



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-628

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of Law

Labor Commissioner

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p><u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.</p>
2.	<p><u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.</p>	<p>Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.</p>
3.	<p><u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings (bi-weekly copies of time sheets, and computer bi-weekly printouts).</p>	<p>Retain for one (1) year, then destroy</p>
4.	<p><u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget printouts Workpapers</p>	<p>Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

7/14/88 *Derald A. Luch*
DATE SIGNATURE

7/20/88 *Donald R. Kelly, Jr.*
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

SCHEDULE APPROVED BY
STATE ARCHIVIST

7/19/88 *Arthur K. Davis*
DATE SIGNATURE

8/4/88 *[Signature]*
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

C-628

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ITEM NO.	DESCRIPTION	RETENTION
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods Received memoranda, billing invoices, expense/ travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	<u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
7.	<u>CONTRACT NEGOTIATIONS</u> These are records detailing the labor negotiations with the five (5) Baltimore County labor unions.	Retain files in office permanently for eventual transfer to the Archives.
8.	<u>GRIEVANCE HEARING OPINION FILES</u> Individual employee's grievance hearing files, each containing records describing the employee's reason for grievance appeal, the pertinent department's records leading up to the particular grievance, the Labor Commissioner's opinion after the grievance has been heard, personal notes and the results of legal research.	Retain files in office permanently for eventual transfer to the Archives.

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page 1 of 6

1. DEPARTMENT/AGENCY
LABOR COMMISSIONER

2. DIVISION
LAW

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
GRIEVANCE HEARING OPINION FILES

5. EARLIEST YEAR/LATEST YEAR
1977 TO 1988 (present)

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

Individual employee's grievance hearing files, each containing records describing the employee's reason for grievance appeal, the pertinent department's records leading up to the particular grievance, and the Labor Commissioner's Opinion after the grievance has been heard.

Notes and legal research included in each file

7. RECORDS SERIES FORMST(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER SPECIFY

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

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REELS(S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE US USED
 DAILY WEEKLY MONTHLY

12. FILES BECOME INACTIVE AFTER *
 MONTH(S) YEAR(S)
NUMBER * Do not become inactive due to precedential value

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)
Courthouse, 2nd Floor, Rm. 225

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s) Pub. Inform. Act

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Retain indefinitely

19. NAME AND TITLE OF PREPARER
Arthur K. Davis, Labor Commissioner

20. TELEPHONE NUMBER
494-3190

21. DATE
May 27, 1988

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
LABOR COMMISSIONER

2. DIVISION
LAW

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
Leave and Time Sheets

5. EARLIEST YEAR/LATEST YEAR
1986 TO 1988 (Present)

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

- Bi-weekly copies of time sheets originating from this office

- Computer bi-weekly printouts for comparison and verification purposes

7. RECORDS SERIES FORMST(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER SPECIFY

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
1/8 of COMPUTER TAPE(S)
NUMBER OTHER SPECIFY

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REELS(S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE US USED
 DAILY WEEKLY (bi-) MONTHLY

12. FILES BECOME INACTIVE AFTER
1 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)
Courthouse, 2nd Floor, Rm. 225

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
* YES NO *Personnel Dept. (?)

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 and hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Two Years

19. NAME AND TITLE OF PREPARER
Arthur K. Davis, Labor Commissioner

20. TELEPHONE NUMBER
494-3190

21. DATE
May 27, 1988

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
LABOR COMMISSIONER

2. DIVISION
LAW OFFICE

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
BUDGET RECORDS

5. EARLIEST YEAR/LATEST YEAR
1983 TO 1988 (Present)

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

- Annual budget request preparation forms originating from this office
- Annual completed budget allowance records from the Office of the Budget

7. RECORDS SERIES FORMST(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER SPECIFY

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
1/4 of COMPUTER TAPE(S)
NUMBER OTHER SPECIFY

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REELS(S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE US USED
 DAILY WEEKLY MONTHLY
X 3-4 Times a year

12. FILES BECCME INACTIVE AFTER
Two MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office Budget (perhaps)
Courthouse, 2nd Floor, Rm. 225

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
* 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 and hardware/software)
 YES NO

18. RECOMMENDED RETENTION
4-5 Years

19. NAME AND TITLE OF PREPARER
Arthur K. Davis, Labor Commissioner

20. TELEPHONE NUMBER
494-3190

21. DATE
May 27, 1988

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
LABOR COMMISSIONER

2. DIVISION
LAW

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
CONTRACT NEGOTIATIONS

5. EARLIEST YEAR/LATEST YEAR
1979 TO 1988 (present)

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

- Records dealing with labor negotiations with the five Baltimore County labor unions

7. RECORDS SERIES FORMST(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER SPECIFY

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
Two-1/2 COMPUTER TAPE(S)
NUMBER OTHER SPECIFY

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REELS(S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE US USED
* DAILY WEEKLY MONTHLY
*(During negotiations) (Often at other times)

12. FILES BECCME INACTIVE AFTER N/A
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)
Courthouse, 2nd Floor, Rm. 225

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s) Pub. Inform. Act

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Retain Indefinitely

19. NAME AND TITLE OF PREPARER
Arthur K. Davis, Labor Commissioner

20. TELEPHONE NUMBER
494-3190

21. DATE
May 27, 1988

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
LABOR COMMISSIONER

2. DIVISION
LAW

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

5. EARLIEST YEAR/LATEST YEAR
1978 TO 1988 (present)

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

- Copies of memos, letters, written and received by this office, some of which may be confidential under the Pub. Information Act.
- Informational material for reference purpose - i.e., County Council, Budget Messages, copies of labor laws/acts, etc.

7. RECORDS SERIES FORMST(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER SPECIFY

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
3-1/8 COMPUTER TAPE(S)
NUMBER OTHER SPECIFY

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REELS(S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE US USED
 DAILY WEEKLY MONTHLY

12. FILES BECOME INACTIVE AFTER
Ten MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)
Courthouse, 2nd Floor, Room 225

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
Some yes; some no
 YES NO

15. ACCESS RESTRICTIONS * YES NO *some
(If yes, cite law(s) & regulation(s) Pub. Inform. Act

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software)
 YES NO

18. RECOMMENDED RETENTION
8-10 Years (some)
Indefinitely (others)

19. NAME AND TITLE OF PREPARER
Arthur K. Davis
Labor Commissioner

20. TELEPHONE NUMBER
494-3190

21. DATE
May 27, 1988