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

Schedule No. C-963

Page 1 of 3

Agency	
Worcester	County

Division/UnitEmergency Services

Item No	Description	Retention
1	Ambulance records – 911 operators complete when call comes in, all County except Ocean City, medical information, also on computer from 1995	Retain 3 years, then destroy
2	Emergency medical dispatch – information, recertifications, training	Retain 3 years after termination, then destroy
3	911 daily printout – runs midnight to 11:59 p.m., tapes are run about 2 weeks worth, MD State says 90 days for tapes	Retain tapes three months, then reuse; retain paper and computer reports for one year, then destroy
4	Miles file – police computer miles, certificates, training	Retain for 3 years after termination, then destroy
5	Addressing – map, plat with every home/lot addressed	Retain until projects are completed, finalized or mapped on computer, then destroy
6	Miles report – daily	Retain 3 years and until all audit requirements have been met, then destroy
7	Subdivision and state route files - Plat maps, addressing process, developer correspondence, subdivision on state routes, address requests	Retain until updated or superseded, then destroy
8	Large maps – all of county	Retain until updated or superseded, then destroy
9	Vacation and leave requests – employee's signature	Retain 3 years, then destroy

	address requests		
8	Large maps – all of county		Retain until updated or superseded, then destroy
9	Vacation and leave requests – employee's signatur	e	Retain 3 years, then destroy
Approved b	y Department, Agency or Division Representative	Schedule A	Authorized by State Archivist
Date	5/23/02	Date	JUN 27 2002
Signature	Jeresa Owens	Signature	Sward C. Paperfus
Type Name	e Teresa Owens		
Title	Director		

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

Schedule No. C-963

(CONTINUATION SHEET)

Page 2 of 3

	(CONTINUATION SHEET)	
Item No	Description	Retention
10	Employee files – awards, discipline	Retain until employee termination, then forward file to HR
11	Medical examiner reports – forensic investigations	Retain for 10 years, then destroy
12	Scheduling – employees by month	Retain 3 years, then destroy
13	General correspondence – incoming/outgoing mail, memos, other correspondence affecting department	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
14	Numbers board – agency in Annapolis 911 phone charges	Retain for 10 years, then destroy
15	Treasurer's report – bills	Retain 3 years, then destroy
16	Time clock – punch in info that is eventually included in incident report (fire and ambulance cards)	Retain 3 years, then destroy
17	Maryland emergency management agency/MEMA – correspondence, project information, agreement information regarding payment for employee	Retain until employee termination, then send file to HR
18	Working files – purchase orders, equipment, storm, roads, fire county correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value.
19	Personnel booklets/benefits	Retain until updated or superseded, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. C-963

Page 3 of 3

Item No	Description	Retention
20	Medical examiner – correspondence dealing with filling new position	Screen annually. Destroy material having no further fiscal, legal or operational value.
21	County roads – original files from first addressing project	Retain permanently. Transfer copy to the Maryland State Archives.
22	Department payroll – time record (signed)	Retain 3 years, then destroy
23	Alarm log – alarm received on alarm panel – computer runs a code designating building – county offices, schools, personal alarms (around neck) and homes	Retain for 4 years, then destroy
24	General office files (some files may hold contracts) – Maryland Coastal Boys program, hazmat grant, bay stations, Y2K survey, draught restrictions '99, 9911 address campaign, connective power outage, flo fire, medical director, MAC AC coast guard, Sam's Club (bills, info), JAMAR (outside firm), general correspondence (fire ocher companies), floor tiles, vehicle file, fire alarm system, ambulance community study, fire marshal, trowel info, flood ('96), language line file, law enforcement correspondence, MVA information, shelter, distance (JAMAR) computer, sexual harassment policy, pets in disasters, Ocean Pines emergency operations plan, MEMA equipment/custody receipt, ECJ state prison emergency plan, hurricane files, Red Cross information, county jail emergency plan, bills, phone, budget, domestic violence	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORDS 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
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1. DEPARTMENTIAGENCY Waicester County	2. DIVISION Energeisen Survices	3. UNIT Steupa
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1. DEPARTMENT/AGENCY		
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW	DEPARTMENT OF GENERAL GENERAL		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
	P.O. BOX 275 JESSUP, MARYLAND 20794	Page Of	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED 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			
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