

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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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Job Announcement (copy) Employment Application Qualification Questionnaires Oral Interview Sheets Photographs Fingerprint Identification Card Confidential Inquiries	Transcripts of Educational Records Recommendations Memoranda Notice to Applicant to Appear for Examinations Examination Answer Sheets and Tests Correspondence	
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B) Police Applicants file contains all or some of the papers listed above and is subdivided as follows:-

1. Policewoman
2. Parking Meter Patrolwoman
3. Police Private

In the Police Applicant files 1, 2 and 3, the first section includes applications not yet in process, arranged alphabetically by name of applicant. The second section contains applications in process, in which there are ten steps or categories of processing before the application reaches the last category, the Qualified File. The folders are arranged alphabetically by name of applicant as they move into each category during processing.

C) Summer Applicants file contains applications for summer work only.

D) Not Qualified or No Longer Interested file is composed of folders removed from the A, B, and C Applicant files above when it is found that the applicant lacks qualification for the position or if qualified is not interested.

Mimeographed and printed material, other than completed forms is considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition, as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

The current Applicant Files are moved to the Personnel File (Schedule C-241, Item 2) when an applicant is employed, and the papers are then subject to the recommendation for that file series.

The following recommendation applies only to the "D" file above:
Not Qualified or No Longer Interested.

RECOMMENDATION: APPLICANT FILES FOR APPLICANTS NOT QUALIFIED OR NO LONGER INTERESTED SHOULD BE RETAINED FOR THREE YEARS AFTER DETERMINATION OF THIS STATUS, THEN DESTROYED.

APPROVED
HALL OF RECORDS COMMISSION