

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	2941
---	---

Agency Information

Department / Agency	Maryland Department of Transportation (MDOT) The Secretary's Office (TSO)
Division / Unit	Office of Human Resources (OHR)
Vision Statement	To be a preferred public sector employer and provider of premier results-oriented human resources services.

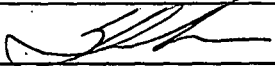
Schedule Information

Supersedes Schedule(s)	1822
Amends Schedule(s)	N/A

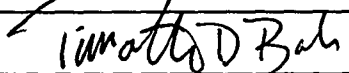
Preparer Information

Name of Preparer	Christian Skipper
Title of Preparer	Regulations and Records Manager
Preparer Email Address	cskipper1@mdot.maryland.gov
Preparer Telephone Number	(410) 865-1154
Date	August 15, 2019

Agency Approval

Name of Agency Records Officer	Sheilah F. Brous
Agency Records Officer Signature	
Date	8/16/19

State Archivist Approval

State Archivist Signature	
Date	12-3-19

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Director's Office - General Correspondence	Page 1 of 42
--	---------------------

Record Series Content	This series contains original incoming letters, copies of outgoing letters, memoranda, studies, reports, advices of counsel, and copies of directives and other material related to the administration of MDOT TSO OHR. Email is not included, as it is managed centrally by MDOT TSO Office of Transportation Technology Services (OTTS) per Retention Schedule 2924.
Record Series Function	These records facilitate responses to inquiries and internal communication through memos.
Organization/Arrangement	Chronological
Indexing System	None
Restrictions (Law or Regulation Citation)	Incoming letters may contain personally identifiable information (PII) restricted by Maryland Annotated Code, General Provisions § 4-330 and Code of Maryland Regulations (COMAR) 11.01.13.02 Advice from counsel protected by Maryland Annotated Code, General Provisions § 4-301(1)
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Binder Digital: PDF
Volume (file drawers, gigabytes, etc.)	Several binders and filing cabinets 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 45 memos (outgoing) Approximately 60 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - High-Density File Room, OHR Administrative Assistant's 2-Drawer Lateral Filing Cabinet, and OHR Director's Office MDOT Computer Network - Shared Drive MDOT Computer Network - User Drive
Audit Requirements	Subject to internal audits
Date Span	Hardcopy: 1988 - Current Digital: 2002 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	1
Retention	Retain for 1 year, then screen annually and destroy the material no longer needed for current business with the following exception: transfer to the Maryland State Archives directives and other material related to planning and policy which illustrate the development of MDOT TSO OHR.
Justification for Permanent Retention	While most records in this series lack permanent value, a small selection identified on a case-by-case basis illustrate the planning and implementation of MDOT TSO OHR priorities over time.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2941 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Director's Office - Acting Capacity Files	Page 2 of 42
---	---------------------

Record Series Content	This series contains acting capacity appointments, justifications, and related paperwork for staff at MDOT TSO and the Transportation Business Units (TBUs) (i.e. Modal Administrations): Maryland Aviation Administration (MDOT MAA), Maryland Transit Administration (MDOT MTA), Maryland Port Administration (MDOT MPA), Motor Vehicle Administration (MDOT MVA), State Highway Administration (MDOT SHA), and Maryland Transportation Authority (MDTA). Email in this series consists exclusively of downloaded locally copies; original email on the MDOT email server is managed by MDOT TSO OTTS per Retention Schedule 2924.
Record Series Function	These records are created as justification of policy exceptions to salaries for all of MDOT.
Organization/Arrangement	By TBU and employee name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions § 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, saved emails
Volume (file drawers, gigabytes, etc.)	1 cabinet 1 - 2 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1 record center box <1 MB
Current Location	7201 Corporate Center Drive, Hanover MD 21076 - 1 st Floor - High-Density File Room, OHR Administrative Assistant's Desk, and OHR Assistant Directors Office MDOT Computer Network - User Drive MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2003 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	2
Retention	Scan paper records to Maryland State Archives standards, then return original papers to the relevant TBU if not an MDOT TSO employee or move into active personnel file (Item 11) and follow the associated retention period if an MDOT TSO employee. Retain scans and born-digital records for 3 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2997 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Director's Office - Resumes	Page 3 of 42
---	---------------------

Record Series Content	This series contains copies of resumes received from individuals, elected officials, and others.
Record Series Function	These records inform Executive Service (ES) hires.
Organization/ Arrangement	Hardcopy: Chronological Digital: Alphabetical
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions, § 4-331
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Microsoft Word
Volume (file drawers, gigabytes, etc.)	1 3-inch binder and 1 expandable accordion file 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	200 - 350 resumes per year
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR Office Administrative Assistant 2-Drawer Lateral Filing Cabinet MDOT Computer Network - Shared Drive MDOT Computer Network - User Drive
Audit Requirements	Subject to internal audits
Date Span	2003 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	3
Retention	Retain for 3 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Director's Office - Invoices	Page 4 of 42
--	---------------------

Record Series Content	This series contains copies of invoices and backup material for MDOT TSO OHR purchases and contracts. Original invoices are managed by the MDOT TSO Office of Finance.
Record Series Function	These records document all purchases made through MDOT TSO OHR.
Organization/ Arrangement	By requisition number
Indexing System	Financial Management Information System (FMIS), which is administered by the Maryland Department of Information Technology (DoIT)
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	1 standard desk file cabinet 162 MB
Annual Accumulation (file drawers, gigabytes, etc.)	10 - 25 paper and digital files per year
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR Administrative Assistant's 2-Drawer Lateral Filing Cabinet MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	Hardcopy: 2016 - Current Digital: 2002 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	4
Retention	Scan to Maryland State Archives standards. Retain scans and paper originals for 3 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Director's Office - Special Projects and TBU Human Resources Actions/Studies	Page 5 of 42
--	---------------------

Record Series Content	This series contains correspondence, workpapers, statistical data, and other records related to special projects carried out by MDOT TSO and TBUs, including actions and studies on subjects such as leave usage, salary studies, etc.
Record Series Function	These records ensure efficient operations, processes, and procedures within MDOT TSO OHR.
Organization/Arrangement	By TBU, then PIN
Indexing System	Human Resources Information System (HRIS) covered by Item 35
Restrictions (Law or Regulation Citation)	Records which contain specific employee information linked to employee name, including leave usage, are restricted for confidentiality under Maryland Annotated Code, General Provisions § 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	1 shelf 5 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Varies significantly by year and actions/studies initiated
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2015 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	5
Retention	Retain for 3 years, then destroy with the following exception: records which document major decisions made or the historical evolution of MDOT TSO OHR will be offered to the Maryland State Archives (MSA) on a case-by-case basis prior to destruction.
Justification for Permanent Retention	Most records in this series have no permanent value, but a small selection of records illustrate significant changes in the priorities and development of MDOT TSO OHR.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2941 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Director's Office - Consultant/Vendor Contracts	Page 6 of 42
---	---------------------

Record Series Content	This series contains copies of consultant and vendor contracts entered into by MDOT TSO OHR for studies, projects, commodities, and services. The records also include backup material and correspondence.
Record Series Function	These records document the origins and implementation MDOT TSO OHR contracts.
Organization/Arrangement	Alphabetical by vendor name
Indexing System	None
Restrictions (Law or Regulation Citation)	Some documents in this series may be restricted for confidentiality under Maryland Annotated Code, General Provisions § 4-335
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	4 Expandable file folders 6 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 - 3 contracts per year 1 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2013 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	6
Retention	Retain for 3 years after end of contract period and until all audit requirements have been fulfilled, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Director's Office - Procedures and Guidelines	Page 7 of 42
---	---------------------

Record Series Content	This series contains original records and backup material of all written procedures and guidelines issued in support of the Transportation Service Human Resources System (TSHRS).
Record Series Function	These records assist with the efficient operations of OHR functions.
Organization/Arrangement	By MDOT TSO OHR unit
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Microsoft Word
Volume (file drawers, gigabytes, etc.)	2 lateral file cabinets Approximately 46 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1 file drawer Approximately 2 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	1997 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	7
Retention	Retain until the document is superseded or rescinded, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Director's Office - Legislation	Page 8 of 42
---	---------------------

Record Series Content	This series contains copies of Maryland House and Senate Bills, fiscal notes, position statements, and other material related to MDOT TSO OHR functions and TSHRS. Most records are born-digital, but a small portion originate in paper format before being scanned. An accompanying database maintained by OHR on its Shared Drive tracks bill numbers, internal comments, and the year of legislation.
Record Series Function	These records documents MDOT TSO OHR position on bills and the impact that legislation may have on MDOT TSO OHR functions.
Organization/Arrangement	By bill number and year
Indexing System	Maryland General Assembly website: http://mgaleg.maryland.gov/webmga/frm1st.aspx?tab=home
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions GP § 4-301(1) - some internal comments reflect communication's restricted by attorney-client privilege
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Microsoft Word, Microsoft Access
Volume (file drawers, gigabytes, etc.)	1 lateral filing cabinet drawer 204 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Minimal paper accumulation Approximately 16 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2005 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	8
Retention	Scan any records which originate in hardcopy to Maryland State Archives standards, then destroy originals. Retain born-digital records and scans for 10 years and until no longer needed for current business, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Director's Office - Background Checks - Criminal History Record Information	Page 9 of 42
--	---------------------

Record Series Content	This series contains the criminal history records on prospective employees for MDOT TSO and TBUs. This information includes background check material stored in hardcopy and a database which tracks applicant names, dates of background checks, and other information about prospective employees who undergo background investigations.
Record Series Function	These records ensure MDOT compliance with laws related to criminal background checks for prospective MDOT employees.
Organization/Arrangement	Alphabetical by employee name and chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	28 Code of Federal Regulations (CFR) §50.12 Criminal Justice Information System (CJIS) requirements
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Microsoft Access
Volume (file drawers, gigabytes, etc.)	27 boxes 13,914 database entries
Annual Accumulation (file drawers, gigabytes, etc.)	Varies significantly by year based on new employee applications received
Current Location	4330 Broening Highway, Dundalk, MD 21222 - Secure MDTA Police Office 7201 Corporate Center Drive, Hanover, MD 21076 - Basement - Secure File Area MDOT Computer Network - Secure Shared Drive MDTA Computer Network - Secure Shared Drive
Audit Requirements	Subject to internal audits (process only) and audits by the Federal Bureau of Investigation (FBI)
Date Span	Database: 2006 - Current All Other Files: 2015 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	9
Retention	(A) Retain data in database for 100 years, then destroy. (B) Retain hard copy files for 3 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employment and Benefits (EBU) - Selection Plans	Page 10 of 42
--	----------------------

Record Series Content	This series contains selection plans used in filling vacancies, interview and evaluation forms, and test lists.
Record Series Function	These records establish the method by which the recruitment and selection process for one or more positions will be carried out.
Organization/Arrangement	Chronological by calendar year of recruitment
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Loose paper
Volume (file drawers, gigabytes, etc.)	Approximately 5 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	1 file drawer
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR
Audit Requirements	Subject to internal audits
Date Span	January 2015 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	10
Retention	Retain for 3 years after the associated selection or recruitment action is recorded, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2971 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employment and Benefits (EBU) - Employee Personnel Folders - Active	Page 11 of 42
--	----------------------

Record Series Content	This series contains individual folders maintained for each current MDOT TSO employee, and includes personnel, payroll, leave, retirement documents, forms, and related correspondence.
Record Series Function	This series serves as the official record of employment for active MDOT TSO staff members.
Organization/ Arrangement	Alphabetical by employee name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions § 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Loose paper
Volume (file drawers, gigabytes, etc.)	5 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	½ file drawer
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR
Audit Requirements	Subject to internal audits
Date Span	July 1990 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	11
Retention	Retain until termination of employment, then transfer to Inactive File (Item 12) and follow the associated retention period.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2992 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employment and Benefits (EBU) - Employee Personnel Folders - Inactive	Page 12 of 42
--	----------------------

Record Series Content	This series contains individual folders for each former MDOT TSO employee, and includes personnel, payroll, leave, retirement documents, forms, and related correspondence. These files are transferred from Item 11 (Active Files) upon termination of the subject's employment.
Record Series Function	This series serves as the official record of employment for former MDOT TSO staff members.
Organization/ Arrangement	Alphabetical by employee name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions § 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Loose paper
Volume (file drawers, gigabytes, etc.)	Approximately 5 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	½ file drawer
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR
Audit Requirements	Subject to internal audits
Date Span	2010 - 2018
Completeness/Gaps	No known gaps

Schedule Item Number	12
Retention	Retain for 8 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2942 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employment and Benefits (EBU) - Employee Medical Files - Active	Page 13 of 42
---	----------------------

Record Series Content	This series contains separate individual folders maintained for each current MDOT TSO employee and include medical certifications, FMLA forms, health benefit information, and related correspondence.
Record Series Function	These records document health and insurance information associated with active employees.
Organization/Arrangement	Alphabetical by employee name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions Article, § 4-329(b)
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Loose paper
Volume (file drawers, gigabytes, etc.)	3 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	500 sheets of paper
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR
Audit Requirements	Subject to internal audits
Date Span	July 1990 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	13
Retention	Retain until termination of employment, then transfer to Inactive File (Item 14) and follow the associated retention period.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2941 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employment and Benefits (EBU) - Employee Medical Files - Inactive	Page 14 of 42
---	----------------------

Record Series Content	This series contains separate individual folders maintained for each former MDOT TSO employee and include medical certifications, FMLA forms, health benefit information, and related correspondence. These records are transferred from Active Folders (Item 13) upon termination of the subject's employment.
Record Series Function	These records document health and insurance information associated with former employees.
Organization/Arrangement	Alphabetical by employee name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions Article, § 4-329(b)
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Loose paper
Volume (file drawers, gigabytes, etc.)	Approximately 3 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	500 sheets
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR
Audit Requirements	Subject to internal audits
Date Span	2010 - 2018
Completeness/Gaps	No known gaps

Schedule Item Number	14
Retention	Retain for 8 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employment and Benefits (EBU) - Background Check Summary Report	Page 15 of 42
--	----------------------

Record Series Content	This series contains summary findings from the background check investigation on prospective employees.
Record Series Function	These records facilitate the evaluation of candidates for employment.
Organization/ Arrangement	Alphabetical by prospective employee name
Indexing System	None
Restrictions (Law or Regulation Citation)	28 Code of Federal Regulations (CFR) §50.12 Criminal Justice Information System (CJIS) requirements Maryland Annotated Code, General Provisions § 4-311 Maryland Annotated Code, General Provisions § 4-330 COMAR 11.01.13.02
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Loose paper Digital: PDF
Volume (file drawers, gigabytes, etc.)	10 file drawers 258 MB
Annual Accumulation (file drawers, gigabytes, etc.)	2 file drawers Approximately 51 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - Basement - Secure File Area MDOT Computer Network - Shared Drive (Password-Protected)
Audit Requirements	Subject to internal audits
Date Span	2014 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	15
Retention	Retain for 8 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2942 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employment and Benefits (EBU) - I-9 Forms	Page 16 of 42
---	----------------------

Record Series Content	This series contains the I-9 form used to document that each MDOT TSO employee hired after November 6, 1986 is authorized to work in the United States.
Record Series Function	Employers must complete Form I-9 to document verification of the identity and employment authorization (both citizen and noncitizen) hired after November 6, 1986, to work in the United States.
Organization/Arrangement	Alphabetical by name of employee
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions § 4-311 Maryland Annotated Code, General Provisions § 4-330 COMAR 11.01.13.02
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Loose paper
Volume (file drawers, gigabytes, etc.)	1 file drawer
Annual Accumulation (file drawers, gigabytes, etc.)	24 files
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR
Audit Requirements	Subject to internal audits and audits by the United States Department of Homeland Security
Date Span	1990 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	16
Retention	Retain for 3 years after employment begins or 1 year after employment ends, whichever is later, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2942 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employer-Employee Relations (EER) - Suspension and Loss of Leave Forms Reviewed	Page 17 of 42
--	----------------------

Record Series Content	This series contains suspension and loss of leave forms received by MDOT employees that are reviewed by the EER Unit.
Record Series Function	These records track suspensions and losses of leave incurred by MDOT employees.
Organization/Arrangement	Alphabetical by employee last name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions, § 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper
Volume (file drawers, gigabytes, etc.)	Approximately 3 drawers
Annual Accumulation (file drawers, gigabytes, etc.)	½ file drawer
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR
Audit Requirements	Subject to internal audits
Date Span	2011 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	17
Retention	Retain for 8 years after resolution, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employer-Employee Relations (EER) - Discharge Files	Page 18 of 42
--	----------------------

Record Series Content	This series contains charges for termination and termination memos, appeals, decisions, and correspondence relating to the discharge of an employee.
Record Series Function	These records document the justification and process of employee termination.
Organization/Arrangement	Alphabetical by last name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions, § 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper
Volume (file drawers, gigabytes, etc.)	8 file drawers for all disciplinary appeal categories
Annual Accumulation (file drawers, gigabytes, etc.)	1/3 file drawer
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR
Audit Requirements	Subject to internal audits
Date Span	2011 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	18
Retention	Retain for 8 years after resolution, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2941 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employer-Employee Relations (EER)- Grievance Appeals	Page 19 of 42
--	----------------------

Record Series Content	This series contains petitions, decisions, and correspondence relating to grievances filed by MDOT employees.
Record Series Function	These records document the process and results of employees filing claims of unfair treatment in the workplace.
Organization/Arrangement	Alphabetically by employee last name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions § 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper
Volume (file drawers, gigabytes, etc.)	Approximately 6 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately ¼ file drawer
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - High-Density File Storage
Audit Requirements	Subject to internal audits
Date Span	2011 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	19
Retention	Retain for 8 years after resolution, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employer-Employee Relations (EER) - Disciplinary Action and DTS-8 Appeals	Page 20 of 42
--	----------------------

Record Series Content	This series contains completed forms, appeals, decisions, and correspondence relating to appealed disciplinary actions.
Record Series Function	These record document the process and results of employee appeals against disciplinary actions.
Organization/ Arrangement	Alphabetical by employee last name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions, § 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Microsoft Word, PDF
Volume (file drawers, gigabytes, etc.)	8 file drawers 464.5 MB
Annual Accumulation (file drawers, gigabytes, etc.)	2/3 file drawer Approximately 55 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR
Audit Requirements	Subject to internal audits
Date Span	2011 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	20
Retention	Retain for 8 years after resolution, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employer-Employee Relations (EER) - Medical Evaluations	Page 21 of 42
--	----------------------

Record Series Content	This series contains reports from the MDOT EER Unit, recommendations from the State Medical Advisor, and general correspondence. Employees are referred to the State Medical Advisor for a variety of reasons, at Management's request, to determine if an employee can safely and reliably perform essential job duties. The request could be related to a leave request, work injury, personal medical issue, or some other matter.
Record Series Function	The State Medical Advisor examines the employee and provides a written report, advising of the medical opinion as to whether or not the employee can safely, consistently, and reliably perform essential job duties. Employment decisions may be based on the medical opinion documented in these reports.
Organization/Arrangement	Alphabetical by employee last name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions § 4-329(b)
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper
Volume (file drawers, gigabytes, etc.)	1 file drawer
Annual Accumulation (file drawers, gigabytes, etc.)	<10 files
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR
Audit Requirements	Subject to internal audits
Date Span	Approximately 2000 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	21
Retention	Retain for 3 years after termination of employment, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2941 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employer-Employee Relations (EER) - Employee Assistance Files	Page 22 of 42
--	----------------------

Record Series Content	This series includes requests for employee assistance, reports, records, and correspondence related to employee requests for personal assistance from the Employee Assistance Program Coordinator and Counselor.
Record Series Function	These series document the process and results of employee requests for assistance from the Employee Assistance Program Coordinator and Counselor.
Organization/Arrangement	Alphabetical by last name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions § 4-329(b) Maryland Annotated Code, General Provisions § 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper
Volume (file drawers, gigabytes, etc.)	1 file drawer
Annual Accumulation (file drawers, gigabytes, etc.)	<10 files
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR
Audit Requirements	Subject to internal audits
Date Span	Approximately 2000 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	22
Retention	Retain for 3 years after termination of employment, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2997 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employer-Employee Relations (EER) - Correspondence	Page 23 of 42
---	----------------------

Record Series Content	This series contains incoming and outgoing letters, memoranda, personnel procedures and directives, monthly and annual reports, and other material relating to the administration of the unit. Email is not included, as that is managed centrally by MDOT TSO OTTS per Retention Schedule 2924.
Record Series Function	These records document incoming and outgoing communications, as well as internal communication concerning the development of MDOT TSO OHR EER priorities and processes.
Organization/ Arrangement	Arranged by subject or type of record
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: PDF, Microsoft Word
Volume (file drawers, gigabytes, etc.)	5 file drawers 815 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1 file drawer Approximately 5 monthly reports stored on the EER shared drive
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	Approximately 2000 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	23
Retention	Retain for 1 year, then screen annually and destroy the material no longer needed for current business with the following exception: directives and other material related to planning and policy, which illustrate the development of MDOT TSO OHR, are transferred to the Maryland State Archives.
Justification for Permanent Retention	While most records in this series lack permanent value, a small selection identified on a case-by-case basis illustrate the planning and implementation of MDOT TSO OHR priorities over time.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2942 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employer-Employee Relations (EER) - Drug and Alcohol Records	Page 24 of 42
---	----------------------

Record Series Content	This series contains documents related to the random drug test selection process, copies of employees' test notices, training materials given to employees, annual Management Information System reports, employer's copies of the Custody and Control form, and various records related to safety sensitive designations.
Record Series Function	These records facilitate compliance with State and federal drug-free workplace policies.
Organization/Arrangement	Alphabetical by employee last name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions § 4-329(b)
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper
Volume (file drawers, gigabytes, etc.)	1 file drawer
Annual Accumulation (file drawers, gigabytes, etc.)	<10 files
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR
Audit Requirements	Subject to internal audits
Date Span	Approximately 2000 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	24
Retention	Retain for 5 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Employer-Employee Relations (EER) - Innovative Ideas Awards Files	Page 25 of 42
--	----------------------

Record Series Content	This series contains completed Innovative Idea Award forms submitted by employees, along with related correspondence.
Record Series Function	The Innovative Ideas Award was an MDOT policy which encouraged employees to offer innovative ideas that result in cost savings, increases in revenues, improved efficiency, increased employee morale, better service to the public, or any other significant benefit to the Department or the State. It was discontinued in 2006.
Organization/Arrangement	Alphabetical by employee last name within each TBU
Indexing System	None
Restrictions (Law or Regulation Citation)	Contains personally identifiable information (PII)
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper
Volume (file drawers, gigabytes, etc.)	Approximately 2 - 3 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	None
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - High-Density File Storage
Audit Requirements	Subject to internal audits
Date Span	1993 - 2006
Completeness/Gaps	No known gaps

Schedule Item Number	25
Retention	Retain for 10 years after idea submission, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Recruitment and Examinations (REU) - List of Eligibles	Page 26 of 42
---	----------------------

Record Series Content	This series contains test titles, names of those persons passing the test, along with test scores and rankings.
Record Series Function	These records specify which candidates meet the minimum qualifications and are eligible for interview. Tests are administered as part of the job recruitment process when there are more than 25 candidates certified on the eligible list.
Organization/Arrangement	Numerical in NEOGOV by Exam Plan # and alphabetical in Test History Files (Item 27)
Indexing System	None, though files can be searched by position/classification title
Restrictions (Law or Regulation Citation)	Maryland Annotated Code; General Provisions § 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Loose paper included in Test History Files (Item 27) Digital: NEOGOV web-based software
Volume (file drawers, gigabytes, etc.)	5 file drawers Digital volume frequently fluctuates and is stored in NEOGOV web-based software
Annual Accumulation (file drawers, gigabytes, etc.)	½ - 1 file drawer Varies based on ongoing recruitments
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR REU www.neogov.com
Audit Requirements	Eligible lists audited annually by MDOT TSO OHR REU
Date Span	2014 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	26
Retention	Retain for 5 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2942 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Recruitment and Examinations (REU) - Test History Files	Page 27 of 42
--	----------------------

Record Series Content	This series contains the history of each class since MDOT began decentralized testing or since the implementation of TSHRS. Each file contains job analyses information, job specifications, project reports, and related documentation. List of Eligibles (Item 26) is included in these files but is subject to the retention period identified in Item 26.
Record Series Function	These records provide details surrounding job recruitments conducted and their associated reports (e.g. EEO, statistical reports, eligible list). They may be used as a reference for future recruitments conducted for the same classification. Uniform Guidelines for Employee Selection - best practices published online for the Human Resources community available online at www.uniformguidelines.com - recommend creating these files.
Organization/Arrangement	Alphabetical by name of classification
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Papers in folders
Volume (file drawers, gigabytes, etc.)	5 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	½ - 1 file drawer
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR REU
Audit Requirements	Audited annually by MDOT TSO REU
Date Span	2012 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	27
Retention	Retain for 1 year, then screen annually and destroy material no longer needed for current operations with the following exception: List of Eligibles (Item 26) found in these files are subject to the retention period identified in Item 26.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2942 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Recruitment and Examinations (REU) - Test Materials Files	Page 28 of 42
--	----------------------

Record Series Content	This series contains test booklets, rating forms, Scantron sheets, completed qualification supplements, and related test material.
Record Series Function	These records document criteria on which candidates were scored and candidates' responses (if applicable). Scoring determines what category (Best Qualified [BQ], Well Qualified [WQ], or Qualified [Q]) candidates are placed in on the eligible list.
Organization/ Arrangement	Chronological by year
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions § 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Loose paper Digital: Microsoft Word
Volume (file drawers, gigabytes, etc.)	27 file drawers 48.3 MB
Annual Accumulation (file drawers, gigabytes, etc.)	4 - 5 file drawers .24 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st and 2 nd Floors - High-Density File Storage MDOT Computer Network - Shared Drive
Audit Requirements	Audited annually by MDOT TSO REU
Date Span	2012 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	28
Retention	Retain for 7 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2941 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Recruitment and Examinations (REU) - Job Applications	Page 29 of 42
--	----------------------

Record Series Content	This series contains TSHRS On-Line and paper job application forms (DTS-1). Most records are born-digital but some applications are received in a paper format or printed out once they have been received.
Record Series Function	These records are used to screen applicants, ensuring that they meet minimum qualifications for the positions for which they apply.
Organization/Arrangement	Hardcopy is chronological by year and digital applications are numerical by Exam Plan #
Indexing System	None, though NEOGOV On-Line records can be searched or sorted through a user interface
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions § 4-311 (hired applicants only)
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper in folders Digitally: PDF
Volume (file drawers, gigabytes, etc.)	27 file drawers Digital volume frequently fluctuates and is stored in NEOGOV On-Line web-based software
Annual Accumulation (file drawers, gigabytes, etc.)	4 - 5 file drawers Varies based on ongoing recruitments
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st and 2 nd Floors - High-Density File Storage NEOGOV On-Line web-based software
Audit Requirements	Audited annually by MDOT TSO REU
Date Span	2013 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	29
Retention	Retain for 5 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Classification and Compensation (CC) - Class History Files	Page 30 of 42
--	----------------------

Record Series Content	This series contains the history of each class utilized by MDOT. Each file contains a record of specification adoptions and revisions, along with class title and code change information. Pay plan amendments, which were formerly a distinct series on records retention schedule 1822, have been merged into this series.
Record Series Function	These records document specification revisions and new specifications added to classes.
Organization/Arrangement	Alphabetical by class title
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper files Digital: Microsoft Word, PDF
Volume (file drawers, gigabytes, etc.)	4 drawers 87 MB
Annual Accumulation (file drawers, gigabytes, etc.)	¼ drawer 10 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - High-Density File Storage MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	1996 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	30
Retention	Retain for 10 years after class becomes inactive, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2942 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Classification and Compensation (CC) - Position Description Files	Page 31 of 42
---	----------------------

Record Series Content	This series contains Position Description Forms (DTS-3) submitted by MDOT TSO and MDOT TBUs in conjunction with reclassification requests.
Record Series Function	These records document the duties and responsibilities of job positions. Position descriptions are required to properly classify positions which are subject to audit, legal challenges and grievances.
Organization/ Arrangement	Alphabetical by classification
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Microsoft Word, PDF
Volume (file drawers, gigabytes, etc.)	14 File Drawers 9.62 GB
Annual Accumulation (file drawers, gigabytes, etc.)	1 File Drawer 20 MB
Current Location	7201 Corporate Center Drive, Hanover MD 21076 - 1 st Floor - OHR MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	1996 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	31
Retention	Retain for 5 years after position is abolished, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Classification and Compensation (CC) - Job Study Files	Page 32 of 42
---	----------------------

Record Series Content	This series contains memoranda, forms (BB-40, DTS-4, DTS-5, and DTS-6), reports, and related correspondence on reclassification requests.
Record Series Function	These records aid in the assessment of job studies for research and ensure that positions are properly classified.
Organization/Arrangement	PIN
Indexing System	Human Resource Information System (HRIS) covered by Item 35
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Microsoft Word, PDF
Volume (file drawers, gigabytes, etc.)	10 drawers 4.02 GB
Annual Accumulation (file drawers, gigabytes, etc.)	<1 drawer <1 MB
Current Location	7201 Corporate Center Drive, Hanover MD 21076 - 1 st Floor - OHR MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	1996 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	32
Retention	Retain for 7 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2942 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Classification and Compensation (CC) - Job Specification Files	Page 33 of 42
---	----------------------

Record Series Content	This series contains the most recently adopted or revised job specification for all MDOT job classes.
Record Series Function	These records provide access to specifications used when posting or reviewing job openings and classifying specific positions.
Organization/ Arrangement	Alphabetical by classification title
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: PDF, Microsoft Word
Volume (file drawers, gigabytes, etc.)	1:77 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 71 MB
Current Location	MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	1996 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	33
Retention	Retain until class is superseded or eliminated, whichever is sooner, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2941 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Classification and Compensation (CC) - Salary Survey Files	Page 34 of 42
---	----------------------

Record Series Content	This series contains documentation, reports, records, statistical data, and correspondence on salaries paid by other government jurisdictions and private sector entities.
Record Series Function	These records facilitate market compensation evaluation in support of compensation decisions.
Organization/Arrangement	Alphabetical by survey title
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Microsoft Word, PDF
Volume (file drawers, gigabytes, etc.)	¼ file drawer 29.1 MB
Annual Accumulation (file drawers, gigabytes, etc.)	<5 binders 5 MB
Current Location	7201 Corporate Center Drive, Hanover MD 21076 - 1 st Floor - OHR MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	2003 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	34
Retention	Retain for 3 years after completion of survey, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Human Resources Information System (HRIS)	Page 35 of 42
--	----------------------

Record Series Content	This series consists of data in a database documenting employee information (personal and job-related, no benefits information) and position information on both filled and vacant positions (classification, responsibility center, incumbent/prior incumbent, etc).
Record Series Function	The HRIS is a batch update system that provides current and historical information on every MDOT-wide employee and position.
Organization/Arrangement	Employee information arranged by Level 1 (permanent/temp/contractual), Level 2 (agency code), and social security number (SSN) Position information is arranged by Level 1 (permanent/temp/contractual), Level 2 (agency code), and PIN
Indexing System	Employee information can be queried by data fields including employee name, SSN, employee identification number, PIN, etc. Position information is not indexed
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions § 4-311 Maryland Annotated Code, General Provisions § 4-330 COMAR 11.01.13.02
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: Database - Virtual Storage Access Method (VSAM) and Sequential Files
Volume (file drawers, gigabytes, etc.)	Approximately 25 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1 GB on average
Current Location	MDOT IBM Mainframe
Audit Requirements	Subject to internal audits and audits by the Office of Legislative Audits (OLA)
Date Span	1998 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	35
Retention	Retain employee and position data for 100 years after termination of employment or abolition of position, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Human Resources Information Systems (HRIS) - Alcohol and Controlled Substance Random Selections	Page 36 of 42
--	----------------------

Record Series Content	Contains listing of social security number (SSN) or employee identification number (EIN), Responsibility Center (RC), safety sensitive designation, and TBU for all employees eligible to be selected; memos reflecting SSN or EIN and RC of randomly selected employees; and copy of email with memos attached sent to TBU recipient by HRIS employee. These emails are printed or otherwise separated from the Microsoft Outlook email system, which is managed by MDOT TSO OTTS per retention schedule 2924.
Record Series Function	This record series ensures fair application and transparency of MDOT's selection process.
Organization/ Arrangement	Chronological by date processed
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions § 4-330 COMAR 11.01.13.02
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Computer paper printouts and loose paper in manila envelopes
Volume (file drawers, gigabytes, etc.)	10 boxes containing 1 manila envelope per random selection
Annual Accumulation (file drawers, gigabytes, etc.)	3 boxes
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR - Human Resources Information Systems Unit Storage Closet in REU
Audit Requirements	Subject to internal audits
Date Span	January 2014 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	36
Retention	Retain for 5 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2947 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Organizational Development & Employee Training (ODET) – TSHRS Policies and Procedures	Page 37 of 42
--	----------------------

Record Series Content	This series contains reference copies of policies and procedures from TSHRS and the Maryland Department of Budget and Management (DBM) for the Tuition Assistance Program (TSHRS 7C – Employee and Organizational development) and 7J – Tuition Reimbursement; the ODET Tuition Assistance Manual, ODET telework instructions. Original MDOT TSO policies are maintained by the MDOT TSO Office of Policy and Regulations.
Record Series Function	These records aid in the management and documentation of the MDOT Tuition Assistance Program's administrative process.
Organization/Arrangement	Alphabetical by subject
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Microsoft Word, Microsoft Excel, PDF
Volume (file drawers, gigabytes, etc.)	3 drawers 110 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 drawer 27 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	October 2015 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	37
Retention	Retain until 10 years after superseded or rescinded, whichever is sooner, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2941 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Organizational Development & Employee Training (ODET) - General Correspondence, Contracts, and Memoranda of Understanding (MOUs)	Page 38 of 42
---	----------------------

Record Series Content	This series contains reports, project status reviews, MDOT TSO ODET Unit plans, contracts, invoices, Memoranda of Understanding (MOU), and contract management.
Record Series Function	These records manage MDOT TSO ODET Unit goals and objectives, communicate progress to management, document MDOT TSO ODET Unit plans and initiatives, manage projects and provide status reviews, authorize and prepare MOUs and contract management. Documents referring to core and mandatory training (e.g. Anti-bullying, Sexual Harassment, Violence in the Workplace, etc.) are mandated by the State and the Governor's Office.
Organization/Arrangement	Chronological by date of initiation and alphabetical by-subject matter
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: Microsoft Word, Microsoft Excel, PDF
Volume (file drawers, gigabytes, etc.)	3 file drawers 363 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 box Approximately 80 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR and High-Density File Storage MDOT Computer Network - Shared Drive
Audit Requirements	Subject to internal audits
Date Span	October 2015 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	38
Retention	(A) Retain contracts and MOUs until 7 years after completion of agreement, then destroy. (B) Retain all other records in this series for 1 year, then screen annually and destroy material no longer needed for current business.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2942 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Organizational Development & Employee Training (ODET) - Employee Training Records	Page 39 of 42
--	----------------------

Record Series Content	This series contains employee tuition reimbursement records.
Record Series Function	These records facilitate the management, maintenance, and preservation of employee training requests, course completion, certifications, individual career development plans, and employee transcripts.
Organization/Arrangement	Chronological by date of initiation and alphabetical by employee name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Annotated Code, General Provisions, § 4-311
Formats (bound book, microfilm, pdf, tif, etc.)	Digital: Microsoft Word, Microsoft Excel, PDF
Volume (file drawers, gigabytes, etc.)	3 file drawers 42 MB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1 box Approximately 10 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR and High-Density File Storage MDOT Computer Network - Shared Drive Cornerstone Learning Management System (LMS) Web-based Software HR Training Database maintained by MDOT TSO Office of Transportation Technology Services (OTTS)
Audit Requirements	Subject to internal audit
Date Span	October 2015 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	39
Retention	Retain until termination of employment, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2942 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Organizational Development & Employee Training (ODET) - Employee Request for Training	Page 40 of 42
--	----------------------

Record Series Content	This series contains employee personal computer (PC) training requests, employee training rosters/attendance, training requests and confirmation, and the employee training wait list.
Record Series Function	These records manage the employee training authorization process to provide and deliver MDOT training in three separate areas: core, mandatory, and career development.
Organization/ Arrangement	By subject matter/employee name and date of origination
Indexing System	File directories and HR Training Database can be sorted by employee name, TBU, MDOT Office, and other criteria
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Microsoft Word, Microsoft Excel, Microsoft Access, PDF
Volume (file drawers, gigabytes, etc.)	Approximately 1 box 726 MB
Annual Accumulation (file drawers, gigabytes, etc.)	<1 box Approximately 170 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR and High-Density File Storage MDOT Computer Network - Shared Drive Cornerstone LMS Web-based Software HR Training Database maintained by MDOT TSO OTTS
Audit Requirements	Subject to internal audits
Date Span	October 2015 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	40
Retention	Retain records and indexing data for 2 years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 2942 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Organizational Development & Employee Training (ODET) - Employee Training Notifications, Correspondence, and Announcements	Page 41 of 42
---	----------------------

Record Series Content	This series contains employee training certificates and notices of completion. Notifications are generated and sent automatically to employees and respective supervisors or managers once a course is approved for access and completion.
Record Series Function	These records facilitate the production, management, and administration of training programs. They also support the generation of training documents; record training certificates, announcements, training schedules, and course confirmations. The series serves to validate and document employee completion of assigned courses over time.
Organization/Arrangement	Chronological by date of initiation and alphabetical by employee name
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Hardcopy: Paper Digital: Microsoft Word, Microsoft Excel, PDF
Volume (file drawers, gigabytes, etc.)	4 file drawers 6 MB
Annual Accumulation (file drawers, gigabytes, etc.)	1 file drawer 2 MB
Current Location	7201 Corporate Center Drive, Hanover, MD 21076 - 1 st Floor - OHR and High-Density File Storage MDOT Computer Network - Shared Drive Cornerstone Learning Management System (LMS) Web-based Software HR Training Database (Microsoft Access system maintained by MDOT TSO OTTS)
Audit Requirements	Subject to internal audits.
Date Span	October 2015 - Current
Completeness/Gaps	No known gaps

Schedule Item Number	41
Retention	Retain until termination of employment, then destroy.
Justification for Permanent Retention	N/A

DGS 550-15 (REV. 7/17)