BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. C-673

AGENCY: PERSONNEL

DIVISION: TRAINING & RECRUITMENT

ITEM NO.	DESCRIPTION	RETENTION
1.	GENERAL CORRESPONDENCE 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.	Screen annually and destroy that material no longer needed for current business. 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.
2.	UNOFFICIAL PERSONNEL FILES 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.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.
3.	LEAVE AND TIME SHEETS This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts).	Retain for one (1) year, then destroy.

SCHEDULE APPROVED BY RECORDS MANAGEMENT OFFICER	SCHEDULE APPROVED BY COUNTY ADMINISTRATIVE OFFICER
11/5/90 DATE — SIGNATURE	12/7/90 DATE — SIGNATURE
SCHEDULE APPROVED BY AGENCY, OR DIVISION REPRESENTATIVE	**SCHEDULE APPROVED BY STATE ARCHIVIST**
11-5-90 DATE — SIGNATURE	5/17/91 DATE — SIGNATURE

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. C-673

ITEM NO.	DESCRIPTION	RETENTION
4	GENERAL ACCOUNTING RECORDS 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.
5	FIXED ASSET FILE 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.
6	EDUCATIONAL ASSISTANCE RECORD CARDS These files contain 3 x 5 cards with information about employees who receive educational assistance, including names, bargaining unit, fiscal year, agency, fund code, courses taken, dates application and supporting documents were received, status of application, cost of courses and amount of reimbursement. They are filed alphabetically, by name and are duplicated in the office of Finance. Access is restricted by the Employee Privacy Act.	Retain in office for four (4) years, then destroy.
7	APPLICATIONS FOR EMPLOYMENT/PROMOTIONS These files are arranged alphabetically and contain all original applications and resumes for posted vacancies for full, part-time, and temporary employment, and referral lists generated from these applications. Access to these files is restricted by the Federal Privacy Act.	Retain in office for four (4) years, then destroy.
8	PUBLICATIONS HISTORY FILES This file contains one (1) copy of each publication produced by the agency.	Retain permanently for eventual transfer to Archives.
9	TRAINING AND EDUCATION HISTORY FILES This file contains records of training programs conducted by the department. It may also include copies of course designs, evaluations, instructor data, materials used for instruction and development of course design and attendance records.	Retain in office until no longer needed, 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 ____ OF ____

1. DEPARTMENT/AGENCY

2. DIVISION

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
Administrative and General Correspondence

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)

Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.

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
- [x] OTHER(SPECIFY) Subject

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

1 NUMBER

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

1 NUMBER

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
Screen annually and destroy that material no longer needed for current business. 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.

19. NAME AND TITLE OF PREPARER
Joanne Kincer

20. TELEPHONE NUMBER
887-3120

21. DATE
6/22/90

DGS 550-4 (REVISED 2/77)

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____ OF____
1. DEPARTMENT/AGENCY	2. DIVISION	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 UNOFFICIAL PERSONNEL FILES	5 EARLIEST YEAR/LATEST YEAR ____/____

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

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.

7. RECORDS SERIES FORMAT(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) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY) 1 NUMBER 10. VOLUME [✓] FILE DRAWER(S) [ ] MICROFILM REEL (S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY) 1 NUMBER

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 RECORDS SERIES DUPLICATED ELSEWHERE? [ ] YES [ ] NO (If Yes, Specify Agency or Office)
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 Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two years after termination, then destroy.

19. NAME AND TITLE OF PREPARER JoAnne Kincer	20. TELEPHONE NUMBER 887-3120	21. DATE June 22, 1990

DGS 580-4(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____ OF____
1. DEPARTMENT/AGENCY	2. DIVISION	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 LEAVE AND TIME SHEETS	5 EARLIEST YEAR/LATEST YEAR _____/_____

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

This file contains office copies of employees annual leave and daily time recordings.

RECORDS SERIES FORMAT(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) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY) 1 NUMBER 10. VOLUME [✓] FILE DRAWER(S) [ ] MICROFILM REEL (S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY) 1 NUMBER

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 RECORDS SERIES DUPLICATED ELSEWHERE? [ ] YES [ ] NO (If Yes, Specify Agency or Office)
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 one year, then destroy.

9. NAME AND TITLE OF PREPARER Jo Anne Kincer	20. TELEPHONE NUMBER 887-3120	21. DATE 6/22/90

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 ____ OF ____
1. DEPARTMENT/AGENCY	2. DIVISION	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 GENERAL ACCOUNTING RECORDS	5 EARLIEST YEAR/LATEST YEAR ____/____

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

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.

7. RECORDS SERIES FORMAT(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) [] COMPUTER TAPE(S) 1 NUMBER [] OTHER(SPECIFY) 10. VOLUME [✓] FILE DRAWER(S) [] MICROFILM REEL (S) [] COMPUTER TAPE(S) 1 NUMBER [] 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 RECORDS SERIES DUPLICATED ELSEWHERE? [] YES [] NO (If Yes, Specify Agency or Office)
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 three years, then destroy.

9. NAME AND TITLE OF PREPARER JoAnne Kinar	20. TELEPHONE NUMBER 887-3120	21. DATE 6/22/90

DGS 850-4(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 ____ OF ____
1. DEPARTMENT/AGENCY	2. DIVISION	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 FIXED ASSETS FILE	5 EARLIEST YEAR/LATEST YEAR ____/____

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

Fixed asset printouts (including vehicles)
IRA Forms (office copy)
Lost/stolen forms (office forms)
Surplus forms (office forms)
Transfer Forms (office forms)

7. RECORDS SERIES FORMAT(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) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY) 1 NUMBER 10. VOLUME [✓] FILE DRAWER(S) [ ] MICROFILM REEL (S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY) 1 NUMBER

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 RECORDS SERIES DUPLICATED ELSEWHERE? [ ] YES [ ] NO (If Yes, Specify Agency or Office)
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 fixed asset Printout for one year, then destroy. Retain all other completed forms for three years, then destroy.

19. NAME AND TITLE OF PREPARER JoAnne Kincer	20. TELEPHONE NUMBER 887-3120	21. DATE 6/22/90

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 Training/Recruitment	3. UNIT N/A

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
Educational Assistance Record Cards	1970 / 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)

Record contains information about employees who receive educational assistance: name, bargaining unit, fiscal year, agency, fund code, courses taken, dates application and supporting documents were received, status of application, cost of courses and amount of reimbursement.

RECORDS SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME
[] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [X] OTHER (SPECIFY) 3 x 5 card	[X] ALPHABETICAL [] NUMERICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)	N/A NUMBER [] FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY) 10. VOLUME N/A NUMBER [] FILE DRAWER(S) [] MICROFILM REEL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
[X] DAILY [] WEEKLY [] MONTHLY	3 NUMBER [] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) County Office Building 1st Floor, Room 125	14. RECORDS SERIES DUPLICATED ELSEWHERE? [X] YES [] NO (If Yes, Specify Agency or Office) Personnel-Record Management Division (Indefinitly Offi of Finance. (15 years
15. ACCESS RESTRICTIONS [X] YES [] NO (If yes, cite law(s) & regulation(s) Employee privacy act	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 Keep in office fo 4 years then destroy
19. NAME AND TITLE OF PREPARER JoAnne Kincer	20. TELEPHONE NUMBER 887-3120
21. DATE June 22, 1990	

DGS 550-8(REVISED 5/87)

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 ____ OF ____
1. DEPARTMENT/AGENCY	2. DIVISION	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	5 EARLIEST YEAR/LATEST YEAR
PUBLICATIONS HISTORY FILES	____/____

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

This file contains (1) one copy of each publication produced by the agency.

7. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES SEQUENCE	9. VOLUME
[X] LETTER SIZE [] MICROFILM	[X] ALPHABETICAL	[X] FILE DRAWER(S)
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL	[] MICROFILM REEL(S) [] COMPUTER TAPE(S)
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL	1 NUMBER [] OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	10. VOLUME [X] FILE DRAWER(S)
[] OTHER (SPECIFY) ____	[] OTHER (SPECIFY) ____	[] MICROFILM REEL (S) [] COMPUTER TAPE(S) 1 NUMBER [] 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 RECORDS SERIES DUPLICATED ELSEWHERE? [] YES [] NO (If Yes, Specify Agency or Office)
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 permantly for eventual transfer to the Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jo Anne	887-3120	6/22/90

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 Office of Personnel	2. DIVISION Training & Recruitment	3. UNIT Training

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 Agency Historical Records / Training	5 EARLIEST YEAR/LATEST YEAR 1977 / 1989

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

Course designs, schedules, attendance records, evaluations, instructor data, materials used for instruction and development of courses developed for Baltimore County employees.

7. RECORDS SERIES FORMAT(S) [X] LETTER SIZE [ ] MICROFILM [ ] LEGAL SIZE [ ] COMPUTER TAPE [ ] BOUND BOOK [ ] FLOPPY DISK [ ] AUDIO TAPE [ ] VIDEO TAPE [ ] OTHER (SPECIFY)	8. RECORDS SERIES SEQUENCE [ ] ALPHABETICAL [ ] NUMERICAL [X] CHRONOLOGICAL [ ] GEOGRAPHICAL [X] OTHER (SPECIFY) by course name	9. VOLUME [X] FILE DRAWER(S) [ ] MICROFILM REEL(S) 3 [ ] COMPUTER TAPE(S) NUMBER [ ] OTHER(SPECIFY) 10. VOLUME [ ] FILE DRAWER(S) [ ] MICROFILM REEL (S) [ ] COMPUTER TAPE(S) NUMBER [ ] OTHER(SPECIFY)
11. FILE IS USED [ ] DAILY [X] WEEKLY [ ] MONTHLY		12. FILE BECOMES INACTIVE AFTER 1 [ ] MONTH(S) [X] YEAR(S)* NUMBER *after last course is offered
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Allegheny Building 308 Allegheny Avenue 2nd floor, Room 201		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) Privacy Act regarding employees' records		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 Retain for one year for discontinued courses then destroy. Retain for one year after last class for continuing courses.
19. NAME AND TITLE OF PREPARER Jeane C. Guy, Chief, Training & Recruitment	20. TELEPHONE NUMBER 887-3311	21. DATE November 28, 1990

DGS 550-4(REVISED 2/87)