	BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES **Records Management Division** **RECORDS RETENTION AND DISPOSAL SCHEDULE**	SCHEDULE NO. C-620-A1 PAGE NO. 1 of 1

Baltimore County Office of Personnel — Records Management Division

AGENCY — DIVISION

ITEM NO.	DESCRIPTION	RETENTION
	This amends Schedule No. C620, dated Feb. 17, 1988.	
15.	COMPUTER PRINTOUTS OF PAY INCREASES Shows automated pay increases including cost-of-living (general increases), merit increases (annual reviews and longevity increases.	Post changes to individual records and retain printouts for five (5) years, then destroy.
16.	ACTIVITY EDIT PRINTOUTS Reflects leave adjustments made to each employee's record on a pay cycle basis	Review each pay cycle for errors. Verify during annual audit. Retain two (2) years, then destroy.
17.	LEAVE RESETS Yearly summary data of leave accruals, usages, and balances. Used for annual audit and reflects any adjustments made. Hard copy only.	Retain corrected copy for ten (10) years, then destroy.
18.	AUDIT TRAILS Audit Trails of changes made to individual employees' record on a daily basis on-line on the employee management information system.	Retain hard copy for two (2) years, then destroy.

SCHEDULE APPROVED BY RECORDS MANAGEMENT OFFICER 2-8-90 Gerald A. Turch DATE SIGNATURE	SCHEDULE APPROVED BY COUNTY ADMINISTRATIVE OFFICER 2/9/90 [signature] DATE SIGNATURE
SCHEDULE APPROVED BY AGENCY,OR DIVISION REPRESENTATIVE 2/7/90 [signature] DATE SIGNATURE	SCHEDULE APPROVED BY STATE ARCHIVIST 3/23/90 [signature] DATE SIGNATURE

SM 1 (REV. 1/86)

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS 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 3

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Personnel	Records Management	

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. RECORDS SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR
Activity Edit Printouts	1987 / 1989 current

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Reflects leave adjustments made to each employee's records on a pay cycle basis. Shows payroll ending date of leave debit or re-credit.

7. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME
[] LETTER SIZE [] MICROFILM	[] ALPHABETICAL	[] FILE DRAWER(S) [] MICROFILM REEL(S)
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL	[] COMPUTER TAPE(S)
[] BOUND BOOK [] FLOPPY DISK	XX CHRONOLOGICAL - reverse date	NUMBER [] OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	10. VOLUME [] FILE DRAWER(S) [] MICROFILM REEL (S)
XX OTHER (SPECIFY) computer printout paper	[] OTHER (SPECIFY)	[] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
XX DAILY [] WEEKLY [] MONTHLY	2 NUMBER [] MONTH(S) XX YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)	14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
County Office Building Office of Personnel, 1st Floor Room 123	[] YES XX NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS [] YES XX NO (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS XX NONE [] STATE [] FEDERAL [] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES XX NO	18. RECOMMENDED RETENTION Retain two (2) years plus current year, then destroy

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jo Anne Kincer Chief, Personnel Records Management	301-887-3120	April 20, 1989

DGS 550-4(REVISED 2/87)

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS 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 2 OF 3

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Personnel	Records Management	

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. RECORDS SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR
Leave Resets	1979 / 1988 year ending

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Yearly summary data of leave accruals, usages and balances. Used for annual audit and reflects any adjustments made. Only hard copy of the year summary.

7. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME
[] LETTER SIZE [] MICROFILM	[] ALPHABETICAL	[] FILE DRAWER(S) [] MICROFILM REEL(S)
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL	[] COMPUTER TAPE(S)
[] BOUND BOOK [] FLOPPY DISK	[X] CHRONOLOGICAL	NUMBER [] OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	10. VOLUME [] FILE DRAWER(S) [] MICROFILM REEL (S)
[X] OTHER (SPECIFY) Computer Printout paper	[] OTHER (SPECIFY)	[] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
[] DAILY [] WEEKLY [X] MONTHLY	10 NUMBER [] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) County Office Building Office of Personnel, 1st Floor Room 123	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? [] YES [X] NO (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES [X] NO (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS [] NONE [] STATE [] FEDERAL [] INDEPENDENT Internal
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [X] NO	18. RECOMMENDED RETENTION Retain corrected, signed copy for ten (10) years, then destroy

9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jo Anne Kincer Chief, Personnel Records Management	301-887-3120	April 20, 1989

DGS 550-4(REVISED 2/87)

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS 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 3 OF 3

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Personnel	Records Management	

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. RECORDS SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR
File Maintenance and Audit Trails	1983 / 1989 current

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Computer printouts reflecting adjustments to on-line personnel records. Currently printed daily to show all changes made.

7. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME
[] LETTER SIZE [] MICROFILM	[] ALPHABETICAL	[] FILE DRAWER(S) [] MICROFILM REEL(S)
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL	[] COMPUTER TAPE(S)
[] BOUND BOOK [] FLOPPY DISK	XX CHRONOLOGICAL	_____ NUMBER [] OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	10. VOLUME [] FILE DRAWER(S) [] MICROFILM REEL (S)
XX OTHER (SPECIFY) Computer printout paper	[] OTHER (SPECIFY) _____	_____ NUMBER [] COMPUTER TAPE(S) [] OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
XX DAILY [] WEEKLY [] MONTHLY	5 NUMBER [] MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) County Office Building Office of Personnel, 1st Floor Room 123	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? [] YES XX NO (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES XX NO (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS [] NONE [] STATE [] FEDERAL [] INDEPENDENT Internal auditors
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES XX NO	18. RECOMMENDED RETENTION Review daily. Retain printouts for five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jo Anne Kincer Chief, Personnel Records Management	301-887-3120	April 20, 1989

DGS 550-4(REVISED 2/87)

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS 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 1
1. DEPARTMENT/AGENCY PERSONNEL	2. DIVISION RECORDS	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. RECORDS SERIES TITLE AUDIT TRAILS	5 EARLIEST YEAR/LATEST YEAR 1985 / 1990

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

AUDIT TRAILS OF CHANGES MADE TO INDIVIDUAL EMPLOYEES' RECORDS ON A DAILY BASIS ON-LINE ON THE EMPLOYEE MANAGEMENT INFORMATION SYSTEM

7. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME
[X] LETTER SIZE [ ] MICROFILM	[ ] ALPHABETICAL	[ ] FILE DRAWER(S)
[ ] LEGAL SIZE [ ] COMPUTER TAPE	[ ] NUMERICAL	[ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S)
[ ] BOUND BOOK [ ] FLOPPY DISK	[X] CHRONOLOGICAL	_____ NUMBER [ ] OTHER(SPECIFY)
[ ] AUDIO TAPE [ ] VIDEO TAPE	[ ] GEOGRAPHICAL	10. VOLUME [ ] FILE DRAWER(S)
[X] OTHER (SPECIFY) COMPUTER BAR PAPER	[ ] OTHER (SPECIFY) _____	[ ] MICROFILM REEL (S) [ ] COMPUTER TAPE(S) _____ NUMBER [ ] OTHER(SPECIFY)

11.FILE IS USED	12. FILE BECOMES INACTIVE AFTER
[ ] DAILY [ ] WEEKLY [X] MONTHLY	1 NUMBER [ ] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) ROOM 123 COUNTY OFFICE BUILDING	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? [ ] YES [X] NO (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [X] YES [ ] NO (If yes, cite law(s) & regulation(s) PERSONNEL & LEAVE RECORDS ARE SENSITIVE	16. AUDIT REQUIREMENTS [X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [ ] YES [X] NO	18. RECOMMENDED RETENTION TWO (2) YEARS PLUS CURRENT YEAR

9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jo Anne Kincer Personnel Analyst	887-3120	February 5, 1990

DGS 550-4(REVISED 2/87)