telephone Number (410) 585-3057</p>	<p>21. Date 4/19/2017</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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 2 OF 14</p>
<p>1. Department/Agency DPSCS</p>	<p>2. Division Human Resources Services Division (HRSD)</p>	<p>3. Unit Recruitment, Examination, and Retention Unit</p>
<p><b>DEFINITION: RECORD SERIES:</b> 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 <b>1.0 Recruitment, Examination, and Retention Records</b> (Inventory pertains to Item No 1.2 on the Retention Schedule)</p>	<p>5. Earliest Year/Latest Year 2001 to 2016</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose a function of the series) <b>Correctional Officer (CO) Testing Documentation</b> – To include but are not limited to check off sheets, scantrons, test notices, and copyright non-disclosures.</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 checked="" 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 <b>20</b> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b></p> <hr/> <p>10. Annual Accumulation <b>5</b> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b></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>3 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 2<sup>nd</sup> and 3<sup>rd</sup> floor file room</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) &amp; 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 Records will be retained for current fiscal year + 3 years and then destroyed.</p>	
<p>19. Name and Title of Preparer Tisha Trinh, Records Manager</p>	<p>20. Telephone Number (410) 585-3057</p>	<p>21. Date 4/19/2017</p>



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1. Department/Agency DPSCS	2. Division Human Resources Services Division (HRSD)	3. Unit Classification and Compensation Unit
<b>DEFINITION: RECORD SERIES:</b> 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 <b>2.0 Classification and Compensation Records</b> <b>(Inventory pertains to Item No 2.1 and 2.2 on the Retention Schedule)</b>	5. Earliest Year/Latest Year 1999 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series) <b>Personnel Transactions</b> – Records pertaining to personnel actions including but are not limited: • Acting capacity R/Q's • Hiring Freeze Exemption R/Q's • Inter and intra agency transfers and position abolition • Promotions including non-competitive • Reclassification R/Q's, <b>Vetting Results</b> – Records pertaining to the vetting process.		
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 checked="" type="checkbox"/> Other (specify) <b>PDF</b>	8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____	9. Volume <b>28 +</b> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b>  10. Annual Accumulation <b>10</b> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b>
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  <b>10</b> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 3 <sup>rd</sup> floor file room	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 checked="" type="checkbox"/> None <input 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 Scan to Maryland State Archives standards, and then destroy paper. Retain images 10 years, and then destroy.	
19. Name and Title of Preparer Tisha Trinh, Records Manager	20. Telephone Number (410) 585-3057	21. Date 4/19/2017

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<p>1. Department/Agency DPSCS</p>	<p>2. Division Human Resources Services Division (HRSD)</p>	<p>3. Unit Correctional Centralized Hiring 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 <b>3.0 Background Records</b> <b>(Inventory pertains to Item No. 3.1, 3.2, and 3.3 on the Retention Schedule)</b></p>	<p>5. Earliest Year/Latest Year 1990 - 2016</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. <b>Background Investigation</b> – Employee/Applicant background investigations done on each candidate. To include but are not limited to:  <ul style="list-style-type: none"> <li>• Application for Maryland Police and Correctional Training Commissions (MPCTC) Certification (Mandated Positions)</li> <li>• Background Investigation Report</li> <li>• CJIS fingerprint card *no longer using fingerprint cards, CJIS uses Live Scan Fingerprinting</li> <li>• PREA Backgrounds</li> <li>• Training and Education (Mandated Positions) - Certificates of completion, transcripts, diploma, required licensure, and similar documents.</li> <li>• Appointed Letter Correctional Officers (CO's)</li> </ul> <b>Physical Examinations</b> – Physical examination reports completed on all Correctional Officers (CO's) applicants.  <b>Psychological Testing</b> - To include but are not limited to: interviews, notes, and test results.</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 checked="" type="checkbox"/> Other (specify) <b>PDF</b></p>	<p>8. Record Series Sequence</p> <p><input checked="" 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 <b>120+</b> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b></p> <hr/> <p>10. Annual Accumulation <b>40</b> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <b>archive boxes</b></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 <b>10</b> Number                      <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road CCHU 1st floor file room 18413 Roxbury Road (Hagerstown)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No 18413 Roxbury Road (Hagerstown)</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input 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 Scan to Maryland State Archives standards, and then destroy paper. Retain images 10 years, and then destroy</p>	
<p>19. Name and Title of Preparer Tisha Trinh, Records Manager</p>	<p>20. Telephone Number (410) 585-3057</p>	<p>21. Date 4/19/2017</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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 5 OF 14</p>
<p>1. Department/Agency DPSCS</p>	<p>2. Division Human Resources Services Division (HRSD)</p>	<p>3. Unit Employee Services Unit and Operational Support Hubs (OSU)</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 <b>4.0 Personnel Records</b> <b>(Inventory pertains to Item No 4.1, 4.2, 4.3, and 4.4 on the Retention Schedule)</b></p>	<p>5. Earliest Year/Latest Year 1995 - 2016</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. <b>Personnel, Medical and Benefits File(s)</b> All documents in the Official Personnel, Medical, and Pension and Benefits File.</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 checked="" type="checkbox"/> Other (specify) <b>PDF</b></p>	<p>8. Record Series Sequence</p> <p><input checked="" 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 <b>1500+</b> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b></p> <hr/> <p>10. Annual Accumulation <b>300</b> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b></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><b>10</b> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 2<sup>nd</sup> and 3<sup>rd</sup> Floor file room 521 East Eager Street (Floor 1, 2, and 3) (Baltimore OSU) 7800-7899 House of Corrections Rd (Personnel Office) (Jessup OSU) 18415 Roxbury Road (Hagerstown OSU) 13800 McMulle Hwy (Cumberland OSU) 30430 Revells Neck Road (Eastern Shore OSU)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Baltimore, Jessup, Hagerstown, Cumberland, and Eastern Shore Operational Support Hubs.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input 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 Scan to Maryland State Archives standards, and then destroy paper. Retain images 10 years, and then destroy</p>	
<p>19. Name and Title of Preparer Tisha Trinh, Records Manager</p>	<p>20. Telephone Number (410) 585-3057</p>	<p>21. Date 4/19/2017</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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 6 OF 14</p>
<p>1. Department/Agency DPPCS</p>	<p>2. Division Human Resources Services Division (HRSD)</p>	<p>3. Unit Employee Services Unit and Operational Support Hubs (OSU)</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 <b>4.0 Personnel Records</b> <b>(Inventory pertains to Item No 4.5 and 4.6 on the Retention Schedule)</b></p>	<p>5. Earliest Year/Latest Year 1990 - 2016</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) <b>Position and History Control Cards</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input 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 checked="" type="checkbox"/> Other (specify) <b>PDF and 5 x 8 Index Cards</b></p>	<p>8. Record Series Sequence</p> <p><input checked="" 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 20 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 checked="" type="checkbox"/> Other (specify) <b>5 X 8 index card holders</b></p> <hr/> <p>10. Annual Accumulation <b>0 (no longer in use)</b> 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 type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>10 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 3rd floor</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) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input 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>Scan to Maryland State Archives standards, and then destroy paper. Retain images 10 years, and then destroy</p>	
<p>19. Name and Title of Preparer Tisha Trinh, Records Manager</p>	<p>20. Telephone Number (410) 585-3057</p>	<p>21. Date 4/19/2017</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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE 7 OF 14
1. Department/Agency DPSCS	2. Division Human Resources Services Division (HRSD)	3. Unit Employee Services Unit
<b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
4. Record Series Title <b>4.0 Personnel Records</b> <b>(Inventory pertains to Item No. 4.7 on the Retention Schedule)</b>	5. Earliest Year/Latest Year 2008-2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) <b>Timesheets – Leave and Payroll Records</b>		
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 checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____	9. Volume <b>150+</b> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archived boxes</b>  10. Annual Accumulation  <b>0</b> Number (Since November 2016, leave and time are entered into the Workday system.)  <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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After  <b>5</b> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 2 <sup>nd</sup> and 3 <sup>rd</sup> floor file room	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 checked="" type="checkbox"/> None <input 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 Records will be retained for current fiscal year + 3 years and until completion of a State audit, then transferred to the State Records Center for 2 additional years, then destroyed.	
19. Name and Title of Preparer Tisha Trinh, Records Manager	20. Telephone Number (410) 585-3057	21. Date 4/19/2017



<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 SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE 8 OF 14
1. Department/Agency DPSCS	2. Division Human Resources Services Division (HRSD)	3. Unit Employee Relations Unit
<b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
4. Record Series Title <b>5.0 Appeals and Grievance Records</b> <b>(Inventory pertains to Item No 5.1, 5.2, 5.3, and 5.4 on the Retention Schedule)</b>	5. Earliest Year/Latest Year 2008 - 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Disciplinary case files, memorandum of understanding complains, whistleblower appeals records, and grievance records.		
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 checked="" type="checkbox"/> Other (specify) <b>PDF</b>	8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____	9. Volume <b>50</b> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b>  10. Annual Accumulation <b>25</b> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b>
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  <b>10</b> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 3 <sup>rd</sup> floor file room	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 checked="" type="checkbox"/> None <input 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 Scan to Maryland State Archives standards, and then destroy paper. Retain images <b>10</b> years, and then destroy.	
19. Name and Title of Preparer Tisha Trinh, Records Manager	20. Telephone Number (410) 585-3057	21. Date 4/19/2017

<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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 9 OF 14</p>
<p>1. Department/Agency DPSCS</p>	<p>2. Division Human Resources Services Division (HRSD)</p>	<p>3. Unit Docket Office</p>
<p><b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title <b>6.0 COBRA Records</b> <b>(Inventory pertains to Item No 6.1 and 6.2 on the Retention Schedule)</b></p>		<p>5. Earliest Year/Latest Year 2001 - 2016</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Records related to termination, suspensions, transfers, and other pertinent documentation.)</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 checked="" type="checkbox"/> Other (specify) <b>PDF</b></p>	<p>8. Record Series Sequence</p> <p><input checked="" 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 <b>25</b> 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> <hr/> <p>10. Annual Accumulation <b>20</b> 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 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><b>10</b> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>6776 Reisterstown Road 3<sup>rd</sup> floor file room</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) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input 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>Scan to Maryland State Archives standards, and then destroy paper. Retain images <b>10</b> years, and then destroy.</p>	
<p>19. Name and Title of Preparer Tisha Trinh, Records Manager</p>	<p>20. Telephone Number (410) 585-3057</p>	<p>21. Date 4/19/2017</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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE 10 OF 14
1. Department/Agency DPSCS	2. Division Human Resources Services Division (HRSD)	3. Unit Employee Health Services
<b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
4. Record Series Title <b>7.0 Health Records</b> <b>(Inventory pertains to Item No 7.1 and 7.2 on the Retention Schedule)</b>		5. Earliest Year/Latest Year 2014 -2016
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. OSHA 300 Logs and OSHA Annual Report		
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 checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____	9. Volume <b>I</b> Number  <input checked="" 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 <b>I</b> Number  <input checked="" 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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After  5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 3 <sup>rd</sup> floor file room	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 checked="" type="checkbox"/> None <input 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 Records will be retained for current calendar year + 5 years and then destroyed.	
19. Name and Title of Preparer Tisha Trinh, Records Manager	20. Telephone Number (410) 585-3057	21. Date 4/19/2017

<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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 11 OF 14</p>
<p>1. Department/Agency DPSCS</p>	<p>2. Division Human Resources Services Division (HRSD)</p>	<p>3. Unit Nursing Services Unit</p>
<p><b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title <b>7.0 Health Records</b> <b>(Inventory pertains to Item No 7.3 on the Retention Schedule)</b></p>	<p>5. Earliest Year/Latest Year 2010 -2016</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Drug Testing Results</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 checked="" 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 <b>60</b> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b></p> <p>10. Annual Accumulation <b>20</b> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>archive boxes</b></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><b>Negatives</b> Number <b>1</b>    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p> <p><b>Positives</b> Number <b>10</b>    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 2<sup>nd</sup> and 3<sup>rd</sup> floor file rooms</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) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input 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</p> <p><b>Negative Results</b> Records will be retained for current calendar year + 1 year and then destroy.</p> <p><b>Positive Results</b> Records will be retained for current calendar year + 3 years then transferred to the State Records Center for 7 additional years, then destroyed.</p>	
<p>19. Name and Title of Preparer Tisha Trinh, Records Manager</p>	<p>20. Telephone Number (410) 585-3057</p>	<p>21. Date 4/19/2017</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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 12 OF 14</p>
<p>1. Department/Agency DPSCS</p>	<p>2. Division Human Resources Services Division (HRSD)</p>	<p>3. Unit Nursing Services Unit</p>
<p><b>DEFINITION: RECORD SERIES:</b> 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 <b>7.0 Health Records</b> <b>(Inventory pertains to Item No 7.4 on the Retention Schedule)</b></p>	<p>5. Earliest Year/Latest Year 2010 -2016</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. <b>Respiratory:</b> Information pertaining to lung capacity assessments and other pertinent information.</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 checked="" type="checkbox"/> Other (specify) PDF</p>	<p>8. Record Series Sequence</p> <p><input checked="" 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 <b>15</b> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation <b>12</b> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <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 <b>10</b>    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 3<sup>rd</sup> floor file rooms</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) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input 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>Scan to Maryland State Archives standards, and then destroy paper. Retain images <b>10</b> years, and then destroy.</p>	
<p>19. Name and Title of Preparer Tisha Trinh, Records Manager</p>	<p>20. Telephone Number (410) 585-3057</p>	<p>21. Date 4/19/2017</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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 13 OF 14</p>
<p>1. Department/Agency DPSCS</p>	<p>2. Division Human Resources Services Division (HRSD)</p>	<p>3. Unit Employee Health Services</p>
<p><b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title <b>7.0 Health Records</b> <b>(Inventory pertains to Item No 7.5 on the Retention Schedule)</b></p>	<p>5. Earliest Year/Latest Year 2008 - 2016</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) <b>Injured Workers' Insurance Fund (IWIF): All documents pertaining to IWIF</b></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 checked="" type="checkbox"/> Other (specify) PDF</p>	<p>8. Record Series Sequence</p> <p><input checked="" 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 <b>12</b> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation <b>12</b> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <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 <b>10</b>    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 3<sup>rd</sup> floor file rooms</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) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input 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>Scan to Maryland State Archives standards, and then destroy paper. Retain images <b>10</b> years, and then destroy.</p>	
<p>19. Name and Title of Preparer isha Trinh, Records Manager</p>	<p>20. Telephone Number (410) 585-3057</p>	<p>21. Date 4/19/2017</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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 14 OF 14</p>
<p>1. Department/Agency DPSCS</p>	<p>2. Division Human Resources Services Division (HRSD)</p>	<p>3. Unit Executive Staff</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 <b>8.0 Executive Staff</b> <b>(Inventory pertains to Item No. 8.1 and 8.2 on the Retention Schedule)</b></p>	<p>5. Earliest Year/Latest Year 2001 – Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Consisting of statistical data kept on a weekly, monthly, quarterly, semi-annual, or annual basis by Fiscal Years. May include but not limited to: Vacancy Report, Monthly Position Count, Payroll In transits, E.E.O. Reports, Workforce Characteristics, Unemployment Insurance Questionnaire, Dept. of Human Resources Employment Statistics, Part-time Employment Report, Job Classification Chart, Personnel Transaction Reports, Turnover Report, Accident Leave Report, Personal Leave and Wage Report</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 checked="" 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 6 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation 3 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>6 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 2<sup>nd</sup> floor file room</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) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input 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 Records will be retained for 6 years and then destroyed.</p>	
<p>19. Name and Title of Preparer Tisha Trinh, Records Manager</p>	<p>20. Telephone Number (410) 585-3057</p>	<p>21. Date 4/19/2017</p>