

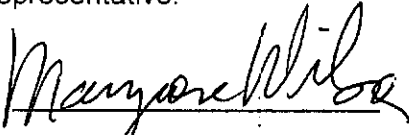
DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

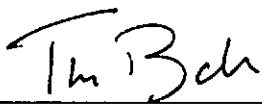
Schedule No. 2854

Page 1 of 2

Agency **Frederick Community College** Division/Unit **Finance and Human Resources/Human Resources**

Item No.	Description	Retention
1	Personnel Files and Personnel-Related Records	If paper, scan to MD State Archive standards, then destroy paper. Retain scans and born-digital content while active and for three years after voluntary or involuntary separation from employment, then destroy.
2	Transcripts	Physical transcripts are scanned to Maryland State Archives standards into ImageNow Retain physical transcripts and digital version for three years after voluntary or involuntary separation from employment, then destroy.
3	Recruitment/Search Files	Retain for one year, then destroy.
4	Retirement Benefit Records	Scan to Maryland State Archive standards, then destroy paper version. Retain digital version for six years after expired, then destroy.

Schedule Approved by Department, Agency, or Division Representative.
 Date _____
 Signature 
 Typed Name Maryrose Wilson
 Title AVP for Human Resources

Schedule Authorized by State Archivist
 Date 5-22-18
 Signature 

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

Schedule No. 2854

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Agency Frederick Community College **Division/Unit** Finance and Human Resources/Human Resources

Item No.	Description	Retention
5	Workers Compensation Records	Scan to Maryland State Archive standard, then destroy paper. Retain digital version for six years, then destroy.
6	Job Descriptions	Retain born digital version for three years after expired, then destroy.
7	Occupational Safety and Health Administration (OSHA) Records	Retain paper for five years, then destroy.

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
		Page 1 of 11
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Finance and Human Resources	3 UNIT Human Resources
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes		
4 ELECTRONIC RECORD SERIES TITLE Personnel Files and Personnel-Related Records		5 EARLIEST YEAR/LATEST YEAR 2005 TO Current
6 INPUT - Identify source of information to be entered Scanned original documents into ImageNow Applicants enter information into PeopleAdmin	7 OUTPUT - Identify the use/s of information generated by system Referenced by HR authorized staff and others given access	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <ol style="list-style-type: none"> 1. Employee Personnel files - Includes materials collected at time of employment, including application and letters of recommendation, contracts, letters of acceptance in pools, letters of assignment, performance appraisals, employee development plans, letters of commendations/awards, performance improvement plans, and other materials relevant to the individual's employment with the College. (If paper, scan to Maryland State Archive standard, then destroy paper. Retain scanned and born digital content while active and for three years after voluntary or involuntary separation from employment, then destroy) 2. Background Check/Drug Screen Records - Information obtained about an employee or applicant's criminal and/or credit history and information regarding results of drug screening. (Scan to Maryland State Archives standards, then destroy paper originals. Retain digital version while active and for three years after date of separation, then destroy) 3. Medical Records - Confidential records related to an employee's medical conditions or treatments. It includes FMLA leave of absence requests, disability documentation, and sick leave bank requests. This information is kept separately from the personnel files and the workers compensation records. (Scan to Maryland State Archives standards, then destroy paper originals. Retain digital version while active and for three years after date of separation, then destroy) 4. I-9 Forms – Includes eligibility to work form for U.S. Citizenship and Immigration Services. (Scan to Maryland State Archives standards, then destroy paper originals. Retain digital version while active and for three years after date of separation, then destroy) 5. Disciplinary Actions/Sanctions Records – Confidential records related to any progressive disciplinary actions/sanctions, up to an including separation from employment records and documents related to appeals of separation from employment. (Scan to Maryland State Archives standards, then destroy paper originals. Retain digital version while active and for three years after date of separation, or until final disposition of action, whichever is latest, then destroy) 6. Search Files for Advertised Positions – Includes applications and resumes for advertised positions, search committee screening documents, interview committee documents, and recommendation to hire form (Scan to Maryland State Archives standards, then destroy paper originals. Retain digital version while active and for three years after date of separation, then destroy) 7. Discrimination Assessment/Investigation Files – Includes documents related to Discrimination policy and procedures, such as complaints filed, assessment documents, investigation documents, and other related documents. (Scan to Maryland State Archives standards, then destroy paper originals. Retain digital version while active and for three years after date of separation, or until final disposition of action, whichever is latest, then destroy) 8. Title IX Assessment/Investigation Files – Includes documents related to the Title IX Sexual Misconduct policy and procedures, such as complaints filed, assessment documents, investigation documents, and other related documents. (If paper, scan to Maryland State Archive standard, then destroy paper. Retain scanned and born digital content for 3 years after date of separation, or until final disposition of action, whichever is latest) 9. Benefits Enrollment Forms – Includes forms related to enrollment in health, dental, vision, life insurance, retirement, sick leave and other optional benefits. (Scan to Maryland State Archives standards, then destroy paper originals. Retain digital version while active and for three years after date of separation, then destroy.) 10. Retirement Benefits Records – Includes contracts with insuring agency, enrollment cards, forms, and related materials. 		

(Scan to Maryland State Archives standards, then destroy paper originals. Retain digital version for six years, then destroy.)

- 11. Workers Compensation Records – Includes injury reports, medical reports, bills and related materials (Scan to Maryland State Archive standard, then destroy paper. Retain digital version for six years, then destroy.)
- 12. Job Descriptions – Includes expired and current approved job descriptions (Retain born digital content for 3 years after expired, then destroy).

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.

No restrictions.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

No revisions are made to the actual employee records scanned into the file. But, items are added on an ongoing basis. However, to remove any factually unsubstantiated information from the employee records, an employee would need to file a complaint in accordance with the Complaint Policy and Procedures for Employees. The Employee Handbook includes instructions on access to records and notification for changes in name, address, etc.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Employee Records are scanned into ImageNow by HR staff and are identified by Employee ID and Employee Name. The records are searched by Employee ID and/or Employee Name. Applicant information is entered directly by the applicant into the PeopleAdmin software and stored by position number for the position advertised. Applications are searched by position number.

12 RECOMMENDED RETENTION

See notes above

13 TYPED OR PRINTED NAME OF PREPARER

VP for Finance and Auxiliaries

14 TELEPHONE NUMBER

301-846-2458

15 DATE

2/2/18

16 TITLE OF PREPARER

Dana McDonald

<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 410-798-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 3 OF 11</p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Finance and Human Resources</p>	<p>3. Unit Human Resources</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Transcripts</p>	<p>5. Earliest Year/Latest Year 1976 to Current</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.)</p> <p>Transcripts – Includes transcripts received from institutions of higher education to confirm degrees received by faculty, administrators, and staff</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 4 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 1 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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Files are maintained on an ongoing basis, but individual files are only retained for the retention period.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Gambrill Hall, Building G, Room 223</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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>Physical transcripts are scanned to Maryland State Archives standards into ImageNow. Transcripts are retained for three years. Retain physical transcripts and digital version for three years after voluntary or involuntary separation from employment, then destroy.</p>	
<p>19. Name and Title of Preparer Dana McDonald, VP of Finance and Auxiliaries</p>	<p>20. Telephone Number 301-846-2458</p>	<p>21. Date 2/5/2018</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page <u>4</u> of <u>21</u>
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Finance and Human Resources	3 UNIT Human Resources
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes		
4 ELECTRONIC RECORD SERIES TITLE Transcripts		5 EARLIEST YEAR/LATEST YEAR <u>1976</u> TO <u>Current</u>
6 INPUT - Identify source of information to be entered Physical original transcripts	7 OUTPUT - Identify the use/s of information generated by system Referenced by HR authorized staff and others given access	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Transcripts – Includes transcripts received from institutions of higher education to confirm degrees received by faculty, administrators, and staff. Physical transcripts are scanned to Maryland State Archives standards into ImageNow and the paper originals are retained while active and for three years after voluntary or involuntary separation from employment, then destroy.		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restrictions		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to the actual employee records scanned into the file. To remove any factually unsubstantiated information from the employee records, an employee would need to file a complaint in accordance with the Complaint Policy and Procedures for Employees. The Employee Handbook includes instructions for an employee to access their own personnel file.		
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Transcripts are scanned into ImageNow by HR staff and are identified by Employee ID and Employee Name. The records are searched by Employee ID and/or Employee Name.		
12 RECOMMENDED RETENTION Physical transcripts are scanned to Maryland State Archives standards into ImageNow and the paper originals are retained while active. Retain physical transcripts and digital version for three years after voluntary or involuntary separation from employment, then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER VP of Finance and Auxiliaries	14 TELEPHONE NUMBER 301-846-2458	15 DATE 2/2/2018
16 TITLE OF PREPARER Dana McDonald		
DGS 550-6 (rev. 10/12)		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 5 of 11	
1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Finance and Human Resources		3 UNIT Human Resources	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Recruitment/Search Files				5 EARLIEST YEAR/LATEST YEAR 2005 TO Current	
6 INPUT - Identify source of information to be entered Applicants enter information into PeopleAdmin			7 OUTPUT - Identify the use/s of information generated by system Referenced by HR authorized staff and others given access		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Recruitment/Search Files for Advertised Positions – Includes applications, resumes, and job descriptions for advertised positions in PeopleAdmin.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restrictions					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to the applicant information provided into the system. The Recruitment and Professional Development Program Manager will update the applicant status in the hiring process.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Applicant information is entered directly by the applicant into the PeopleAdmin software and stored by position number for the position advertised. Applications are searched by position number.					
12 RECOMMENDED RETENTION Retain born digital content for one year, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER VP for Finance and Human Resources		14 TELEPHONE NUMBER 301-846-2458		15 DATE 8/11/2017	
16 TITLE OF PREPARER Dana McDonald					
DGS 550-6 (rev. 10/12)					

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>6</u> OF <u>11</u></p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Finance and Human Resources</p>	<p>3. Unit Human Resources</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Retirement Benefits Records</p>	<p>5. Earliest Year/Latest Year _2005_ to _Current_</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.) Retirement Benefits Records – Includes contracts with insuring agency, enrollment cards, forms, and related materials.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _1_ 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 _1_ 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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _3_ Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Gambrill Hall, Suite 223</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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 Archive standards, then destroy paper version. Retain digital version for six years after expired, then destroy.</p>	
<p>19. Name and Title of Preparer Dana McDonald, VP for Finance & Auxiliaries</p>	<p>20. Telephone Number 301-846-2458</p>	<p>21. Date 2/5/2018</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Finance and Human Resources		3 UNIT Human Resources	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Retirement Benefits Records				5 EARLIEST YEAR/LATEST YEAR 2005 TO Current	
6 INPUT - Identify source of information to be entered Scanned original documents into ImageNow			7 OUTPUT - Identify the use/s of information generated by system Referenced by HR authorized staff and others given access		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Retirement Benefits Records – Includes contracts with insuring agency, enrollment cards, forms, and related materials.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restrictions					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to the records scanned into the file.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Records are scanned into ImageNow by HR staff.					
12 RECOMMENDED RETENTION Scan to Maryland State Archive standards, then destroy paper version. Retain digital version for six years after expired, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER VP for Finance and Auxiliaries		14 TELEPHONE NUMBER 301-846-2458		15 DATE 2/6/2018	
16 TITLE OF PREPARER Dana McDonald					
DGS 550-6 (rev. 10/12)					

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>11</u></p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Finance and Human Resources</p>	<p>3. Unit Human Resources</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Workers Compensation Records</p>	<p>5. Earliest Year/Latest Year <u>2005</u> to <u>Current</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Workers Compensation Records – Includes injury reports, medical reports, bills, and related materials.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawert(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawert(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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Gambrill Hall, suite 223</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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 Archive standard, then destroy paper. Retain digital version for six years, then destroy.</p>	
<p>19. Name and Title of Preparer Dana McDonald, VP for Finance and Auxiliaries</p>	<p>20. Telephone Number 301-846-2458</p>	<p>21. Date 2/5/2018</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Finance and Human Resources		3 UNIT Human Resources	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Workers Compensation Records				5 EARLIEST YEAR/LATEST YEAR 2005 TO Current	
6 INPUT - Identify source of information to be entered Scanned original documents into ImageNow			7 OUTPUT - Identify the use/s of information generated by system Referenced by HR authorized staff and others given access		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Workers Compensation Records – Includes injury reports, medical reports, bills, and related materials.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restrictions					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No revisions are made to the employee records scanned into the file.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Employee Records are scanned into ImageNow by HR staff and are identified by Employee ID and Employee Name. The records are searched by Employee ID and/or Employee Name.					
12 RECOMMENDED RETENTION Scan to Maryland State Archive Standards, then destroy paper version. Retain digital version for six years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER VP for Finance and Auxiliaries		14 TELEPHONE NUMBER 301-846-2458		15 DATE 2/6/2018	
16 TITLE OF PREPARER Dana McDonald					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Finance and Human Resources		3 UNIT Human Resources	
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Job Descriptions				5 EARLIEST YEAR/LATEST YEAR 2005 TO Current	
6 INPUT - Identify source of information to be entered Documents are saved in pdf form on the HR Intranet and I:/drive			7 OUTPUT - Identify the use/s of information generated by system All members of the College community who have access to the intranet will have ability to review the current job descriptions. The expired job descriptions will be saved on the I:/drive and will be accessible by HR staff.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Job Descriptions - Includes expired and current approved job descriptions.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. No restrictions					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Job descriptions are updated and approved in accordance with the Employee Handbook. They are approved by the Senior Leadership Team before they are posted to the HR Intranet site.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Job descriptions are stored on the HR Intranet site in pdf format. The MS Word version of the documents are stored on the I:/drive for HR.					
12 RECOMMENDED RETENTION Retain born digital version for three years after expired, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER VP for Finance and Human Resources		14 TELEPHONE NUMBER 301-846-2458		15 DATE 8/11/2017	
16 TITLE OF PREPARER Dana McDonald					
DGS 550-6 (rev. 10/12)					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>11</u>	
1. Department/Agency Frederick Community College		2. Division Finance and Human Resources		3. Unit Human Resources	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Occupational Health and Safety Administration (OSHA) Records				5. Earliest Year/Latest Year 2012 to Current	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) OSHA Form 300 with details of injury or illness events backed up by security incident report(s), claim information, and documentation. Summary of work-related injuries and illness for the year.					
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 <u>2</u> 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 <u>1</u> 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Mon:h(s) <input checked="" type="checkbox"/> Year(s) Files are maintained on an ongoing basis, but individual files are only retained for the retention period.		
13. Current Location(s) (Bldg., Floor, Room) Gambrill Hall, Building G, Room 223			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No OSHA Recordkeeping regulation (29CFR 1904)			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain paper for five years, then destroy.		
19. Name and Title of Preparer Dana McDonald, VP for Finance and Human Resources		20. Telephone Number 301-846-2458		21. Date 8/11/2017	