

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).

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.

	DEPARTMENT OF GENERAL SERVICES	Schedule No:					
	RECORDS MANAGEMENT DIVISION						
	RECORDS RETENTION AND DISPOSAL SCHEDULE						
Agenc							
	vices Division Retention						
Item No:	Item Record Title and Description No:						
	Recruitment, Examination, and Retention Unit						
1.0	Recruitment, Examination, and Retention Records						
1.1	Recruitment and Testing Documentation – 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 current fiscal year + 3 years, then transferred to the State Records Center for 2 additional years, then destroyed.					
1.2	Records will be retained for current fiscal year + 3 years and then destroyed.						
	Classification and Compensation Unit						
2.0	Classification and Compensation Records	*					
2.1	 Personnel Transactions – 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 , Personnel Transaction (Form MS 310): Records on personnel actions: reclassifications, promotions, inter- and intra-agency transfers, position abolition, etc. *as of 11/15/2014 MS 310 forms are no longer in use. 	Scan to Maryland State Archives standards, and then destroy paper. Retain images 10 years, and then destroy.					
2.2	Vetting Results – Records pertaining to the vetting process.	-					

* Requests

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No:	Record Title and Description	Retention
	Correctional Centralized Hiring Unit	
3.0	Background Records	
3.1	 Background Investigation – Employee/Applicant background investigations done on each candidate. To include but are not limited to: Application for Maryland Police and Correctional Training Commissions (MPCTC) Certification (Mandated Positions) Background Investigation Report 	Scan to Maryland State Archives standards, and then destroy paper. Retain images 10 years, and then destroy.
3.2	 Physical Examinations – Physical examination reports completed on all Correctional Officers (CO's) applicants. 	
3.3	Psychological Testing - To include but are not limited to: interviews, notes, and test results. Employee Services Unit/Operational Support Units	
4.0	Personnel Records: (Closed/Inactive)	
4.1	 Personnel File To include but are not limited to the following: Recruitment and Reclassification Documentation – 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).	Scan to Maryland State Archives standards, and then destroy paper. Retain images 10 years, and then destroy.

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Item No:	Record Title and Description	Retention
110:	Personnel File cont	Scan to Maryland State Archives
	Performance Evaluations - signed position descriptions, probationary forms	standards, and then
	(completion, extension, and termination), letter of commendation, certificates of	destroy paper. Retain
	recognition (not training related), and voluntary demotion.	images 10 years, and
		then destroy.
	Efficiency Ratings: PEP Performance Planning and Evaluation form.	
	• Probation	
	o Promotion	
	Employee Termination - employee resignation letter, letter of intent to retire, exit	
	interview documentation, and unemployment (request for separation form).	
	Disciplinary - documented counseling accompanied by, if submitted, a rebuttal signed by	
	the employee, final orders, and settlement Agreements	
4.2	Employment Eligibility Verification I-9 Form - 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.	
4.3	Employee Pension and Benefits File – Employee benefits plans including health, life,	
	pension, disability insurance, etc. These forms provide personal identifying information,	
	option selection, or similar information.	
	Forms include but are not limited to	
	 Affidavit for Dependent Eligibility 	۵
	Dependent Verification	
	 Determination of Eligible Dependents Tax Status 	
	 Health Benefit Acknowledgment Form 	
	Minnesota Life Beneficiary Forms	
	Retirement Enrollment Form	- P
	Summary Statement of Benefits	
	Personal Identifiable Information (documentation will be kept in the pension and	
	benefits folder) - To include but are not limited to the following:	
	Driver's license	
	Social security card	
	Marriage certificate	
	• Birth certificate	
4.4	Medical File (Closed/Inactive) - 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	10 E
	medical file.	
4.5	History Cards	
4.6	Position Control Cards	
4.7	Leave Records and Timesheets - To include all information and documentation used in	Records will be
	processing DPSCS employees' payroll and leave time on a bi-weekly basis.	retained for current
	17. Men 19. (p.4. 20.) (d	fiscal year + 3 years
		and until completion
		of a State audit, then transferred to the State
		Records Center for 2
		additional years, then
		destroyed.

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

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Item No:	Record Title and Des	Retention	
7.5	 Medical File cont Injured Workers' Insurance Fund (IWIF) Closed To include but are not limited to: On the Job Injury (OJI) packet Workers' Compensation Commission, State Workers' Compensation Commission, Corres Hearing Notices Doctor's Notes Accident Leave FMLA related to OJI Physician's Medical Assessment 	ment of Wage Information	Scan to Maryland State Archives standards, and then destroy paper. Retain images 10 years, and then destroy
	Correspondence Executive S	Staff - HRSD	
8.0	Executive Staff		
8.1	Report Files - Consisting of statistical data kept on a annual, or annual basis by Fiscal Years. May include Monthly Position Count, Payroll In transits, E.E.O. I Unemployment Insurance Questionnaire, Dept. of H Statistics, Part-time Employment Report, Job Classif Reports, Turnover Report, Accident Leave Report, F	Records will be retained for 6 years and then destroy.	
8.2	Union Release Time Files		
Repress Date: Signatu	Name: GREG MARSHAU	Schedule Authorized by State Archivis Date: 7.18.17 Signature: TBab	

Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency DPSCS DEFINITION: RECORD SERIES: A group of related 4. Record Series Title 1.0 Recruitment, Examination, and Retention Retention (Inventory pertains to Item No 1.1 on the Retent 6. Record Series Description (Briefly describe the ty Recruitment and Testing Documentation: To incl wrap up emails, eligibility criteria , testing informatiapplications/verification (proof of education, etc), information, Hiring Freeze Exemption Request (HF 7. Record Series Format(s) List all Image: Audio Tape Microfilm Image: Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape	2. Divisi Human I ted records I ecords tion Schedu types of infor lude but are tion (such as job annound	Resources Service normally filed and le) rmation/documen not limited to: Ce training, experie cement's, vacance	EMENT DIVIS: bad, P.O. Box 27 yland 20794 9-1930 es Division (HRS d used as a unit for tts/forms found in ertified list of elig nce ratings, qual y fill request, cor ore plan) and upo	SD) or reference 5. Earlie 2001 a the series gible candi ification su respondence	est Year/Latest Year to 2016 . Include the purpose or function of the series.) dates, letters of interest, decline notices, final upplements and scoring criteria), employment		
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 13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 2nd and 3rd floor file room 			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			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 Records will be retained for current fiscal year + 3 years, and 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 (410) 585-3057	Number				

Instructions – Type or Print a separate form for	GENERAL SERV	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	Jessup, Mar	pad, P.O. Box 275 yland 20794 9-1930		PAGE 2 OF 14
1. Department/Agency DPSCS	2. Division Human Resources Servic	es Division (HRS	SD)	3. Unit Recruitment, Examination, and Retention Unit
DEFINITION: RECORD SERIES: A group of relate	d records normally filed an	d used as a unit f	or referenc	e as well as retention and disposition purposes.
4. Record Series Title 1.0 Recruitment, Examination, and Retention Rec (Inventory pertains to Item No 1.2 on the Retent			1	est Year/Latest Year to 2016
6. Record Series Description (Briefly describe the typ Correctional Officer (CO) Testing Documentation disclosures.	pes of information/documer			
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volur	ne
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13. Current Location(s)(Bldg., Floor, Room)6776 Reisterstown Road2nd and 3rd floor file room	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regula ☐ Yes ⊠ No	16. Audit Requirements None State Federal Independent			
 17. Is an Index System used? If yes, explain briefly a ☐ Yes ☑ No 		 Recommended Retention Records will be retained for current fiscal year + 3 years and then destroyed. 		
19. Name and Title of Preparer Tisha Trinh, Records Manager	20. Telephone (410) 585-305		21. Date 4/19/201	

each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) Jessup, Mar			GENERAL SERVICES GEMENT DIVISION Load, P.O. Box 275 ryland 20794		AGENCY RECORDS INVENTORY	
	410-7				PAGE 3 OF 14	
1. Department/Agency 2. Division DPSCS Human Resources Service			es Division (HRS	SD)	3. Unit Classification and Compensation Unit	
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed and	d used as a unit f			
4. Record Series Title 2.0 Classification and Compensation Records					est Year/Latest Year to 2016	
(Inventory pertains to Item No 2.1 and 2.2 on the					-	
 6. Record Series Description (Briefly describe the typ Personnel Transactions – Records pertaining to per Acting capacity R/Q's Hiring Freeze Exemption R/Q's Inter and intra agency transfers and position abolities Promotions including non-competitive Reclassification R/Q's , 						
Vetting Results – Records pertaining to the vetting p 7. Record Series Format(s) List all	process.	8. Record Serie	es Sequence	9. Volur	ne	
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13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 3 rd floor file room			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			16. Audit Requirements			
 17. Is an Index System used? If yes, explain briefly a ☐ Yes ☑ No 	and describ		 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 (410) 585-3057		21. Date 4/19/201		

each new or revised record series. Forward with RECOR			ARTMENT OF GENERAL SERVICES CORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794		AGENCY RECORDS INVENTORY		
	410-799-1930				PAGE 4 OF 14		
1. Department/Agency DPSCS	2. Division Human Resources Services Division (H			SD)	3. Unit Correctional Centralized Hiring Unit		
DEFINITION: RECORD SERIES: A group of relate	d records r	normally filed and	l used as a unit f				
4. Record Series Title 3.0 Background Records (Inventory pertains to Item No. 3.1, 3.2, and 3.3 on	ation Schodulo)	5. Earliest Year/Latest Year 1990 - 2016					
 6. Record Series Description (Briefly describe the typ Background Investigation – Employee/Applicant ba • Application for Maryland Police and Correctional T • Background Investigation Report • CJIS fingerprint card *no longer using fingerprint card • PREA Backgrounds • Training and Education (Mandated Positions) - Cert • Appointed Letter Correctional Officers (CO's) Physical Examinations – Physical examination report Psychological Testing - To include but are not limited 	mation/documen investigations do ommissions (MPC uses Live Scan F completion, tran ted on all Correct	ne on each cand CTC) Certificatio 'ingerprinting scripts, diploma, tional Officers (0	idate. To ir on (Mandat , required li	clude but are not limited to: ed Positions) censure, and similar documents.			
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13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road CCHU 1st floor file room 18413 Roxbury Road (Hagerstown)			 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No 18413 Roxbury Road (Hagerstown) 				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No			 Recommended Retention Scan to Maryland State Archives standards, and then destroy paper. Retain images 10 years, and then destroy 				
19. Name and Title of Preparer20. TelephoneTisha Trinh, Records Manager(410) 585-3057				21. Date 4/19/201			

<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 SERVIC RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY PAGE 5 OF 14
1. Department/Agency DPSCS	2. Division Human Resources Services Division (HRSD)			3. Unit Employee Services Unit and Operational Support Hubs (OSU)
DEFINITION: RECORD SERIES: A group of related records normally filed and u 4. Record Series Title 4.0 Personnel Records (Inventory pertains to Item No 4.1, 4.2, 4.3, and 4.4 on the Retention Schedule			5. Earlie 1995 - 2	est Year/Latest Year 016
6. Record Series Description (Briefly describe the type Personnel, Medical and Benefits File(s) All documer				
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volur 150	
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11. File is Used		12. File Becor	nes Inactiv	ve After
🖾 Daily 🗌 Weekly 🗌 Monthly	Annually	10 Number	Mon	th(s) \square Year(s)
 Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 2nd and 3rd Floor file room 521 East Eager Street (Floor 1, 2, and 3) (Baltimore O 7800-7899 House of Corrections Rd (Personnel Office 18415 Roxbury Road (Hagerstown OSU) 13800 McMullem Hwy (Cumberland OSU) 30430 Revells Neck Road (Eastern Shore OSU) 	office.) 🛛 Yes [] No sup, Hage	plicated Elsewhere? (If yes, specify agency or rstown, Cumberland, and Eastern Shore bs.	
15. Access Restrictions (If Yes, cite Law(s) & Regulat	ion(s)	16. Audit Requirements		
🗌 Yes 🛛 No		🖾 None	State	🗌 Federal 🔲 Independent
 17. Is an Index System used? If yes, explain briefly an ☐ Yes ☑ No 	d describe requirements		and State	ntion Archives standards, and then destroy paper. and then destroy
19. Name and Title of Preparer Tisha Trinh, Records Manager				7

Instructions – Type or Print a separate form for		OF GENERAL SERVICES		AGENCY RECORDS INVENTORY
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	ECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794		
	410-799-1930			PAGE 6 OF 14
1. Department/Agency 2. Division DPSCS Human Resources S		ources Services Division (HRSD)		3. Unit Employee Services Unit and Operational
DEFINITION: RECORD SERIES: A group of relate	d records normally filed an	d used as a unit f	or referenc	Support Hubs (OSU) e as well as retention and disposition purposes
4. Record Series Title	in records normany med an	u uovu ao u unit i		est Year/Latest Year
4.0 Personnel Records			1990 - 2	016
(Inventory pertains to Item No 4.5 and 4.6 on the 6. Record Series Description (Briefly describe the ty		te/forme found is	the series	
Position and History Control Cards	pes of information/documen	its/1011115-101110-11	i ule series	.
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volur 20 Num	
Letter Size Microfilm	Alphabetic	al		Drawer(s)
□ Legal Size □ Computer Tape	🗌 Numerical		Micr	ofilm Reel(s) puter Tape(s)
🗌 Audio Tape 🛛 Floppy Disk	Chronologi	ical		r (specify) 5 X 8 index card holders
🗌 Bound Book 🛛 Video Tape	Geographic	cal		ual Accumulation
Other (specify) PDF and 5 x 8 Index Cards	dex Cards 🗌 Other (spec		0 Number	(no longer in use)
			File]	Drawer(s)
				ofilm Reel(s) puter Tape(s)
				r (specify)
11. File is Used		12. File Beco	mes Inactiv	ve After
🗌 Daily 🗌 Weekly 🗌 Monthly	y 🛛 Annually	10 Number \square Month(s) \boxtimes Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or		
6776 Reisterstown Road 3rd floor		office.)		
		🗌 Yes	🛛 No	
15. Access Restrictions (If Yes, cite Law(s) & Regul	ation(s)	16. Audit Re		
🗌 Yes 🛛 No		None State Federal Independent		
17. Is an Index System used? If yes, explain briefly	and describe requirements	18. Recomme	ended Rete	ntion
🗋 Yes 🛛 No		Scan to Maryland State Archives standards, and then destroy paper. Retain images 10 years, and then destroy		
19. Name and Title of Preparer	20. Telephone	Number	21. Date	
Tisha Trinh, Records Manager	(410) 585-305	7	4/19/201	7
			14	

<u>Instructions</u> – Type or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF GENERAL SERV RECORDS MANAGEMENT DIVIS			AGENCY RECORDS INVENTORY
Records Retention Schedule (DGS 550-1)				PAGE 7 OF 14
1. Department/Agency DPSCS	2. Division Human Resources Service	es Division (HRS	SD)	3. Unit Employee Services Unit
DEFINITION: RECORD SERIES: A group of relate	d records normally filed and	d used as a unit f	or referenc	e as well as retention and disposition purposes.
4. Record Series Title			1	est Year/Latest Year
4.0 Personnel Records			2008-20	016
(Inventory pertains to Item No. 4.7 on the Retention		t-16 6 1 :		
6. Record Series Description (Briefly describe the typ Timesheets – Leave and Payroll Records	bes of information/documen	its/forms found ff	n the series	5
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volur	ne
			150+ Ni	umber
🛛 Letter Size 🔲 Microfilm	Alphabetic	al		
🗌 Legal Size 🔄 Computer Tape	□ Numerical			Drawer(s) rofilm Reel(s)
E Bogai olize		0.00		puter Tape(s)
🗌 Audio Tape 🛛 Floppy Disk	Chronologi	ical		r (specify) archived boxes
🗌 Bound Book 🛛 Video Tape	Geographic	al	10. Ann	ual Accumulation
□ Other (specify)	Other (spec	Other (specify) 0 Numl		er (Since November 2016, leave and time are
			entered into the Workday system.)	
			Micr Com	Drawer(s) ofilm Reel(s) puter Tape(s) r (specify)
11. File is Used		12. File Becon	mes Inactiv	ve After
🗋 Daily 🗌 Weekly 🖾 Monthly 🗌 Annually		5 Number Month(s) Year(s)		
13. Current Location(s)(Bldg., Floor, Room)6776 Reisterstown Road2nd and 3rd floor file room	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regula	16. Audit Requirements None State Federal Independent			
17. Is an Index System used? If yes, explain briefly a ☐ Yes ⊠ No		oe retained a State au	for current fiscal year + 3 years and until dit, then transferred to the State Records Center	
19. Name and Title of Preparer Tisha Trinh, Records Manager	20. Telephone (410) 585-3057		21. Date 4/19/201	

<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			AGENCY RECORDS INVENTORY PAGE 8 OF 14	
1. Department/Agency DPSCS	2. Division Human Resources Services Division (HRSD)			3. Unit Employee Relations Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used 4. Record Series Title 5.0 Appeals and Grievance Records (Inventory pertains to Item No 5.1, 5.2, 5.3, and 5.4 on the Retention Schedule) 6. Record Series Description (Briefly describe the types of information/documents/form			5. Earliest Year/Latest Year 2008 - 2016		
Disciplinary case files, memorandum of understandin	g complains, whistleblov	ver appeals records	, and griev	ance records.	
7. Record Series Format(s) List all		eries Sequence	9. Volur 50 Num		
🖾 Letter Size 🔲 Microfilm	Alphabe		File]	Drawer(s)	
Legal Size Computer Tape		cal		ofilm Reel(s) puter Tape(s)	
🗌 Audio Tape 🛛 Floppy Disk	Chronol	ogical		nnual Accumulation	
🗌 Bound Book 🗌 Video Tape	Geograp	hical			
Other (specify) PDF	Other (s	pecify)		Drawer(s)	
			Micr	ofilm Reel(s) puter Tape(s)	
8				r (specify) archive boxes	
11. File is Used	12. File Beco	12. File Becomes Inactive After			
🖾 Daily 🗌 Weekly 🗌 Monthly 🗌 Annually		10 Number	Montl	n(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or			
6776 Reisterstown Road 3 rd floor file room		office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
☐ Yes ⊠ No	None	None State Federal Independent			
17. Is an Index System used? If yes, explain briefly an ☐ Yes ⊠ No	Scan to Mary	 Recommended Retention Scan to Maryland State Archives standards, and then destroy paper. Retain images 10 years, and then destroy. 			
19. Name and Title of Preparer20. TelephoneTisha Trinh, Records Manager(410) 585-305			21. Date 4/19/201		
DGS 550-4 (Rev. 1/93)					

<u>Instructions</u> – Type or Print a separate form for each new or revised record series. Forward with	GENERAL SERVICES GEMENT DIVISION		AGENCY RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE 9 OF 14	
1. Department/Agency DPSCS	2. Division Human Resources Services Division (HRSD)			3. Unit Docket Office	
DEFINITION: RECORD SERIES: A group of relate	d records normally filed a	nd used as a unit f			
4. Record Series Title 6.0 COBRA Records			5. Earliest Year/Latest Year 2001 - 2016		
(Inventory pertains to Item No 6.1 and 6.2 on the	Retention Schedule)		2001 - 2016		
6. Record Series Description (Briefly describe the ty Records related to termination, suspensions, transfer	pes of information/docume		n the series		
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volur 25 Num		
Letter Size 🗌 Microfilm	🛛 Alphabeti	cal	a service de la company	Drawer(s)	
Legal Size Computer Tape	🗌 Numerica	1	Micr	ofilm Reel(s)	
Audio Tape 🛛 Floppy Disk	Chronolo	gical		Computer Tape(s) Other (specify)	
🗌 Bound Book 📋 Video Tape	Geographical			10. Annual Accumulation	
Other (specify) PDF	D Other (sp	ecify)	20 Number		
÷			Micr	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used	12. File Beco	12. File Becomes Inactive After			
Daily 🗌 Weekly 🗌 Monthly 🗌 Annually		10 Number	10 Number \square Month(s) \square Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or			
6776 Reisterstown Road 3 rd floor file room		office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
\Box Yes \boxtimes No		🖾 None 🗋 State 📋 Federal 🔲 Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No		Scan to Maryl	 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			C 118 CHIC		

Instructions – Type or Print a separate form for DEPARTMENT OF GENERAL SER			RAL SERVICES AGENCY RECORDS INVENT			
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 10 OF 14		
1. Department/Agency DPSCS	2. Division Human Resources Services Division (HRSD)			3. Unit Employee Health Services		
DEFINITION: RECORD SERIES: A group of relate	d records normally filed an	d used as a unit f				
4. Record Series Title			5. Earlie	5. Earliest Year/Latest Year		
7.0 Health Records			2014 -2016			
(Inventory pertains to Item No 7.1 and 7.2 on the l						
6. Record Series Description (Briefly describe the typ OSHA 300 Logs and OSHA Annual Report	pes of information/docume	nts/forms found i	n the series	.		
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volui	10855		
🖾 Letter Size 🔲 Microfilm	Alphabetic	cal	1 Numb			
Legal Size Computer Tape	□ Numerical		Micr	Drawer(s) rofilm Reel(s)		
🗌 Audio Tape 🛛 Floppy Disk	Chronolog	ical		nputer Tape(s) er (specify)		
🗋 Bound Book 🛛 Video Tape	🗌 Geographi	cal	1	Annual Accumulation		
Other (specify)	Other (spe	cify)	1 Number			
				➢ File Drawer(s)☑ Microfilm Reel(s)		
				puter Tape(s) r (specify)		
11. File is Used		12. File Beco	mes Inactiv	ue After		
🗌 Daily 🗌 Weekly 🗌 Monthly 🛛 Annually		5 Number	5 Number Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or					
6776 Reisterstown Road		office.)				
3 rd floor file room	Yes No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation of the R	16. Audit Requirements					
🗋 Yes 🛛 No	🖾 None 🗌 State 🔲 Federal 🔲 Independent					
17. Is an Index System used? If yes, explain briefly a ☐ Yes	There is a service of the service of	 Recommended Retention Records will be retained for current calendar year + 5 years and th destroyed. 				
19. Name and Title of Preparer Tisha Trinh, Records Manager	20. Telephone Number		21. Date 4/19/201			

Instructions – Type or Print a separate form for					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 11 OF 14	
1. Department/Agency DPSCS	2. Division Human Resources Services Division (HRSD)			SD)	3. Unit Nursing Services Unit	
DEFINITION: RECORD SERIES: A group of related	d records n	ormally filed and	l used as a unit f	or referenc	e as well as retention and disposition purposes.	
4. Record Series Title 7.0 Health Records (Inventory pertains to Item No 7.3 on the Retention Schedule)				5. Earliest Year/Latest Year 2010 -2016		
6. Record Series Description (Briefly describe the typ Drug Testing Results	es of infor	mation/documen	ts/forms found in	n the series	S.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volur 60 Num		
🖾 Letter Size 🔲 Microfilm		Alphabetica	ıl		Drawer(s)	
Legal Size Computer Tape		Numerical		Micr	rofilm Reel(s) puter Tape(s)	
🗌 Audio Tape 🛛 Floppy Disk		Chronologi	cal		r (specify) archive boxes	
🗌 Bound Book 🗌 Video Tape		Geographic	al		10. Annual Accumulation 20 Number	
Other (specify)		Other (spec	ify)	File Drawer(s)		
				Micr Com	 Microfilm Reel(s) Computer Tape(s) Other (specify) archive boxes 	
11. File is Used			12. File Beco			
Daily 🗌 Weekly 🗌 Monthly 🗌 Annually			NegativesNumber 1Image: Month(s)Image: Year(s)			
			Positives Number 10			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or			
6776 Reisterstown Road 2 nd and 3 rd floor file rooms			office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes			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 Negative Results			
			Records will be retained for current calendar year + 1 year and then destroy.			
			Positive Results			
33 <i>R</i>			Records will be retained for current calendar year + 3 years then transferred to the State Records Center for 7 additional years, then destroyed.			
19. Name and Title of Preparer	20. Telephone Number		Number	21. Date		
Tisha Trinh, Records Manager (410) 585-3057				4/19/201	17	

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 MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275				
	Jessup, Maryland 20794 410-799-1930			PAGE 12 OF 14	
1. Department/Agency DPSCS	2. Division Human Resources Services Division (HRSD)			3. Unit Nursing Services Unit	
DEFINITION: RECORD SERIES: A group of relate	d records normally filed and	d used as a unit f			
4. Record Series Title 7.0 Health Records			5. Earliest Year/Latest Year		
(Inventory pertains to Item No 7.4 on the Retentio	n Schedule)		2010 -2016		
6. Record Series Description (Briefly describe the typ		ts/forms found i	n the series	i	
Respiratory: Information pertaining to lung capacity					
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volu		
🖾 Letter Size 🗌 Microfilm	Alphabetic	al	15 Num		
Legal Size Computer Tape	Numerical		Micr	Drawer(s) rofilm Reel(s)	
🗌 Audio Tape 🛛 Floppy Disk				nputer Tape(s) er (specify)	
Bound Book Video Tape	Geographic	al		ual Accumulation	
Other (specify) PDF	Other (spec	:ify)	12 Nur		
			Micr	Drawer(s) ofilm Reel(s) puter Tape(s)	
			C Othe	r (specify)	
11. File is Used 12. File Become			mes Inactiv	ve After	
🛛 Daily 🗌 Weekly 🗌 Monthly	/ 🗌 Annually	Number 10			
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or				
6776 Reisterstown Road 3rd floor file rooms		office.)			
s	Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regula ☐ Yes	16. Audit Requirements None ' State Federal Independent				
	None 🖸 State 🔲 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly a	18. Recommended Retention				
□ Yes ⊠ No	Scan to Maryland State Archives standards, and then destroy paper. Retain images 10 years, and then destroy.				
19. Name and Title of Preparer	20, Telephone	the second se	21. Date		
Tisha Trinh, Records Manager	(410) 585-3057	preserve and the second s			

Instructions – Type or Print a separate form for	ENERAL 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 13 OF 14		
1. Department/Agency DPSCS	2. Division Human Resources Services Division (HRSD)			3. Unit Employee Health Services		
DEFINITION: RECORD SERIES: A group of relate	d records normally filed and	d used as a unit f	or reference	e as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Latest Year			
7.0 Health Records		2008 - 2016		016		
(Inventory pertains to Item No 7.5 on the Retentio	n Schedule)					
6. Record Series Description (Briefly describe the ty		ts/forms found in	n the series			
Injured Workers' Insurance Fund (IWIF): All doo		io, formo found n	i die series	•		
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volur 12 Num			
🖾 Letter Size 🔲 Microfilm	Alphabetica	al				
Legal Size Computer Tape	☐ Numerical	10	Micr	Drawer(s) rofilm Reel(s)		
🗌 Audio Tape 🛛 Floppy Disk	Chronologi	cal		mputer Tape(s) her (specify)		
☐ Bound Book ☐ Video Tape	Geographic	al	10. Ann	Annual Accumulation		
Other (specify) PDF	Other (spec	cify)	12 Nur	2 Number		
			Micr Com	le Drawer(s) (icrofilm Reel(s) omputer Tape(s) ther (specify)		
11. File is Used			12. File Becomes Inactive After			
🛛 Daily 🗌 Weekly 🗌 Monthly 🗌 Annually		Number 10 \Box Month(s) \boxtimes Year(s)				
13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 3 rd floor file rooms		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes □ No				
15. Access Restrictions (If Yes, cite Law(s) & Regula ☐ Yes ☐ No	16. Audit Requirements None State Federal Independent					
 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes		Scan to Maryl Retain images	 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 isha Trinh, Records Manager	20. Telephone (410) 585-3057		lumber 21. Date 4/19/2017			

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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 SERVIC RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road, P.O. Box 275			AGENCY RECORDS INVENTORY		
	Jessup, Maryland 20794 410-799-1930			PAGE 14 OF 14		
1. Department/Agency DPSCS	2. Division Human Resources Services Division (HRSD)			3. Unit Executive Staff		
DEFINITION: RECORD SERIES: A group of relate	d records normally filed an	d used as a unit f				
4. Record Series Title			5. Earliest Year/Latest Year 2001 – Present			
8.0 Executive Staff (Inventory pertains to Item No. 8.1 and 8.2 on the	Patention Schadula)		2001-1	Present		
6. Record Series Description (Briefly describe the typ		ts/forms found in	the series	N		
Consisting of statistical data kept on a weekly, month Report, Monthly Position Count, Payroll In transits, Resources Employment Statistics, Part-time Employment	nly, quarterly, semi-annual, E.E.O. Reports, Workforce	or annual basis b Characteristics, I	y Fiscal Y Unemployi	ears. May include but not limited to: Vacancy ment Insurance Questionnaire, Dept. of Human		
Report, Personal Leave and Wage Report						
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volur 6 Numb			
🖾 Letter Size 🔲 Microfilm	Alphabetic	al	🛛 File	Drawer(s)		
Legal Size Computer Tape	Numerical			Microfilm Reel(s) Computer Tape(s)		
Audio Tape 🗌 Floppy Disk	Chronolog	ical		Other (specify)		
🗌 Bound Book 🗌 Video Tape	Geographic	cal	10. Ann). Annual Accumulation		
Other (specify)	Other (specify)		3 Numb	3 Number		
		3	Micr	 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 		
11. File is Used	12. File Becon	mes Inactiv	ve After			
Daily Weekly Monthly Annually		6 Number				
13. Current Location(s) (Bldg., Floor, Room) 6776 Reisterstown Road 2 nd floor file room	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes		16. Audit Requirements None State Federal Independent				
 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes		 Recommended Retention Records will be retained for 6 years and then destroyed. 		A REAL AND A REAL		
19. Name and Title of Preparer Tisha Trinh, Records Manager	20. Telephone Number (410) 585-3057		21. Date 4/19/2017			
DGS 550-4 (Rev. 1/93)						