

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

Schedule No. **C 910**

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Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **DCA/HUMAN RESOURCES**

Item No.	Description	Retention
	<p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.</p>	

Schedule Approved by Department, Agency, or Division Representative.

Date 4/6/2000

Signature *Phyllis L. Pritchett*

Typed Name Phyllis L. Pritchett

Title Records Management Officer

Schedule Authorized by State Archivist

Date APR 11 2000

Signature *Edward C. Pappas*

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

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Agency HOWARD COUNTY GOVERNMENT Division/Unit DCA/Human Resources

Item No.	Description	Retention
1.1	<u>Individual Employee Personnel Files</u> - Official personnel documents of employees, which might contain application for employment; notices of disciplinary action; performance appraisals; and personnel action forms concerning promotion, demotion, transfer, termination, and pay actions. Note: Disciplinary material may be purged in accordance with the Employee Manual or as agreed by Union contract.	Keep in Human Resources office for 4 years after termination then permanent storage, documents either in paper form or on CD will be forwarded periodically to the MD State Archives (MSA). HISTORICAL
1.2	<u>Contingent Employee Files</u> - Paperwork related to the employment of part-time, non-permanent, non-benefitted employees.	Keep in office 4 years then - Permanent storage, documents either in paper form or on CD will be forwarded periodically to the MD State Archives (MSA). HISTORICAL
1.3	<u>Employment Files</u> - Announcements of job openings. Files including all material received or created in the processing of applications for employment with the County: Position Requisition Log, Job Announcements, Job Advertisements, Employment applications (non-selected and related correspondence), Aptrak, Log of all applications received, Eligibility Lists/Books of top qualified applicants, Selection Letters, Applicant correspondence.	Keep in office 6 months, then destroy.
1.4	<u>Payment/Invoices</u> - Copies of HR budget payment forms; DPC's for advertising, and Sub-order releases for temporaries.	Keep in office one year, then destroy.
1.5	<u>Exit Interviews</u> - Information obtained from existing employees regarding reasons for leaving, job/benefit satisfaction.	4 yr after termination - then destroy
1.6	<u>Office Budget Information</u> - Yearly Budget Records of Human Resources Office.	Keep in office for 5 yrs. Then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 3/1/00

Signature *Jimmie Lynn Saylor*

Typed Name Jimmie Lynn Saylor

Title Human Resources Administrator

Schedule Authorized by State Archivist

Date APR 11 2000

Signature *Edward C. Popejoy Jr*

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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Agency HOWARD COUNTY GOVERNMENT Division/Unit DCA/Human Resources

Item No.	Description	Retention
1.7	<u>Leave Records</u> - Human Resources requests for leave, FLSA forms, leave charts, overtime requests/logs.	Keep in Office for 5 years. Then destroy.
1.8	<u>Collective Bargaining Agreements</u> - Human Resources Office file copies of Labor Contracts.	Retain for life of the contract, plus 5 years, then destroy.
1.9	<u>Travel Requests</u> - Official Leave for Human Resources Staff	Keep in Office 3 yrs, then destroy.
1.10	<u>Correspondence Copies</u> - Chronological file copies of all HR correspondence.	Keep in Office 3 yrs., then destroy.
1.11	<u>Yearly Awards Program</u>	Retain for 5 years, then destroy
1.12	<u>Contracts</u> - Used by the Human Resources Office for Consultant Services.	Office - 6 yr. beyond active - then destroy
1.13	<u>Legal Opinions</u> - Requests for the Office of Law by Human Resources for their opinions on various issues.	Office - 6 yr beyond active - then destroy
1.14	<u>Departmental Correspondence</u> - Correspondence from and to County departments relating to Human Resources topics.	Office - 1 yr, then destroy
1.15	<u>County-wide and Human Resources Office Policy Manuals</u> - Records relating to the policies, rules, and regulations governing County Personnel and County Government	Office - permanent. Periodically forwarded to MD State Archives (MSA)
1.16	<u>Appeal Files</u> - Files pertaining to employee appeals from department level to personnel Officer	Office - 4 yr beyond empl., then destroy

Schedule Approved by Department, Agency, or Division Representative.

Date 3/7/00
Signature [Signature]
Typed Name Jimmie Lynn Saylor
Title Human Resources Administrator

Schedule Authorized by State Archivist

Date APR 11 2000
Signature [Signature]

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

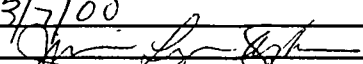
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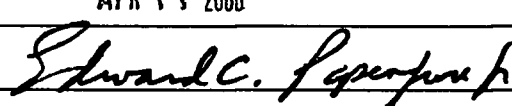
Agency HOWARD COUNTY GOVERNMENT Division/Unit DCA/Human Resources

Item No.	Description	Retention
1.17	<u>Classification Files</u> - Reports, correspondence, memoranda, job analyses, interview data, selection criteria, authorization, agreements, and similar material relating to the descriptions of all jobs and positions in the County, detailing duties and responsibilities of each position, time percentage breakdown of tasks, skills, and abilities needed for each position, etc., and comparable records documenting the development, modification, or redefinition of each job or position.	5 years in office after position becomes obsolete, then permanent storage, documents either in paper form or on CD will be forwarded periodically to the MD State archives (MSA). HISTORICAL
1.18	<u>Salary Schedules</u> - Schedules, pay plans, and similar documents relating to wage and salary ranges.	6 years in office after supercession. Permanent. Forwarded periodically to MD State Archives (MSA) HISTORICAL
1.19	<u>EEOC/Affirmative Action Plans Files</u> - Records of both employees and unhired applicants that demonstrate compliance with the statutes and regulatory requirements of the Equal Employment Opportunity Commission, including reports, plans, statistical data, and other source material used to complete EE04 reports.	Retain for 10 years, then destroy.
1.20	<u>EEOC/Affirmative Action Case Files</u> - Legal and investigative documents and correspondence involving grievances, complaints, or charges of discrimination brought in relation to EEOC/Affirmative Action Program.	Retain for 10 years after resolution of the case, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 3/7/00
 Signature 
 Typed Name Jimmie Lynn Saylor
 Title Human Resources Administrator

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Date APR 11 2000
 Signature 

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Agency HOWARD COUNTY GOVERNMENT Division/Unit DCA/Human Resources

Item No.	Description	Retention
1.21	<u>Classified Employee Examinations files</u> - Documents relating to the development and administration or examinations and tests, including schedules, correspondence, administrative notes and announcements, sign-up sheets, applications, interview lists, tests and keys, and similar material.	Three years in office - then destroy.
1.22	<u>Training Program Administration Records</u> - Records concerning development and administration of employee training in the County or any of its agencies.	2 years in office - then destroy.
1.23	<u>Educational and Career Advancement Records</u> - Requests, authorization, tuition forms, and similar records of County employees in educational programs, workshops or comparable activities in which expenses are borne by the County.	2 years in office - then destroy.
1.24	<u>Benefit Administration Files</u> - Copies of documents including information, statistics, and records of County benefits provided to employees: Health Insurance and Open Enrollments, COBRA, Life Insurance, Retirement Plan, Disability Program, Employee Assistance Program, Deferred Compensation, Tuition Assistance, Benefit History and rate information.	Retain 5 years in office then destroy.
1.25	<u>Maryland State Retirement System Reports</u> - Annual report to the County from Maryland State Retirement/Pension System and copies of any reports made by the County to the system.	5 yrs. - then destroy. Caution: Before disposal, appraise for continuing administrative usefulness and historical value. Materials considered of historical value should be retained permanently. Forwarded periodically to MD State archives (MSA).

Schedule Approved by Department, Agency, or Division Representative
 Date 3/2/00
 Signature [Signature]
 Typed Name Jimmie Lynn Saylor
 Title Human Resources Administrator

Schedule Authorized by State Archivist
 Date APR 11 2000
 Signature [Signature]

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Item No.	Description	Retention
1.26	Personnel Board- 1. Election Materials - For Board member and alternate. 2. Case files and audio tapes 3. Minutes of meetings	Retain for 5 years then destroy. Retain for 10 years then destroy. Office, permanent. Periodically forward to MD State archives (MSA)
1.27	<u>Pension Administrative Files</u> - Records concerning the design, implementation, administration, and revision of Pension and retirement systems, including periodic actuarial evaluations and reports, periodic investment results reports, and auditors reports.	Keep in office as long as administratively valuable, then destroy.
1.28	<u>Pension Plan Documents</u> - Documents containing descriptions of Plan provisions and benefits.	Office - Permanent. Forwarded periodically to MD State archives (MSA)
1.29	<u>IRS Private Letter Rulings</u> - Requests to the Internal Revenue Service for determinations and the responses made by the IRS in return.	3 years in office then permanent storage. Documents either in paper form or on CD will be forwarded periodically to the MD State archives (MSA).
1.30	<u>Pension Committee Minutes</u> - Minutes of the HCRP, HC Police and Fire Employees' Retirement Plan and Pension Oversight Commission and all of subcommittee reports.	3 years in office then permanent storage. Documents either in paper form or on CD will be forwarded periodically to the MD State archives (MSA).
1.31	<u>Pension Committee Annual Reports</u> - Annual reports of various County pension systems.	3 years in office then permanent storage. Forwarded periodically to MD State Archives (MSA)

Schedule Approved by Department, Agency, or Division

Representative.

Date March 23 2000Signature [Signature]Typed Name Jimmie Lynn SaylorTitle Human Resources Administrator

Schedule Authorized by State Archivist

Date APR 11 2000

Date

Signature [Signature]

Signature

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Agency HOWARD COUNTY GOVERNMENT Division/Unit DCA/Human Resources

Item No.	Description	Retention
1.32	<u>Individual Employee Pension and Retirement Records</u> - Office of HR records of each County employee participating in a pension, retirement, and/or disability plan, including but not limited to the Maryland State Ret. and Pension System, the Howard County Police & Fire Employees Retire. Plan and the Howard County Retirement Plan; including enrollment, summaries of contributions & deductions, personal data forms, beneficiary forms, authorizations, and similar records documenting an employee's participation in the Plan.	Retain for three (3) years after removal from the system or death of the employee or retiree, then destroy.
1.33	<u>Individual Retiree Records</u> - Office of Human Resources record of each County retiree receiving benefits from the Howard County Police and Fire Employees' Retirement Plan or the Howard County Retirement Plan; including but not limited to electional benefits and payment options, authorization forms, tax election forms, beneficiary forms, benefit certificates, and similar records documenting a retiree's benefits.	Retain for three (3) years after removal from the system or death of the employee or retiree, then destroy.
1.34	<u>HA Forms</u> - Leave reconciliation	5 yrs. office - then destroy
1.35	<u>Individual Benefit Files</u> - Contain employee benefit election and enrollment forms, beneficiary designation forms, preplacement physical exam results, medical certificates.	Retain in office during tenure plus 4 years.
1.36	<u>Temporary Employment Service</u> - Paperwork such as request forms from departments related to temporary employment through agencies.	Office - 1 year then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 7/7/00
 Signature [Signature]
 Typed Name Jimmie Lynn Saylor
 Title Human Resources Administrator

Schedule Authorized by State Archivist

Date APR 11 2000
 Signature [Signature]