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

Schedule No. 2854
Page 1 of 2

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

Item	Description	Retention
No.	Boompton	Keterition
1	Personnel Files and Personnel-Related Re	ords  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 A	proved by Department, Agency, Sched	lle Authorized by State Archivist
	Representative.	_
Date	) Date	5-22-18
Signature	Maryonellion	1. 3.10
Typed Name	e <u>Maryvose Wilson</u> Signati	re
Title	AVP for Human Resources	

DGS 550-1

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

Schedule No. 2854

Page 2 of 2

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

Item No.	Description	Retention
	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.
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DGS 550-1A

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISE ELECTRONIC RECORD SERIES. FORWAR WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	D RECORDS M 7275 WATERL JESSUP	OF GENERAL SERVICES IANAGEMENT DIVISION LOO ROAD, P.O. BOX 275 , MARYLAND 20794 I10) 799-1930	Page 1 of 1			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Frederick Community College	Finance and H	uman Resources	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 TITL	E	-	5 EARLIEST YEAR/LATEST YEAR			
Personnel Files and Personnel-Related	Records	2005 TO Current				
6 INPUT - Identify source of information	to be entered	7 OUTPUT - Identify the	use/s of information generated by system			
Scanned original documents into ImageN Applicants enter information into PeopleA		Referenced by HR autho	orized staff and others given access			
8 ELECTRONIC RECORD SERIES DES	CRIPTION - Brie	efly describe the information	n/documents/forms			

- ELECTRONIC RECORD SERIES DESCRIPTION Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.
  - 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)
  - 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)
  - 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)
  - 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)
  - 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		14m	<del></del>
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		. <u> </u>	
DGS 550 6 (roy 10/12)	•		

Instructions -Type or Print a separate form for	Instructions –Type or Print a separate form for DEPARTMENT OF GENERAL S		ENERAL SEF	NERAL SERVICES AGENCY RECORDS INVENTORY	
		RDS MANAG	GEMENT DIVISION		
with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. B		•	275	PAGE 3 OF 1	
	Jessup, Maryland 20794 410-799-1930				
Department/Agency	2 Divisio	on			3. Unit
Frederick Community College	Finance	e and Hum	an Resourc	ces	Human Resources
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed a	and used as a	unit for re	ference as well as retention and disposition
4. Record Series Title		•		5. Earlie	st Year/Latest Year
Transcripts				1976	to Current
6. Record Series Description (Briefly describe the t	types of info	ormation/docu	ments/forms	found in th	e series. Include the purpose or function of the
series.)					
Transcripts – Includes transcripts receive administrators, and staff	ed from i	nstitutions	of higher e	ducation	to confirm degrees received by faculty,
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	
☐ Letter Size ☐ Microfilm			I	4 Number	-
Legal Size Computer Tape		Numerical		⊠ File Dr	* *
☐ Audio Tape ☐ Floppy Disk		Chronologic	eat	_	Im Rael(s) Iter Tape(s)
☐ Bound Book ☐ Video Tape		☐ Geographic	al	Other (	(specify)
Other (specify)		Other (specify)		10. Annual Accumulation	
		Coner (specify)		Number	
				☐ File Dr	awer(s)
				☐ Microfilm Reel(s) ☐ Computer Tape(s)	
			Other (sp		
11. File is Used			12. File Becom	es Inactive A	fter
Don't. Marke Day			 Number	_	_
☐ Daily   ☑ Weekly   ☐ Monthly   ☐ Ann	nually		Files are maintained on an ongoing basis, but individual files are only retained		
			for the retentio	n period.	
13. Current Location(s) (Bidg., Floor, Room) Gambrill Hall, Building G, Room 223			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes ☑ No		
			☐ res ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		Ì	16. Audit Requirements		
			☐ None ☐ State ☐ Federal ☑ Independent		Federal 🔯 Independent
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom		(
			Physical tra	•	re scanned to Maryland State Archives standards
					nd digital version for three years after voluntary or
			involuntary	separation	n frcm employment, then destroy.
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	9
Dana McDonald, VP of Finance and Auxiliaries		301-846-24		2/5/201	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	RECORDS M 7275 WATERL	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794	ELECTRONIC RECORDS INVENTORY						
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		10) 799-1930	Page of						
DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Finance and Hi	uman 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	7 OUTPUT - Identify the u	use/s of information generated by system						
Physical original transcripts		Referenced by HR author	rized staff and others given access						
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.						
Transcripts – Includes transcripts received from administrators, and staff. Physical transcripts originals are retained while active and for three states.	are scanned to	Maryland State Archives st	tandards into ImageNow and the paper						
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 ensure the record's retention and usability									
Transcripts are scanned into ImageNow by F searched by Employee ID and/or Employee I		dentified by Employee ID a	and Employee Name. The records are						
12 RECOMMENDED RETENTION  Physical transcripts are scanned to Maryland State Archives standards into ImageNow and the scanned to Maryland State Archives standards into ImageNow and the scanned access. 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	14 TELEPHO	NE NUMBER	15 DATE						
VP of Finance and Auxiliaries	301-846-2458		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	RECORDS MA	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY						
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page Fof II						
COMAR 14.18.02									
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT						
Frederick Community College	Finance and Hu	uman Resources	Human Resources						
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention						
4 ELECTRONIC RECORD SERIES TITLE		•	5 EARLIEST YEAR/LATEST YEAR						
Recruitment/Search Files			2005 TO Current						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system						
Applicants enter information into PeopleAdm	in	Referenced by HR author	rized staff and others given access						
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	/documents/forms purpose and function of the system.						
Recruitment/Search Files for Advertised Posin PeopleAdmin.		·	' '						
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.							
No restrictions									
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM						
No revisions are made to the applicant inform Program Manager will update the applicant s			itment and Professional Development						
AA ODEOLEVITUE LOCATION AND MEDIA	OF THE MAIN F	LEGERANIA DATA EU S							
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability									
	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	14 TELEPHO	NE NUMBER	15 DATE						
VP for Finance and Human Resources	301-846-2458		8/11/2017						
16 TITLE OF PREPARER Dana McDonald									
DGS 550-6 (rev. 10/12)									

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Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  1. Department/Agency Frederick Community College	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division Finance and Human Resour		GEMENT DIVIS pad, P.O. Box S yland 20794 9-1930	SION 275	AGENCY RECORDS INVENTORY  PAGE 6 OF 1	
, rodonon community contege					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition	
Record Series Title     Retirement Benefits Records				5. Earliest Year/Latest Year2005 toCurrent		
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.						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
☑ Letter Size ☐ Microfilm		Alphabetica	J	Number		
☐ Legal Size ☐ Computer Tape		Numerical		File Dr.		
Audio Tape		Chronologia	cat	Computer Tape(s)  Other (specify)		
☐ Bound Book ☐ Video Tape		☐ Geographic	;al	10. Annual Accumulation		
Other (specify)		Other (spec				
				⊠ File Drawer'(s)		
11. File is Used			12. File Becom	les Inactive A	fter	
☐ Daily ☑ Weekly ☐ Monthly ☐ Ann	wally		Number	Ø	Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Gambrill Hall, Suite 223			14. Is Record Series Dupticated Elsewhere? (If yes, specify agency or office.)  ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes ☑ No			16. Audit Requirements			
			☐ None ☐ State ☐ Federal ☑ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  Yes  No			Recommended Retention     Scan to Maryland State Archive standards, then destroy paper version. Retain digital version for six years after expired, then destroy.		d State Archive standards, then destroy tetain digital version for six years after	
19. Name and Title of Preparer		1	one Number	21, Date		
Dana McDonald, VP for Finance & Auxiliaries		301-846-24	.58	2/5/201	8	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M.	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY						
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page <b>7</b> of <b>1</b> /						
COMAR 14.18.02	<del></del>								
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT						
Frederick Community College	Finance and Hi	ıman Resources	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			5 EARLIEST YEAR/LATEST YEAR						
Retirement Benefits Records			2005 TO Current						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the s	se/s of information generated by system						
Scanned original documents into ImageNow		Referenced by HR author	rized staff and others given access						
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.						
Retirement Benefits Records – Includes contr	racts with insurin	g agency, enrollment card	s, forms, and related materials.						
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.							
No restrictions									
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM						
No revisions are made to the records scanne	d into the file.								
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability			· · · · · · · · · · · · · · · · · · ·						
Records are scanned into ImageNow by HR	. •	·							
12 RECOMMENDED RETENTION Scan to Maryland State Archive standards, the	nen destroy pape	er version. Retain digital ve	ersion for six years after expired, then						
destroy.		·	•						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE						
VP for Finance and Auxiliaries	301-846-2458		2/6/2018						
16 TITLE OF PREPARER Dana McDonald									
DGS 550-6 (rev. 10/12)									

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Instructions –Type or Print a separate form for DEPARTMENT OF GE			ENERAL SER	NERAL SERVICES AGENCY RECORDS INVENTORY		
· · · · · · · · · · · · · · · · · · ·			SEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo			275	PAGE_ <b>6</b> OF <b>1</b>	
	Jessup, Maryland 20794				·····	
Department/Agency	2 Divisio	410-79	9-1930		3. Unit	
Frederick Community College		- ·	an Resourc	ces	Human Resources	
DEFINITION: RECORD SERIES: A group of related	d records n	ormally filed	and used as a	unit for re	ference as well as retention and disposition	
purposes.  4. Record Series Title				5 Farlie	st Year/Latest Year	
Workers Compensation Records					05taCurrent	
·						
6. Record Series Description (Briefly describe the t	ypes of info	ormation/docu	ments/forms	found in th	e series. Include the purpose or function of the	
series.)						
NA/askara Companyation Books Inch.	doe 151		aadiaal raa	ada bill	and related materials	
Workers Compensation Records – Inclu	aes injur	у геропѕ, г	nedicai rep	orts, bills	s, and related materials.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
i ⊠ Letter Size		☐ Alphabetica	,	<u>1</u> Number		
☐ Legal Size ☐ Computer Tape		■ Numerical		1 —	☑ File Drawerts)  ☐ Microfilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk		☑ Chronologic	al	Compi	ster Tape(s)	
□ Bound Book □ Video Tape		☐ Geographic	al	Other (	specify)	
	l coogaspin			10. Annua	Accumulation	
Other (specify)		Other (specify)		1 Number		
				_	•	
				File On	·	
					uter Tape(s)	
			Other (specify)			
11. File is Used			12. File Becom	nes Inactive A	fter	
Daily Weekly Monthly Anr	nually		3 Number ⊠ Month(s) ☐ Year(s)		Month(s) Year(s)	
				_		
13. Current Location(s) (Bldg., Floor, Room) Gambrill Hall, suite 223			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Galliotti França de 220			Yes 🛮 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requ	uirements		
			☐ None	State	Federal 🔯 Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	nmended F	Retention	
☐ Yes        No					State Archive standard, then destroy	
40 Name and Till (0		00.7			ital version for six years, then destroy.	
19. Name and Title of Preparer  Dana McDonald, VP for Finance and Auxiliaries		20. Telepho 301-846-24	one Number	21. Date 2/5/201		
Dana Micobinala, Vr. for Finance and Admidnes		301-040-24		2/3/201	•	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M 7275 WATERL	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY					
WITH RECORDS RETENTION SCHEDULE (DGS	JESSUP, MARYLAND 20794 (410) 799-1930		Page <b>9</b> of <b>i</b> (					
550-1) COMAR 14.18.02								
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
Frederick Community College	Finance and H	uman Resources	Human Resources					
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention					
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR					
Workers Compensation Records			2005 TO Current					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the o	use/s of information generated by system					
Scanned original documents into ImageNow		Referenced by HR author	rized staff and others given access					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.					
Workers Compensation Records – Includes i	njury reports, me	edical reports, bills, and rel	ated materials.					
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.						
No restrictions								
10 UPDATING CYCLES OR CONDITIONS  No revisions are made to the employee reco			ON IN THE SYSTEM					
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit								
Employee Records are scanned into ImageN records are searched by Employee ID and/or			oyee ID and Employee Name. The					
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	14 TELEPHO	NE NUMBER	15 DATE					
VP for Finance and Auxiliaries	301-846-2458		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		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY						
ELECTRONIC RECORD SERIES. FORWARD WITH	7275 WATERL	OO ROAD, P.O. BOX 275 MARYLAND 20794							
RECORDS RETENTION SCHEDULE (DGS 550-1)		10) 799-1930	Page <b>t</b> ∕of <b>1</b> ℓ						
COMAR 14.18.02									
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT						
Frederick Community College		uman Resources	Human Resources						
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention						
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR						
Job Descriptions			2005 TO Current						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system						
Documents are saved in pdf form on the HR I:/drive	ge community who have access to the preview the current job descriptions. ons will be saved on the I:/drive and will f.								
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information							
Job Descriptions – Includes expired and curr	ent approved job	descriptions.							
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.							
No restrictions									
Job descriptions are updated and approved i Leadership Team before they are posted to t	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 ensure the record's retention and usability									
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 aft	12 RECOMMENDED RETENTION Retain born digital version for three years after expired, then destroy.								
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE						
VP for Finance and Human Resources	301-846-2458		8/11/2017						
16 TITLE OF PREPARER Dana McDonald			•						
DGS 550-6 (rev. 10/12)									

Instructions –Type or Print a separate form for DEPARTMENT OF		MENT OF GE	ENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	,,,			_		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box				لام فد	
,	Jessup, Maryland 20794			•	PAGE NOF 11	
	410-799-1930					
1. Department/Agency 2. Division					3. Unit	
Frederick Community College	ge Finance and Hun		an Resources		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			5. Earliest Year/Latest Year			
Occupational Health and Safety Administ	ration (OS	SHA) Records		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		8. Record Series Sequence		9. Volume		
_ `_			_		_2	
☑ Letter Size	☑ Alphabetical			Number	lumber	
Legal Size Computer Tape		Numerical		☑ File Drawer(s)		
C Austin Tone C Stanes Bink		Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s;		
Audio Tape				Other (specify)		
☐ Bound Book ☐ Video Tape		☐ Geographical				
☐ Other (specify)		Other (specify)		10. Annual Accumulation		
				Number		
				⊠ File Dr	nuoris)	
				Microfi		
				Computer Tape(s)		
				Other I	specify)	
11. File is Used			12. File Becom	es Inactive A	iter	
☐ Daily ☐ Weekly ☒ Monthly ☐ Ann	undib.		5 Number		//don:h(s) ☑ Year(s)	
Coany Civeckly Michility Civiling	vany	ļ.		_	ingcing basis, but individual files are only retained	
			for the retention	n period.		
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Gambrill Hall, Building G, Room 223			☐ Yes	⊠ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes No			· ·			
OSHA Recordkeeping regulation (29CFR 1904)			None ☐ State ☐ Federal ☒ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
Yes 🛛 No			Retain paper for five years, then destroy.			
			,		, , , , , , , , , , , , , , , , , , , ,	
19. Name and Title of Preparer		20. Telepho	ne Number	21 Date		
Dana McDonald, VP for Finance and Human Resources 301-846-2						
		001 040 240	<b>.</b>	0111720	··	