

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency BALTIMORE COUNTY	2. Division or Bureau of Requesting Agency OFFICE OF FINANCE
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3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1.	<p>EMPLOYEE EARNING RECORD</p> <p>Dates: 1949 to present Quantity: about 50 cu. ft. File arrangement: Alphabetical Audit: Not audited regularly. However, records are subject to audit in pension cases.</p> <p>This is currently a 7 x 11 yellow card which lists the earnings of each employee of the County for the period of one year starting with the first pay in January and ending with the last pay in December, the specific year being noted. The earnings record contains notations about the employee and deductions made from the employee's pay. This is the only such record. The record is important when an employee retires since retirement pay is based on the five years of highest earnings and this determination is made from this earning record. The Employee Retirement Section maintains an earning record for pension purposes but this is not complete for persons who did not sign up when the retirement system was initiated in 1945. The Personnel Department maintains a record of each employee which gives only the base pay of the individual along with data and other information of interest to the Personnel Department.</p> <p>The Employee Earning Record contains the following information:</p> <p style="text-align:center">continued on Page two.</p>	
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For the Office of Finance <i>Walter R. Richardson</i>	For Baltimore County <i>[Signature]</i> County Administrative Officer
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7. Agency, Division or Bureau Representative <i>Thomas S. Burnett</i> Signature	Records Management Officer Title	Oct 27, 1967 Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.	Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
NOV 1 1967 Date	<i>Monica S. Radloff</i> Archivist
	Nov. 13, 1967 Date
	<i>Leander Stuebel</i> Secretary

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(Continuation Sheet)

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1.	<p>BALTIMORE COUNTY - OFFICE OF FINANCE</p> <p>EMPLOYEE EARNING RECORD (continued).</p> <p>(The Employee Earning Record contains the following information: Name and address Payroll number Social Security Number Date of last pay Retirement rate and designation Payroll code Federal and State exemption rate Number of hours worked and/or overtime Hourly rate or base pay F.I.C.A. number Statement of time of pay (weekly, biweekly, etc.) Quarter ending</p> <p>And in columns, the following: Date Gross pay Amount of Federal withholding Amount of State withholding Retirement or pension amount F.I.C.A. amount Retroactive tax Insurance amount Blue Cross and/or Blue Shield Amount to charity Miscellaneous (noted) Net pay</p> <p>These columns are totalled, showing quarterly and year-to-date amt.</p> <p>As employees leave the service their Earning Record Cards should be withdrawn and refiled by year and month of departure, after which the cards should be retained for a period of twenty-five years from the terminal date before they can be destroyed. Withdrawing the cards and filing them in this manner will facilitate their disposal at the recommended time.</p> <p>RECOMMENDATION: Retain for twenty-five years after termination of service or until all audit requirements have been met, whichever is later, then destroy.</p>	
2.	<p>PAYROLL CONTROL JOURNAL</p> <p>See page three.</p>	

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2.	<p>BALTIMORE COUNTY - OFFICE OF FINANCE</p> <p>PAYROLL CONTROL JOURNAL</p> <p>Dates: 1960 on Quantity: about 10 cu. ft. File arrangement: By date in annual binders Audit: Not audited</p> <p>The Journal is made up of standard 11 x 15 printout sheets printout for pay days including dates. The Journal is made up from the Payroll Attendance Reports which come in from every department of the County listing the attendance record of each employee for the given period which is punched on the employee's master card. The Journal represents the composite of the payrolls for pay periods and gives complete pay information on each individual.</p> <p>The Control Journal gives the date, the code, the agency and the group and the following information on each employee. The totals by dates, agencies and groups are shown.</p> <p>Name and address Payroll number Social Security number Date of last pay Retirement rate and designation Payroll code State and Federal exemptions Hours worked and/or overtime Hourly rate or base pay Federal amount withheld State amount withheld Retirement deduction F.I.C.A. deduction City Tax " Credit Union " U.S. Bonds " Group Health " Group insurance deduction Md. P.E.C. dues " B.C.F.A. dues " B.C.C.E.A. dues " Liens Current total Year to date total Net pay Check number</p> <p>RECOMMENDATION: Retain for ten years or until all audit requirements have been met, whichever is later, then destroy.</p>	

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3.	<p>BALTIMORE COUNTY - OFFICE OF FINANCE</p> <p>PAYROLL ATTENDANCE REPORT</p> <p>Dates: 1950 on Quantity: about 20 cu. ft. File arrangement: By date and alphabetical by groups</p> <p>This is an 11 x 15 sheet on which is listed the actual attendance record of each employee in each County agency. This carries the signature of the person in charge of the agency who becomes responsible for reporting accuracy. The sheet is turned in on designated payroll dates.</p> <p>The report contains the following information: The agency reporting Prepared by and signature Signature of the head of the agency Name of the employee Employee Social Security number Payroll number Rate of pay Last pay date</p> <p>Indicated on the sheet for each employee is one of the following: Present, Accident, Holiday, Sick, Military Leave, Permission - No pay, Vacation, Absent with permission, Absent - without pay, Sick - No pay (Explain) and Accident with Sick Leave (Explain).</p> <p>RECOMMENDATION: Retain for five years then destroy.</p>	
4.	<p>EMPLOYEE EARNING CARD (Individual)</p> <p>Dates: 1964 to present Quantity: about 2 cu. ft. File arrangement: Alphabetical by name Audit: None</p> <p>This is a standard data processing 7 3/8 x 3 1/4 card on which the information related to one person is kept for the calendar year for payroll purposes. A new set of cards for every County employee is made up for the first pay in January and remains as a master card through the last pay in December. The cards are used to run the sheets for the Payroll Control Journal (see Item 2).</p> <p>RECOMMENDATION: Retain for three years, then destroy.</p>	