



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.
 C 714A1
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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY **DIVISION**

Item No.	Description	Retention
1.	<p><u>THIS SCHEDULE AMENDS SCHEDULE C-714 DATED 09/13/93</u> by changing retention period of Item 1 from 15 to 25 years.</p> <p><u>Personnel Folders</u></p> <p>The Personnel folders contain all or some of the original records of employment:</p> <ul style="list-style-type: none"> 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 <p align="center">/////////////////////////////////ONLY ITEM NO. AMENDED //////////////////////////////////</p>	<p>Retain 25 years after termination, then destroy.</p>

<p>Schedule Approved by Records Management Officer</p> <p><u>8/31/94</u> <u>Jacqueline R. Keen</u> Date Signature</p>	<p>Schedule Approved by Chief Administrative Officer</p> <p><u>9/14/94</u> <u>[Signature]</u> Date Signature</p>
<p>Schedule Approved by Agency, or Division Representative</p> <p><u>8/31/94</u> <u>Richard Allen</u> Date Signature</p>	<p>Schedule Approved by State Archivist</p> <p><u>DEC 21 1994</u> <u>Edward C. [Signature]</u> Date Signature</p>