

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 848

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Agency Harford County Government

Division/Unit Human Resources

Item No.	Description	Retention
	This series of documents applies to the Department of Human Resources and includes standard forms as well as other documents which provide supporting data for the general needs of Human Resources.	
1.	Personnel files (may include the following documents): A. Application B. Appointment Letter C. Correspondence relating to appointment D. Payroll forms E. Health insurance forms F. Change of address G. Disciplinary actions H. Evaluations I. Commendations J. Resumes K. General Correspondence L. Letter of resignation M. Retirement forms N. Dismissal letter	Retain for 5 years after termination of employment on CD-ROM or other acceptable alternative media; after which destroy.
2.	Vacancy files A. Applications B. Test forms C. Vacancy announcements D. Rating sheets/interview forms	Retain for 1 year from date position is filled on CD-ROM or other acceptable alternative media; after which destroy.

Schedule Approved by Department
 Agency,
 or Division Representative.
 Date 4/14/99
 Signature [Signature]
 Typed Name James C. Richardson
 Title Acting Director of Human Resources

Schedule Authorized by State Archivist
 Date FEB 22 1999
 Signature [Signature]

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Item No.	Description	Retention
3.	COBRA Documentation	Retain for 5 years after termination of employment on CD-ROM or other acceptable alternative media; after which destroy.
4.	Personal Advisory Board Hearing Files A. Grievance forms B. Documentary evidence C. Sign-in sheet D. Audiotape of hearing	Retain for 5 years after termination of employment on CD-ROM or other acceptable alternative media; after which destroy.

Schedule Approved by Department
 Agency,
 or Division Representative.
 Date 1/19/99
 Signature James C. Richardson
 Typed Name James C. Richardson
 Title Acting Director of Human Resources

Schedule Authorized by State Archivist

Date FEB 22 1999

Signature Edward C. Papenfuss