



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.
C-620 A3

PAGE NO.
1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

PERSONNEL

RECORDS MANAGEMENT

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
19.	<p>This Ammendment adds Item #19 to Schedule #C-620 as A-3</p> <p>UNEMPLOYMENT FILES</p> <p>These files are arranged alphabetically and are established on claimants for Unemployment Insurance once this office is notified of official filing by former employees. Contains notes and other related documents and is not duplicated in any other office.</p>	<p>Retain for three (3) years after termination of employment, then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

3/25/97 *Donald A. Lusk*
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

3/31/97 *James E. Key*
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

4/1/97 *[Signature]*
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

APR 10 1997 *Edward C. Popper*
DATE SIGNATURE

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 <u>1</u> OF <u>1</u>
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1. DEPARTMENT/AGENCY Personnel	2. DIVISION Records Management	3. UNIT Unemployment Cost Control
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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 Unemployment Files (1991)	5 EARLIEST YEAR/LATEST YEAR 1991 /
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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 established on claimants for UI once notified of official filing by employee/former employees. Contains notes.

7. RECORDS SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY)	8. RECORDS SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) 10. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY)
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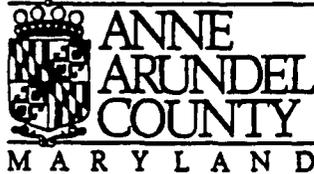
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>2</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 308 Allegheny Avenue Rm 206 Towson, MD 21204	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (if Yes, Specify Agency or Office) NOT IN COUNTY, NOT IN ENTIRETY
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15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (if yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION 3 YEARS PLUS CURRENT YEAR - SAME AS FOR TERMINATED EMPLOYEES.
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9. NAME AND TITLE OF PREPARER JO ANNE KINCER	20. TELEPHONE NUMBER 887-3120	21. DATE 2/14/97
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Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C - 799

Page No.

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY *Fire Dept*

DIVISION *TRAINING*

Item No.	Description	Retention
1	General Correspondence - Incoming and outgoing letters and memorandum pertaining to the operations of the Division.	Retain 5 years, then destroy.
2	<p>Training Records - Overall training for volunteer and career fire personnel. One folder for overall training, and one for Hazardous Materials training in hard copy. The computerized records are overall training kept on Mainframe.</p> <p>A. Hard Copy Folder (career & volunteer)</p> <p>B. Computerized</p> <p> 1. Career</p> <p> 2. Volunteer</p>	<p>Retain 5 years after retirement, resignation, termination, or in-active status, then destroy.</p> <p>Hard copy placed in training file, computer record deleted upon retirement, resignation, or termination.</p> <p>Retain 5 years after in-active status, resignation, or termination, then delete.</p>
3	Training Reports - Reports recording any training taken by an individual which is data entered into computer training record.	Retain current fiscal year plus 1 fiscal year prior, then destroy.
4	Statistics for Awards - Information compiled for awards to personnel.	Retain for 5 years, then destroy.

Schedule Approved by
Records Management Officer

4/2/97 *Jacqueline M. Ryan*
Date Signature

Schedule Approved by
Chief Administrative Officer

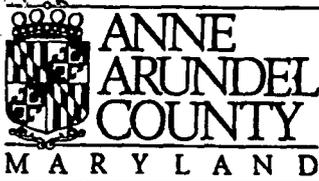
4/8/97 *[Signature]*
Date Signature

Schedule Approved by
Agency, or Division Representative

3-26-97 *Joseph B. [Signature]*
Date Signature

Schedule Approved by
State Archivist

MAY 5 1997 *Edward C. [Signature]*
Date Signature



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C - 799

Page No.

Item No.	Description	Retention
5	Annual Report Information - Information reported on a yearly basis.	Retain for 3 years, then destroy.
6	Volunteer Qualification Records - These records include all types of training/certifications each individual possesses. This determines which equipment the individual is allowed to operate and what activities they may act upon. Hard copy books are organized by company and alphabetically. Computer mainframe is indexed by social security number. It is backed up both daily and weekly, and three backup generations are retained.	Retain 10 years after in-active status, resignation, or termination, then destroy.
7	Rosters - List of all employees who attended training programs.	Retain 50 years, then destroy.
8	National Certification Records - Applications, including supporting documentation, submitted by individuals and approved by A.T.R.A. for State and National Certification in accordance with M.F.S.P.Q.B. Standards.	Retain 50 years, or until all audit requirements are met, then destroy.