ANNE ARUNDEL COUNTY
MARYLAND

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No. C-714

PERSONNEL **RECORDS RETENTION AND DISPOSAL SCHEDULE** DIV. OF ADMIN.

AGENCY **DIVISION**

Item No.	Description	Retention
1.	Personnel Folders The Personnel folders contain all or some of the original records of employment: Health Enrollment Form Employment Applications Application Amendments Retirement Records Report of Separation Statement of Military Service Employment Contract Information Release Authorization Deferred Compensation Form Worker's Compensation Form, Letters Employment Verifications Job Descriptions I-9 Forms Performance Evaluations CDS Handbook Form Current Life Insurance Form/Beneficiary Information Pension Buyback Information Recommendations Oral Interview Sheets Confidential Inquiries Appointment Checklists Baptismal/Birth Certificates Examination Answer Sheets Educational Transcripts Application Disposition Report Minutes Resolutions & Transcripts of Council Personnel Board Disciplinary Actions	Retain 15 years after termination, then destroy.
2.	Affirmative Action Forms Contains personal information e.g., ETHNIC ORIGIN, DATE OF BIRTH, SEX AND SSN.	Retain 1 year, then destroy.

Schedule Approved by Records Management Officer	Schedule Approved by Chief Administrative Officer
8-5-93 Date — Ronald C. Sweany Signature	8/9/93 Date — Signature
Schedule Approved by Agency, or Division Representative	**Schedule Approved by State Archvist**
8-4-93 Date — Donald Tynes, Jr. Signature	SEP 13 1993 Date — Edward C. Papenfuse Jr. Signature

Item No.	Description	Retention
3.	Appeals/Step Hearings	
	Step III files contain the decisions from a Hearing process that is held by the Personnel Officer. Step IV files contain decisions from a Hearing process that is held by the Personnel Board.	Retain until appeal process exhausts (5 years). Microfilm after 5 years; retain microfilm for 10 years, then destroy.
4.	Classification Surveys	
	The County Code specifies that a classification survey must be prepared every four (4) years. This survey has considerable reference value until replaced by a new survey.	Retain permanently; periodically transfer to MD State Archives (MSA).
	Yarger & Associates, Inc. Survey	
	The original salary & classification survey prepared for the change from County Commissioner to the current charter form of government. The survey has considerable reference value.	
	Jacobs Associates, Inc. Survey	
	The original salary & classification survey the Police & Fire Departments. It contains a report with recommendations on the salary survey and a review of the comprehensive plan and has considerable reference value. Application Amendments.	
5.	Position Announcement Files/Applications/ Eligibility and Certification Lists	
	Contains all expired eligibility lists, certification lists and applications for a particular position.	Retain 4 years, then destroy.
6.	General Correspondence/Accounts File	
	Expense Statements, Paid Bills, Vouchers, Invoices (Receipts), Check Requests, Budget Records, Time Sheets, Finance Records. General correspondence from county agencies and departments, i.e., memoranda, letters.	Retain 3 years, then destroy.

ANNE ARUNDEL COUNTY
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OFFICE OF CENTRAL SERVICES
Records Management Division

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Item No.	Description	Retention
7.	Exams/Interviews/Background Investigations/ Medical Standards	
	Exam score sheets (Police, Fire, Clerical & Detention; interview score sheets; background investigation documents; and independent studies of medical standards for public safety personnel. Includes proposals, briefings, contracts, consent decrees, and medical standards of other jurisdictions.	Retain in work area 5 years, transfer to Records Center for 10 years, then destroy.
8.	Reallocation/Job Descriptions	
	Contains information pertaining to job audits, job reclassifications and position reallocations by fiscal year.	Retain in work area 5 years, transfer to Records Center for 10 years, micro-film, then destroy paper copy. Retain microfilm 10 years then destroy.
9.	Union Negotiations	
	Contains previous and current year's negotiation papers and contracts.	Retain 2 rounds of negotiations for 2 years, then destroy. Contracts are to be retained 10 years; then destroy.
10.	Time Sheets	
	Records of time and attendance.	Retain 2 years, then destroy.
11.	Meeting Minutes	
	Minutes of various meetings - departmental, committees and county-wide.	Retain permanently. Periodically transfer to MD State Archives.
12.	Policies and Procedures	
	Contains copies of established policies and procedures of departments and agencies county-wide; also, copies of AdminPros, Executive Regulations and County Council Bills pertaining to personnel policy.	Retain permanently. Periodically transfer to MD State Archives.

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Records Management Division

Schedule No. C-714

Item No.	Description	Retention
13.	Unemployment Insurance	
	Contains documents and forms related to the process. Lists of unemployment insurance decisions.	Retain 2 years after benefits exhaust, then destroy.
14.	Deceased Employee Files	
	Personnel Files of employees who have deceased while in the employment of the County. Retained for pension and/or beneficiary purposes.	Retain 15 years, then destroy.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Personnel	Administration	

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
Personnel Folders	_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Original Records of Employment; Health Enrollment Forms; Employment Application; Military Service DD Form 214; Employment Contracts; Information Release Authorization; Prior/Employment Correspondence; I-9 Form; Performance Evaluations; Life Insurance Form; Oral Interview Sheet; Education Transcripts; Disciplinary Action Forms/Correspondence & Beneficiary Statements; Deferred Compensation Form; Pension Buyback Information; CDS Handbook Form; Retirement Reocrds.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [x] OTHER(SPECIFY) File Boxes

NUMBER

10. ANNUAL ACCUMULATION
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER

11. FILE IS USED
- [ ] DAILY
- As needed
- [ ] WEEKLY
- [x] MONTHLY

12. FILE BECOMES INACTIVE AFTER 15 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [ ] NO

18. RECOMMENDED RETENTION

Retain 15 years after termination, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Donald J. Tunnell Clerk Typist III	222-1722	May 10, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 1

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Personnel	Administration	

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
Affirmative Action Forms	_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Ethnic Origin; Date of Birth; Sex and Social Security Number.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☒ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ☒ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) NUMBER ☒ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ☐ MONTHLY	NUMBER 1 ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☒ NO
15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☒ NO	18. RECOMMENDED RETENTION Retain 1 year in Office, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Donald J. Tunnell Clerk Typist III	222-1722	May 10, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 1

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Personnel	Administration	Appeals & Hearings

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
Appeals/Step Hearings	_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Step III Files - contains decisions from a hearing process held by the Personnel Officer.

Step IV Files - contains decisions from a hearing process held by the Personnel Board.

Appeal process documents and correspondence.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY) _____	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY) _____	NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 10. ANNUAL ACCUMULATION NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ☐ MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO
15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO	18. RECOMMENDED RETENTION Retain [redacted] until appeal process has exhausted, [redacted] (5 YEARS) MICROFILM AFTER 5 YRS; RETAIN MICROFILM 10 YEARS, THEN DESTROY.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Donald J. Tunnell Clerk Typist III	222-1722	May 10, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

TIONS--TYPE OR PRINT A ATE FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 1

1. DEPARTMENT/AGENCY Personnel	2. DIVISION Administration	3. UNIT

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 Classification Surveys	5. EARLIEST YEAR/LATEST YEAR ____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

The County Code specifices that a classification survey must be prepared every four (4) years. This survey has considerable reference value until replaced by by a new survey. Jacobs Associates, Inc. Survey - original salary/classificatior survey for the Police and Fire Departments. Contains recommendations on salary survey and review of the comprehensive plan.
Yarger & Associates, Inc. Survey - the original salary and classification survey prepared for the change from County Commissioner to the current charter formof government. The survey has considerable reference value.

7. RECORD SERIES FORMAT(S) ☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY) _____	8. RECORD SERIES SEQUENCE ☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY) _____	9. VOLUME NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 10. ANNUAL ACCUMULATION NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED ☐ DAILY ☐ WEEKLY ☐ MONTHLY	12. FILE BECOMES INACTIVE AFTER NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO
15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO	18. RECOMMENDED RETENTION Retain permanently. Periodically transfer to Md State Archives.

19. NAME AND TITLE OF PREPARER Donald J. Tunnell Clerk Typist III	20. TELEPHONE NUMBER 222-1722	21. DATE May 11, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Personnel	Administration	

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
Eligibility and Position Announcement/Applications/Certification Lists	____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Contains expired eligibility and certification lists and applications for a particular position.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE ☐ MICROFILM
- ☐ LEGAL SIZE ☐ COMPUTER TAPE
- ☐ BOUND BOOK ☐ FLOPPY DISK
- ☐ AUDIO TAPE ☐ VIDEO TAPE
- ☐ OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY) _____

9. VOLUME
NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED ☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO

18. RECOMMENDED RETENTION
Retain in Personnel Office 2 years, store in Records Center for 4 years after position closes; then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Donald J. Tunnell Clerk Typist III	222-1722	May 11, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY: Personnel

2. DIVISION: Administration

3. UNIT:

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: General Correspondence / Accounts File

5. EARLIEST YEAR/LATEST YEAR: ____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

General correspondence from county agencies and departments requesting Personnel reply. Such items are: memoranda, letters, etc.

Expense statements, paid bills, vouchers, invoices, receipts, check requests, and budget records.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE ☐ MICROFILM
- ☐ LEGAL SIZE ☐ COMPUTER TAPE
- ☐ BOUND BOOK ☐ FLOPPY DISK
- ☐ AUDIO TAPE ☐ VIDEO TAPE
- ☐ OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY) _____

9. VOLUME
NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED ☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO

18. RECOMMENDED RETENTION
Retain three years, then destroy.

19. NAME AND TITLE OF PREPARER
Donald J. Tunnell
Clerk Typist III

20. TELEPHONE NUMBER: 222-1722

21. DATE: May 11, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 1

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Personnel	Administration	

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
Standards Exams/Interviews/Background Investigations/Medical	____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Exam score sheets; Interview score sheets; Background investigation documents; and independent studies of medical standards for public safety personnel. Includes proposals, briefings, contracts, consent decrees, and medical standards of other jurisdictions.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) NUMBER ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ☐ MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO
15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO	18. RECOMMENDED RETENTION Retain for 10 years, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Donald J. Tunnell Clerk Typist III	222-1722	May 11, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 1

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Personnel	Administration	

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
Reallocations/Job Descriptions	____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Information pertaining to job audits. job reclassifications, and position reallocations by fiscal year.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) NUMBER ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ☐ MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO
15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO	18. RECOMMENDED RETENTION Retain in work area five years, transfer to Records Center for ten years, ~~[illegible]~~ MICROFILM & RETAIN FOR 10 YEARS, THEN DESTROY.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Donald J. Tunnell Clerk Typist III	222-1722	May 11, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY: Personnel

2. DIVISION: Administration

3. UNIT:

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: Union Negotiations

5. EARLIEST YEAR/LATEST YEAR: _____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Previous and current year's negotiation papers and contracts.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE ☐ MICROFILM
- ☐ LEGAL SIZE ☐ COMPUTER TAPE
- ☐ BOUND BOOK ☐ FLOPPY DISK
- ☐ AUDIO TAPE ☐ VIDEO TAPE
- ☐ OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY) _____

9. VOLUME
NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☐ NO

18. RECOMMENDED RETENTION
Retain 2 rounds of negotiations (previous and current) for 2 years, then destroy. Contracts are to be retained ~~permanently.~~ 10 years, then destroy. (DSJ)

19. NAME AND TITLE OF PREPARER
Donald J. Tunnell
Clerk Typist III

20. TELEPHONE NUMBER
222-1722

21. DATE
May 11, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 1

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Personnel	Administration	

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
Time Sheets	____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Records time and attendance.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) NUMBER ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ☐ MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO
15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO	18. RECOMMENDED RETENTION Retain 2 years, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Donald J. Tunnell Clerk Typist III	222-1722	May 11, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY: Personnel

2. DIVISION: Administration

3. UNIT:

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: Meeting Minutes

5. EARLIEST YEAR/LATEST YEAR: ____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Minutes of various meetings - departmental, committees and county-wide.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE ☐ MICROFILM
- ☐ LEGAL SIZE ☐ COMPUTER TAPE
- ☐ BOUND BOOK ☐ FLOPPY DISK
- ☐ AUDIO TAPE ☐ VIDEO TAPE
- ☐ OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY) _____

9. VOLUME
NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☐ NO

18. RECOMMENDED RETENTION
Retain permanently. Periodically transfer to Md State Archives.

19. NAME AND TITLE OF PREPARER
Donald J. Tunnell
Clerk Typist III

20. TELEPHONE NUMBER
222-1722

21. DATE
May 11, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

TIONS--TYPE OR PRINT A FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 1

1. DEPARTMENT/AGENCY Personnel	2. DIVISION Administration	3. UNIT

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 Policies and Procedures	5. EARLIEST YEAR/LATEST YEAR ____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Contains copies of established policies and procedures of departments and agencies county-wide; also policies and procedures of State that are ~~contigent~~ contingent with the operation of county government.

7. RECORD SERIES FORMAT(S) ☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE ☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	9. VOLUME NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 10. ANNUAL ACCUMULATION NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED ☐ DAILY ☐ WEEKLY ☐ MONTHLY	12. FILE BECOMES INACTIVE AFTER NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO
15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO	18. RECOMMENDED RETENTION Retain permanently. Periodically transfer to Md State Archives.

19. NAME AND TITLE OF PREPARER Donald J. Tunnell Clerk Typist III	20. TELEPHONE NUMBER 222-1722	21. DATE May 11, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 1

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Personnel	Administration	Unemployment

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
Unemployment Insurance	_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Contains documents and forms related to the process of filing for unemployment insurance. Lists decisions and outcome of unemployment insurance requests.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☒ LETTER SIZE ☐ MICROFILM	☒ ALPHABETICAL	☐ FILE DRAWER(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL	☐ MICROFILM REEL(S)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL	☐ COMPUTER TAPE(S)
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL	NUMBER ☒ OTHER(SPECIFY) File Cartons
☐ OTHER(SPECIFY) _____	☐ OTHER(SPECIFY) _____	10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ☒ MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO
15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☒ NO	18. RECOMMENDED RETENTION Retain 2 years after benefits exhausted, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Donald J. Tunnell Clerk Typist III	222-1722	May 11, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 1

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Personnel	Administration	

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
Deceased Employee Files	____ TO ____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Personnel files of employees who deceased while under employment with the County.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ BIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ☐ MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO
15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO	18. RECOMMENDED RETENTION Retain 15 years then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Donald J. Tunnell Clerk Typist III	222-1722	May 11, 1993

DGS 550-4 (REVISED 2/87)

Fig. 7