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

Schedule No. C1105

Page 1 of 3

Agency

Carroll County Public Schools (CCPS)

Division/Unit Human Resources Division

Item	Descript	ion	Retention					
No. 1.	documents of employees, which r for employment; notices of discip appraisals; and personnel action f	ividual Employee Personnel Files – Official personnel cuments of employees, which might contain application employment; notices of disciplinary action; performance praisals; and personnel action forms concerning motion, demotion, transfer, termination, and pay actions.						
2.	Employment Files – Announceme including all material received or applications for employment: Job Advertisements, Employment app related correspondence) Applican	Retain in office 2 years - then destroy.						
3.	Payment/Invoices – Copies of HR	budget payment forms.	Retain in office 1 year - then destroy.					
4.	Exit Interviews – Information obt employees regarding reasons for l satisfaction.	÷	Retain in office 1 year after termination – then destroy.					
5.	Office Budget Information – Year Human Resources Office.	Retain in office 3 years – then destroy.						
	proved by Department, Agency,	Schedule Authorized by State Archivist						
	Representative. 6/2010	Date _ 9 March 2010						
Signature	Stephen Guthrie	Signature Horan al grenfor						
	stant Superintendent, CCPS							

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1105

Page 2 of 3

Carroll County Public Schools (CCPS)

Agency

Division/Unit Human Resources Division

Item No.	Description	Retention
6.	Collective Bargaining Agreements – Human Resources Office file copies of Labor Contracts.	Retain for life of the contract, plus 5 years, then scan and destroy hardcopy. Retain in electronic form for 75 years, then destroy.
7.	Professional Development/Training – Leave for conference/training for Human Resources Staff.	Retain in office 3 years, then destroy.
8.	Contracts – Used by the Human Resources Office for Consultant Services.	Retain in office 4 years beyond active, then destroy.
9.	Legal Opinions – Requests from legal counsel by Human Resources.	Retain in office 6 years beyond active, then destroy.
10.	Appeal Files – Files pertaining to employee appeals from department level to Hearing Officer – Superintendent's Designee.	Retain in office 4 years beyond employment – then destroy.
11.	Classification Files – Reports, correspondence, memoranda, job analyses.	Retain in office 5 years – then destroy.
12.	Salary Schedules – Schedules, pay plans, and similar documents relating to wage and salary ranges.	Retain in office 6 years after superceded then scan and destroy hardcopy. Retain in electronic form for 75 years, then destroy.
13.	EEOC Files – Records of both employees and unhired applicants that demonstrate compliance with the statutes and regulatory requirements of the Equal Employment Opportunity Commission. Source material used to complete EEO5 reports.	Retain in office 10 years – then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule Noc1105

Page 3 of 3

Agency

Carroll County Public Schools (CCPS)

Human Resources Division

Division/Unit

ltem No.	Description	Retention
14.	EEOC Case Files – Legal and investigative documents and correspondence involving grievances, complaints, or charges of discrimination brought in relation to EEOC compliance.	Retain in office 10 years after resolution of the case, then destroy.
15.	Benefits Administration Files – Copies of documents including information, statistics, and records of benefits provided to employees: Health Insurance and Open Enrollments, COBRA, Life Insurance, Sick Leave Bank, Employee Assistance Program, Tuition Reimbursement.	Retain in office 6 years – then destroy.
16.	Maryland State Retirement System Reports – For example, deduction reports to the Maryland State Retirement/Pension System and copies of any reports made by the system to the MSRS system.	Retain in office 3 years – then destroy.
17.	Individual Benefit Files – Contain employee benefit election and enrollment forms, beneficiary designation forms, and medical certificates.	Retain in office during tenure plus 6 years - then scan and destroy hardcopy. Retain in electronic form for 75 years, then destroy.
18.	Employee Accident Records – including worker's compensation for each occurrence.	Retain in office 4 years – then destroy.
19.	Liability Claims from Non-Employees – includes all correspondence, claim forms, medical information.	Retain in office for 5 years or if claimant is a minor, age of majority plus 3 years – then destroy.
20.	Job Descriptions – Current written statements that describe the duties, responsibilities, qualifications, and reporting relationships of a position.	Retain in office until 3 years after position is extinct – then destroy.
21.	Recruitment – Reports, schedules, and documents relating to recruitment events, hiring, and budget.	Retain in office 4 years – then destroy.

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECOR	RDS MANAG	EMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930			275	PAGE1 OF <u>21</u>	
1. Department/Agency	2. Division				3. Unit	
Carroll County Public Schools	Human Re	esources				
DEFINITION: RECORD SERIES: A group of related purposes.	records nor	rmally filed a	nd used as a	unit for ref	erence as well as retention and disposition	
4. Record Series Title		•		5. Earlie:	st Year/Latest Year	
Individual Employee Personnel File				<u>190</u>	10's toOn-going	
6. Record Series Description (Briefly describe the ty	pes of inform	mation/docum	nents/forms fo	ound in the	series. Include the purpose or function of the	
series.)						
Official personnel documents of employee	es, which	might con	tain applica	ation for	employment; I-9's; notices of disciplinary	
action; certification; performance appraisa	als; person	nnel action	forms con	cerning	promotion, demotion, transfer, termination	
and pay actions.						
7. Record Series Format(s) List all	8	8. Record Series	Sequence	9. Volume		
🛛 Letter Size 🔲 Microfilm	1	Alphabetical		<u>3,000+</u> Number	<u>3,000+</u> Number	
🛛 Legal Size 🛛 Computer Tape		Numerical		⊠ File Drawer(s)		
Audio Tape 🛛 Floppy Disk		C Channel and	_1	Microfil		
Audio TapeFloppy Disk		Chronologica	aı	Compu		
Bound Book Video Tape Video Tape		Geographica	al			
Other (specify)		Other (specif			Accumulation	
				Number		
				🔀 File Dra	swor(e)	
				Microfil		
				Compu		
				Other (s	specify)	
11. File is Used	1		12. File Becom	es Inactive At	fler	
					separation of service	
🖾 Daily 🗋 Weekly 🔲 Monthly 🗌 Annu	Jally		Number		Aonth(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Human Resources, Room 210B			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
XYes No			None None	🛛 State 🛛	Federal 🛛 Independent	
			Records retained for three years past separation			
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recommended Retention			
Yes XNO			Retain in	office	3 years after separation then saved in	
			electronic form for 75 years, then destroy.			
19. Name and Title of Preparer		20. Telephor	ne Number	21. Date	•	
Kelly Keith						
Nony Non	•	410-751-33	33	Februar	y 2, 2010	

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Carroll County Public Schools	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division Human Resources			SION	AGENCY RECORDS INVENTORY PAGE OF1 3. Unit	
	ypes of info including ob Advo	nents/forms fo	5. Earlie 200 bund in the	st Year/Latest Year 17 to <u>2009</u>		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
🛛 Letter Size 🔲 Microfilm		Alphabetica	1	Number		
Legal Size Computer Tape		Numerical		File Dra	awer(s)	
Audio Tape 🔲 Floppy Disk		🔀 Chronologic	al	Microfil Compute	m Reel(s) ter Tape(s)	
					specify]_shelves / Novus HR	
Bound Book Video Tape		Geographica	al	10. Annual Accumulation		
Other (specify)		Other (speci	ify)	<u>1/4</u> Number	-	
11. File is Used			12. File Becom	ies Inactive A	fler	
🖾 Daily 🔲 Weekly 🗌 Monthly 🗌 Ani	nually		Number		Nonth(s) 🛛 Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Human Resources, Room 210H			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ⊠Yes No (originals may be with hiring manager)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ⊠Yes ☐ No			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes	17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No			Records retained for two years 18. Recommended Retention Retain in office 2 years - then destroy.		
19. Name and Title of Preparer		20. Telepho		21. Date		
Kelly Keith		410-751-33	33	Februar	y 16, 2010	
Human Resources						

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SER	/ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MAN	AGEMENT DIVIS	ION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Box 2	75			
	Jessup, M	aryland 20794		PAGE OF1		
		799-1930				
1. Department/Agency	2. Division			3. Unit		
Carroll County Public Schools	Human Resources					
				L		
DEFINITION: RECORD SERIES: A group of related 4. Record Series Title	a records normally filed a	nd used as a unit				
Payment/Invoices				st Year/Latest Year		
raymenumvoices			200	08 to2010		
			<u> </u>			
6. Record Series Description (Briefly describe the ty	pes of information/docun	nents/forms found	in the seri	es. Include the purpose or function of the series.)		
Copies of HR budget payment forms.						
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm	Alphabetical		Number			
🛛 Legal Size 🔲 Computer Tape	Numerical			File Drawer(s)		
Audio Tape 🔲 Floppy Disk		al	Microfilm Reel(s) Computer Tape(s)			
	,	-	Other (specify)			
Bound Book 🔲 Video Tape	Geographica	l				
☐ Other (specify)	X Other (speci	y)Numerically	10. Annual Accumulation			
	by Budget Cod		Numerically1/2 Number			
			File Drawer(s)			
			Microfilm Reel(s) Computer Tape(s)			
			Cther (specify)			
		- II · ·				
11. File is Used		12. File Becomes	Inactive After			
🗌 Daily 🛛 Weekly 🔲 Monthly 🔲 Annu	Jally	Number □ Month(s) ⊠ Year(s)				
			_			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Ser	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Human Resources, Room 210		🛛 Yes	🔲 No (origin	als sent to Finance)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No		16. Audit Require	ements			
	None] State 🔲 F	ederal 🔲 Independent			
17. Is an Index System used? If yes, explain briefly and describe r						
☐ Yes	equiremente	18. Recomm				
	· · · · · · · · · · · · · · · · · · ·	Retain in o	ffice 1 ye	ear - then destroy.		
19. Name and Title of Preparer	20. Telephor	e Number	21. Date			
Kelly Keith	410-751-33	33	Februar	y 2, 2010		
Human Resources						
	I		l	······		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Carroll County Public Schools DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Exit Interviews	DEPARTMENT OF GENER RECORDS MANAGEMEN 7275 Waterloo Road, P. Jessup, Maryland 2 410-799-1930 2. Division Human Resources			USION 275 unit for ref	st Year/Latest Year
6. Record Series Description (Briefly describe the ty series.) Information obtained from existing emplo			ound in the	series. Include the purpose or function of the	
7. Record Series Format(s) List all		8. Record Serie		9. Volume <u>1/8</u>	_
Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	 ☐ Alphabetical ☑ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify) 		Number Image: Signal Stress		
11. File is Used	ually		12. File Becomes Inactive After 1 Number		
13. Current Location(s) (Bldg., Floor, Room) Human Resources, Room 210C			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes X No	requirements		18. Recom Retain in		etention year after termination - then destroy.
19. Name and Title of Preparer Kelly Keith Human Resources	20. Telephone N 410-751-3333		ne Number 21. Date		

Instructions –Type or Print a separate form for	DEPARTMENT OF G		ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAG					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro					
		yland 20794	-	PAGE <u>5</u> OF <u>21</u>		
		9-1930				
1. Department/Agency	2. Division			3. Unit		
Carroll County Public Schools	Human Resources					
DEFINITION: RECORD SERIES: A group of related	d records normally filed and	d used as a unit	for referen	ce as well as retention and disposition purposes.		
4. Record Series Title				st Year/Latest Year		
Office Budget Information			200	06 to2010		
6. Record Series Description (Briefly describe the ty	pes of information/docume	ents/forms found	in the serie	es. Include the purpose or function of the series.)		
Yearly Budget Records of Human Resou	rces Office.					
7. Record Series Format(s) List all	8. Record Series S	Sequence	9. Volume			
XI Letter Size	Alphabetical		? Number	-		
🛛 Legal Size 🛛 Computer Tape	Numerical		File Dra			
🔲 Audio Tape 🔄 Floppy Disk	Chronological			rr Reels) ter Tape(s)		
			Other (specify)		
🔲 Bound Book 🔲 Video Tape	Geographical		10 Annual	Accumulation		
Dther (specify)	Other (specify)	Other (specify)Numerically				
	by Budget Code	Budget Code N		Number		
			🛛 File Dra	awer(s)		
		Microfilm R				
				iter Tape(s)		
				speciry)		
11. File is Used		12. File Becomes	Inactive After			
Daily 🛛 Weekly 🗍 Monthly 🗌 Anni	ually	<u>1</u>				
	Gany	Number 🔲 Month(s) 🔀 Year(s)				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Seri	ies Duplicated	I Elsewhere? (If yes, specify agency or office.)		
Human Resources, Room 210		🛛 Yes	🗌 No (origin	als in Finance)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ments			
		ro. Haan noquine				
		🛛 None 🗖	State 🔲 F	ederal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe	18. Recomm	ended Rete	ention			
Yes 🖾 No	Retain in o	ffice 3 ve	ears after termination - then destroy.			
19. Name and Title of Preparer	20. Telephone		21. Date			
Kelly Keith	410-751-333			y 2, 2010		
Human Resources				• • • • •		

Instructions –Type or Print a separate form for	DEPAR		ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward							
with Records Retention Schedule (DGS 550-1)		5 Waterloo Ro Jessup, Mar	oad, P.O. Box yland 20794 9-1930		PAGE <u>8</u> OF <u>21</u>		
1. Department/Agency	2. Division				3. Unit		
Carroll County Public Schools	Human Resources				τ		
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	normally filed a	and used as a	1	· · · · · · · · · · · · · · · · · · ·		
4. Record Series Title Collective Bargaining Agreements					st Year/Latest Year <u>3</u> to <u>2010</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)							
Human Resources Office file copies of Labor Contracts.							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm		Alphabetica	ıl	<u>1/2</u> Number			
🛛 Legal Size 🛛 Computer Tape		🛛 Numerical		X File Dra			
🔲 Audio Tape 🛛 Floppy Disk		Chronologi	Al Microfilm Reel(s)				
Bound Book Video Tape		Geographic	al		specify)		
			10. Annual Accumulation				
Cther (specify)		Other (spec	ify)	_			
11. File is Used			12. File Becom	es Inactive A	Rer		
Daily 🛛 Weekly 🗖 Monthly 🗍 Anni			Life of contract, plus 5 years Number Month(s) X Year(s)				
🗌 🗋 Daily 🛛 Weekly 🔲 Monthly 🗋 Anni	uany		Number		ionin(s) 🛛 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Human Resources, Room 210			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No (originals with Labor Unions)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No			16. Audit Requirements				
			X None	∐ State [Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention				
Yes 🛛 No			Retain fo	r life of t	he contract, plus 5 years – then saved in		
				electronic form for 75 years, and then destroy.			
19. Name and Title of Preparer		20. Telepho	l	21. Date	· ·		
Kelly Keith		410-751-33		Februar	y 2, 2010		
Human Resources							

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Instructions –Type or Print a separate form for each		ENERAL SER	AGENCY RECORDS INVENTORY			
new or revised record series. Forward with Records						
Retention Schedule (DGS 550-1)			ad, P.O. Box 2			
	Jessup, Maryland 20794 410-799-1930			210	PAGE OF21	
1. Department/Agency	2. Division)			3. Unit	
Carroll County Public Schools	Human R	esources				
					· · · · · · · · · · · · · · · · · · ·	
DEFINITION: RECORD SERIES: A group of related record	ds normally	/ filed and use	ed as a unit for	1		
4. Record Series Title					st Year/Latest Year	
Professional Development Training					<u>8</u> to <u>2010</u>	
6. Record Series Description (Briefly describe the types of	information	n/documents/f	orms found in	the series.	Include the purpose or function of the series.)	
Leave for conference/training for Human Reso	ources Sta	aff.				
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·	
🛛 Letter Size 🛛 Microfilm		Alphabetica	1	<u>1/2</u> Number		
🛛 Legal Size 🛛 Computer Tape		Numerical		🔀 File Dra	wer(s)	
				Microfil		
🗋 Audio Tape 🛛 Floppy Disk		Chronologi	cal	ler Tape(s)		
Bound Book 🔲 Video Tape		Geographic	al	U Other (s	specify)	
Other (specify)(may include flyers or various registration		Other (spec	10. Annual Accumulation			
documents)		☐ Other (specify)			-	
				🛛 File Dra	wer(s)	
				Microfil		
				Compu	ter Tape(s) specify)	
11. File is Used			12. File Becomes Inactive After3 (three)			
Daily 🛛 Weekly 🔲 Monthly 🔲 Annually			Number Month(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Human Resources, Room 210			Yes 🔲 No (originals with Finance)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
Yes X No					Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe requirement	ents		18. Recommended Retention			
🗋 Yes 🛛 No			Retain in	office 3	years – then destroy.	
19. Name and Title of Preparer		20. Telepho	one Number 21. Date			
Kelly Keith		410-751-33	33	Februar	y 2, 2010	
Human Resources						
GS 550-4 (Rev. 1/93)						

Instructions -Type or Print a separate form for DEPARTMENT OF G each new or revised record series. Forward RECORDS MANAG with Records Retention Schedule (DGS 550-1) 7275 Waterloo Ro Jessup, Marg 410-799 1. Department/Agency 2. Division Carroll County Public Schools Human Resources DEFINITION: RECORD SERIES: A group of related records normally filed a purposes. 4. Record Series Title			GEMENT DIVI bad, P.O. Box yland 20794 19-1930	SION 275 unit for ref	st Year/Latest Year	
Contracts 6. Record Series Description (Briefly describe the ty series.) Used by the Human Resources Office for	-			0 to2010 series. Include the purpose or function of the		
7. Record Series Format(s) List all		8. Record Serie	·	9. Volume <u>1/2</u> Number		
Legal Size ☐ Computer Tape Audio Tape ☐ Floppy Disk Bound Book ☐ Video Tape	Numerical Numerical Chronological Geographical			File Dra Microfil Compu	m Reel(s) ter Tape(s)	
Other (specify)(may include bound booklets,		Other (spec		<u>1/4</u> Number	Accumulation	
				 ➢ File Drawer(s) ➢ Microfilm Reel(s) ➢ Computer Tape(s) ➢ Other (specify) 		
11. File is Used □Daily ⊠ Weekly □ Monthly □ Ann				12. File Becomes Inactive After <u>4 (four) years beyond contract expiration date</u> Number Month(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Human Resources, Room 210			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Xes No (originals may be with Contractor, Consultant, Union, etc.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes 🛛 No			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention Retain in office 4 years beyond active – then destroy.			
19. Name and Title of Preparer Kelly Keith Human Resources		20. Telepho 410-751-33		21. Date February 2, 2010		

each new or revised record series. Forward RECORDS M. with Records Retention Schedule (DGS 550-1) 7275 Waterle			mally filed and used as a unit for refe 5. Earlies <u>1900</u>		AGENCY RECORDS INVENTORY PAGE 9 OF 21 3. Unit erence as well as retention and disposition st Year/Latest Year 10's to 2010	
 Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Requests from legal counsel by Human Resources. 						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
🛛 Letter Size 🔲 Microfilm		Alphabetica	1	<u>1</u> Number	-	
⊠ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk		Numerical Chronological Geographical		 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 		
· ·		Cther (specify)		10. Annual Accumulation <u>1/4</u> Number ⊠ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify)		
11. File is Used			12. File Becom	nes Inactive A	fter	
Deily 🛛 Weekly 🗌 Monthly 🗌 Anni	ually			ears beyond		
13. Current Location(s) (Bldg., Floor, Room) Human Resources, Room 210			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes INO (originals may be with Employee, Lawyers, Union, etc.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ⊠ Yes □ No			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe	requirements		 Recommended Retention Retain in office 6 years beyond active – then destroy. 			
19. Name and Title of Preparer Kelly Keith Human Resources		20. Telepho 410-751-33	ne Number 21. Date)	

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Instructions – Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECO	ORDS MANAC	SEMENT DIVI	SION	
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275	
				2/0	PAGE <u>10</u> OF <u>21</u>
		Jessup, Mar 410-79	•		
1 Department/Ageney	2 Divisio		5-1930		2 1 1 1 1
1. Department/Agency	2. Divisio				3. Unit
Carroll County Public Schools	Human F	Resources			
DEFINITION: RECORD SERIES: A group of relate	ed records r	ormally filed a	and used as a	unit for ref	erence as well as retention and disposition
purposes.					
4. Record Series Title					st Year/Latest Year
Appeal Files				_ <u>190</u>	<u>00's</u> to <u>2010</u>
6. Record Series Description (Briefly describe the t	vpes of info	ormation/docu	ments/forms fo	ound in the	series. Include the purpose or function of the
	JE				
series.)					
Files pertaining to employee appeals from	m departi	ment level t	to Hearing	Officer –	Superintendent's Designee.
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	
· ·				_ <u></u>	_
🛛 Letter Size 🔲 Microfilm		Alphabetica	đ	Number	
🛛 Legal Size 🛛 Computer Tape		Numerical		🛛 File Dra	awer(s)
				Microfil	
🔲 Audio Tape 🛛 Floppy Disk		Chronologi	cal		ter Tape(s)
		— • • •		Other (specify)
🗋 Bound Book 🛛 Video Tape		Geographic	al		
Other (specify)(may include legal documents)		Other (spec			Accumulation
	_		Number		_
				Number	
				🛛 File Dra	awer(s)
				Microfi	
					ter Tape(s)
				Dther (specify)
11. File is Used			12. File Becom	nes Inactive A	fter
			4 (fours) years beyond employment		
🛄 Daily 🛛 Weekly 🗌 Monthly 🔲 Ani	nually		Number 🔲 Month(s) 🛛 Year(s)		/onth(s) 🛛 Year(s)
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Human Resources, Room 210			X Yes		
			_	_ ,	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements	
X Yes No					
			None 🗌	State	🛛 Federal 🛛 Independent
···					
17. Is an Index System used? If yes, explain briefly and describe	e requirements		18. Recom	mended R	etention
🗋 Yes 🛛 No			Retain in	office 4	years beyond employment – then destroy.
10 Name and Title of Prenarer		20 Tolopha	I	21. Date	
19. Name and Title of Preparer		20. Telepho			
Kelly Keith		410-751-33	333	Februar	y 2, 2010
Human Resources					

Instructions –Type or Print a separate form for			SENERAL SEF		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	RECORDS MANAGEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE11 OF21	
	Jessup, Maryland 20794 410-799-1930					
1. Department/Agency	2. Divisio	on			3. Unit	
Carroll County Public Schools	Human	Resources				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed a	and used as a	unit for ref	erence as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Classification Files				200	14 to2010	
6. Record Series Description (Briefly describe the series.) Reports, correspondence, memoranda,			ments/forms fo	ound in the	series. Include the purpose or function of the	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
				<u>1/8</u>		
🛛 Letter Size 🔲 Microfilm		Alphabetica	ai	Number		
Legal Size Computer Tape		Numerical		🛛 File Dra	twer(s)	
				Microfil	m Reel(s)	
🗋 Audio Tape 🛛 Floppy Disk		🛛 Chronologi	cal		ter Tape(s)	
🔲 Bound Book 🛛 Video Tape	Geographical		al	Other (specity)	
_		_	Other (specify)		Accumulation	
Other (specify)		Other (spec			<u>1/32</u> Number	
				Number		
				🛛 File Dra	awer(s)	
				Microfilm Reel(s) Computer Tape(s)		
				Other (specity)	
11. File is Used			12. File Becom	les Inactive A	fter	
			<u>5</u>			
🗌 Daily 🗌 Weekly 🔲 Monthly 🛛 A	nnually		Number 🔲 Month(s) 🔯 Year(s)		ionin(s) 🔀 Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Human Resources, Room 210D			14. Is Record Senes Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes X No						
					Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describ	e requirements		18. Recom	mended R	etention	
Yes XNo			18. Recommended Retention Retain in office 5 years – then destroy.			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	-	
Kelly Keith		410-751-3			y 17, 2010	
·					,,	
Human Resources						

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Carroll County Public Schools		GEMENT DIVI	ISION	AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>21</u> 3. Unit
DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Salary Schedules 6. Record Series Description (Briefly describe the ty series.) Schedules, pay plans, and similar docume	pes of information/docu	ments/forms fo	5. Earlie <u>196</u> ound in the	st Year/Latest Year <u>60</u> to <u>2010</u> series. Include the purpose or function of the
7. Record Series Format(s) List all I Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	8. Record Series 3 Alphabetical Numerical Geographical Other (specify		Sequence 9. Volume 1/2 Number Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation	
11. File is Used Daily X Weekly Monthly Annu 13. Current Location(s) (Bidg., Floor, Room)	ıally	12. File Becomes Inactive After 6 (six) years after supercession -store electronically Number Month(s) Year(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Human Resources, Room 210 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No	Yes No (originals with Labor Unions) 16. Audit Requirements None State Federal Independent 18. Recommended Retention			
☐ Yes ⊠ No 19. Name and Title of Preparer Kelly Keith Human Resources	20. Telepho 410-751-33	Retain in office 6 years after super cession – then electronically. ne Number 21. Date		

Instructions – Type or Print a separate form for	DEPAR		SENERAL SEI	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			ISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		
		-	ryland 20794 99-1930		PAGE <u>13</u> OF <u>21</u>	
1. Department/Agency	2. Divisio	'n			3. Unit	
Carroll County Public Schools	Human F	Resources				
DEFINITION: RECORD SERIES: A group of related purposes.	l records n	ormally filed a	and used as a	unit for ref	erence as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
EEOC Files				199	0to <u>2010</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records of both employees and unhired applicants that demonstrate compliance with the statues and regulato						
requirements of the Equal Employment O	pportuni	tv Commis	sion. Sourc	ce materi	al used to complete EEOC reports.	
7. Record Series Format(s) List all		8. Record Serie		9. Volume		
🛛 Letter Size 🔲 Microfilm				<u>1/2</u>	_	
		Alphabetica	3	Number		
🛛 Legal Size 🔄 Computer Tape		Numerical 🗌		⊠ File Drawer(s) ☐ Microfilm Reel(s)		
🔲 Audio Tape 🛛 Floppy Disk		Chronologic	cal	Computer Tape(s)		
Bound Book 🔲 Video Tape		Geographic	al	Other (specify)		
				10. Annual Accumulation		
Other (specify)	l	Other (spec	:ify)	<u>_1/4</u>		
	i			Number		
				File Drawer(s)		
				Microfilm Reel(s) Computer Tape(s)		
				Other (specify)		
11. File is Used			12 File Poss-	les inactivo Ar	ter	
			12. File Becomes Inactive After10 (ten) years after resolution of the case			
🗋 Daily 🔯 Weekly 🗌 Monthly 🗋 Annu	ally		Number			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Human Resources, Room 210			Yes 🔲 No (originals may be with Employee, Lawyers, Union, etc.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
🛛 Yes 🔲 No				□ State D	Federal Independent	
			🔲 None 🔲 State 🔀 Federal 🔲 Independent			
17. Is an Index System used? If yes, explain briefly and describe re	equirements	<u>-</u>	18. Recom	mended R	etention	
🗋 Yes 🛛 No				Retain in office 10 years – then destroy.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Kelly Keith		410-751-33	333	Februar	y 2, 2010	
Human Resources						
				L		

Instructions Type or Print a separate form for	DEPARTMENT OF (GENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box	275		
	Jessup, Ma	ryland 20794		PAGE <u>14</u> OF <u>21</u>	
		99-1930			
1. Department/Agency	2. Division			3. Unit	
Carroll County Public Schools	Human Resources				
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally filed	and used as a	unit for ref	erence as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
EEOC Case Files			190	<u>0's</u> to <u>2010</u>	
6. Record Series Description (Briefly describe the ty	pes of information/docu	iments/forms fo	ound in the	series. Include the purpose or function of the	
series.)					
Legal and investigative documents and o	correspondence ir	volving grie	vances,	complaints, or charges of discrimination	
brought in relation to EEOC compliance.					
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·	
	9		<u>1/2</u>	_	
🛛 Letter Size 🔲 Microfilm	Alphabetic	al	Number		
🔀 Legal Size 🛛 Computer Tape	Numerical		🔀 File Dra	X File Drawer(s)	
			Microfi		
🗋 Audio Tape 🔲 Floppy Disk	Chronolog	ICAI	Other (ter Tape(s) specify)	
🔲 Bound Book 🔄 Video Tape	Geographical				
🛛 Other (specify)(Other (spe	cifv)		Accumulation	
		ony,	_ <u>1/4</u> Number	-	
			_		
			File Dr.		
			_	ter Tape(s)	
			Other (specify)	
11. File is Used	I	12. File Becom	es Inactive A	fter	
				esolution of the case	
🗋 Daily 🖾 Weekly 🗌 Monthly 🛄 Annu	ually	Number	ب 🗆	/onth(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Human Resources, Room 210		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No (originals may be with Employee, Lawyers, Union, etc.)			
		E no (onginais may be with Employee, Lawyers, Union, etc.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	uirements		
Ves 🗋 No			State 5	Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe a	requirements	18. Recom	mended R	etention	
🗋 Yes 🖾 No		Retain in	office 10) years after resolution of the case – then	
			Shoe N		
	1	destroy.			
19. Name and Title of Preparer		one Number	21. Date		
Kelly Keith	410-751-3	333	Februar	y 2, 2010	
Human Resources					
L DGS 550-4 (Rev. 1/93)			I		

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Carroll County Public Schools		AGEMENT DIV	ISION	AGENCY RECORDS INVENTORY PAGE OF 3. Unit	
DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Benefits Administration Files 6. Record Series Description (Briefly describe the typ series.) Copies of documents including information	pes of information/doon	cuments/forms f	5. Earlie 200	st Year/Latest Year 10's to2010 series. Include the purpose or function of the vided to employees: Health Insurance and	
Open Enrollments, COBRA, Life Insurance 7. Record Series Format(s) List all Letter Size I Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)			e Assistance Program, Tuition Reimbursement. 9. Volume 2. Number Sile Drawer(s) Computer Tape(s) Cother (specify) 10. Annual Accumulation 14. Number Sile Drawer(s) Sile Drawer(s) Computer Tape(s) Computer Tape(
11. File is Used □Daily ☑ Weekly ☐ Monthly ☐ Annual 13. Current Location(s) (Bldg., Floor, Room) Human Resources, Room 210B 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No	6 (six)Number 14. Is Record ☑ Yes 16. Audit Req	Number Image: Month(s) Image: Wear(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
 17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑ No 19. Name and Title of Preparer Kelly Keith Human Resources 	· 	Retain in none Number	Recommended Retention tain in office 6 years – then destroy. mber 21. Date February 2, 2010		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Carroll County Public Schools DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Maryland State Retirement System Reports 6. Record Series Description (Briefly describe the ty				SION 275 unit for ref 5. Earlie 200	st Year/Latest Year 16 to <u>2010</u>	
series.)						
For example, deduction reports to the Maryland S system.	State Retire	ement/Pens	ion System a	nd copies	of any reports made by the system to the MSRS	
7. Record Series Format(s) List all	[8. Record Serie	es Sequence	9. Volume		
🛛 Letter Size 🔲 Microfilm		Alphabetica	đ	<u>?</u> Number	-	
🛛 Legal Size 🛛 Computer Tape		Numerical		⊠ File Drawer(s)		
🗖 Audio Tape 🔲 Floppy Disk		🔀 Chronologi	cal	Microfilm Reel(s) Computer Tape(s)		
🔲 Bound Book 🔲 Video Tape		al	Cther (specify)			
☑ Other (specify)	Geographical			10. Annual Accumulation 		
11. File is Used			12. File Becom		fter	
🔲 Daily 🛛 Weekly 🗌 Monthly 🗌 Annu	ually ,		<u>3 (three)</u> Number	-	Nonth(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Human Resources, Room 210B			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe r ☐ Yes X No	and describe requirements			18. Recommended Retention Retain in office 3 years – then destroy.		
19. Name and Title of Preparer		20. Telepho		21. Date	1	
Kelly Keith		410-751-33	333	Februar	y 18, 2010	
Human Resources						

Instructions Tupo or Brint a consecto form for					AGENCY RECORDS INVENTORY	
InstructionsType or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SEF RECORDS MANAGEMENT DIVI					
	7275 Waterloo Road, P.O. Box					
with Records Retention Schedule (DGS 550-1)	Jessup, Maryland 20794			215	PAGE17 OF21	
		410-79	9-1930			
1. Department/Agency	2. Divisio				3. Unit	
Carroll County Public Schools	Human I	Resources				
DEFINITION: RECORD SERIES: A group of related purposes.	d records n	ormally filed a	and used as a	unit for ref	erence as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Individual Benefits Files				<u>190 _</u>	10's to2010	
6. Record Series Description (Briefly describe the ty	pes of info	rmation/docu	ments/forms fo	ound in the	series. Include the purpose or function of the	
series.)						
Contain employee benefit election and enrollmen	nt forms, b	eneficiary de	signation form	ns, and m	edical certificates.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
🛛 Letter Size 🔲 Microfilm		Alphabetica	1	? Number	-	
		_				
🛛 Legal Size 🛛 Computer Tape		Numerical		⊠ File Drawer(s) ☐ Microfilm Reel(s)		
🗋 Audio Tape 🛛 Floppy Disk	Chronological		cat	Computer Tape(s)		
Bound Book 🔲 Video Tape	Geographical		al	Other (specify)		
☑ Other (specify)		Other (spec	:5.)		Accumulation	
			(iy)	<u>_1/4</u> Number		
				⊠ File Drawer(s)		
				Microfilm Reel(s)		
	1			Other (specify)		
11. File is Used			12. File Becom	es Inactive A	fter	
🗌 Daily 🔯 Weekly 🔲 Monthly 🔲 Ann	welly		<u>6 (six)</u> Number		/onth(s) 🛛 Year(s)	
	uany		Number		ionin(s) 🛛 Teal(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Human Resources, Room 210B			Yes 🔲 No (originals may be with employee, MSRS, etc.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
🛛 Yes 🔲 No			None 🛛 State 🖾 Federal 🔲 Independent			
					🛛 Legerar 🔲 iugehengenr	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention	
Yes 🛛 No			Retain in	office	during tenure plus 6 years, then store	
					75 years - then destroy.	
19. Name and Title of Preparer		20. Telepho	1	21. Date	· ·	
Kelly Keith		410-751-33			y 18, 2010	
Human Resources						
DGS 550-4 (Rev. 1/93)						

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Carroll County Public Schools DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Employee Accident Reports (Workers Compensational Schools)				SION 275 unit for ref 5. Earlie 200	st Year/Latest Year 16 to <u>2010</u>		
 Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Including worker's compensation for each occurrence. 							
7. Record Series Formal(s) List all Image: Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	<u>4</u>		al (2 nd) cal (1*1) cal sify) 12. File Becom	9. Volume 6			
13. Current Location(s) (Bldg., Floor, Room) Human Resources, Room 210K 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes □ No 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ☑ No 19. Name and Title of Preparer 20. Telepho			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No (Insurance Company) 16. Audit Requirements None State Federal Independent 18. Recommended Retention Retain in office 4 years, then destroy. one Number 21. Date				
Kelly Keith Human Resources		410-751-33	333	February 2, 2010			

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		
	Jessup, Maryland 20794 410-799-1930				PAGE <u>19</u> OF <u>21</u>	
1. Department/Agency	2. Divisio	n			3. Unit	
Carroll County Public Schools	Human F	Resources				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed a	and used as a	unit for ref	erence as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Liability Claims from Non-Employees				<u>198</u>	<u>18</u> to <u>2010</u>	
6. Record Series Description (Briefly describe the ty	pes of info	rmation/docu	ments/forms fo	ound in the	series. Include the purpose or function of the	
series.)						
Includes all correspondence, claim forms, medic	al information	tion.				
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
🛛 Letter Size 🔲 Microfilm		Alphabetica	ı	<u>2</u> Number	-	
🗋 Legal Size 🛛 Computer Tape		Numerical		🛛 File Dra	⊠ File Drawer(s)	
Audio Tape 🔲 Floppy Disk		🔀 Chronologi	cal		Microfilm Reel(s) Computer Tape(s)	
🗋 Bound Book 🔄 Video Tape		Geographic	al	Cther (specify)		
Other (specify)		Other (spec	ifv)	10. Annual Accumulation 1/4		
			<i>,,,</i>	Number		
				File Drawer(s)		
					Microfilm Reel(s)	
				Computer Tape(s) Other (specify)		
11. File is Used			12. File Becom	es Inactive A	fter	
			5 years or 3 years after age of majority			
🛛 🖸 Daily 🛛 Weekly 🔲 Monthly 🔲 Ann	ually		Number 🔲 Month(s) 🛛 Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Human Resources, Room 210K			Yes INO (originals may be with individual, insurance agency, Student Services, etc.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
🛛 Yes 🔲 No			_			
			X None	∐ State	Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention			
Yes 🛛 No			Retain in	office fo	or 5 years or if claimant is minor, age of	
			majority p	olus 3 ye	ars.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Kelly Keith		410-751-33	333	Februar	y 2, 2010	
Human Resources						

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SEF			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVIS					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
	Jessup, Maryland 20794			2.0	PAGE20 OF21	
	410-799-1930					
1. Department/Agency	2. Divisio	 on			3. Unit	
Carroll County Public Schools	Human I	Resources				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed a	and used as a	unit for ref	erence as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Job Descriptions				190	10's to2010	
6. Record Series Description (Briefly describe the ty	vpes of info	ormation/docu	ments/forms fo	und in the	series. Include the purpose or function of the	
series.)	,					
Current written statements that describe the du	ties, respo	onsibilities, qu	alifications, a	and report	ng relationships of a position.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
				<u>?</u>	-	
🛛 Letter Size 🔲 Microfilm		X Alphabetica	4	Number		
Legal Size Computer Tape		Numerical		File Dri	wer(s)	
				Microfi		
🔲 Audio Tape 🛛 📋 Floppy Disk		Chronologic	al	Compu	ter Tape(s)	
🔲 Bound Book 🔲 Video Tape			al.	🔀 Other (Other (specify)_(Binder)	
		Geographic	aı	10. Annual	Accumulation	
Other (specify)		Other (spec	ify)	minimal		
	1			Number		
				File Dra	240r/c)	
				Microfi		
					ter Tape(s)	
				🛛 Other (specify)	
11. File is Used			12. File Becom	les Inactive A	Rer	
			<u>3</u>			
🗋 Daily 🛛 Weekly 🗋 Monthly 🗋 Ann	nually		Number	D •	lonth(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Human Resources, Room 210			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
			☐ Yes ⊠ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
🗋 Yes 🛛 No						
				KA State	Federat 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention	
Yes 🛛 No			Retain in	office u	ntil three years after position is extinct –	
			then dest	-		
19. Name and Title of Preparer		20. Telepho		21. Date		
Kelly Keith		410-751-33	33	Februar	y 6, 2010	
Human Resources						
L						

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Carroll County Public Schools DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Recruitment 6. Record Series Description (Briefly describe the ty series.) Reports, schedules, and documents relating to the series of the seri	es. Forward le (DGS 550-1) RECORDS MANAGEMEI 7275 Waterloo Road, P. Jessup, Maryland 410-799-1930 2. Division Human Resources S: A group of related records normally filed and use riefly describe the types of information/documents/				st Year/Latest Year 5 to <u>2009</u>	
7. Record Series Format(s) List all I Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	8. Record Series Sequence Alphabelical Numerical Chronological Geographical Other (specify)		9. Volume 8			
11. File is Used	nually		12. File Becomes Inactive After <u>4</u> Number Month(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Human Resources, Room 210H 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ No			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No 16. Audit Requirements X None State Federal Independent			
 17. Is an Index System used? If yes, explain briefly and describe Yes ⊠ No 19. Name and Title of Preparer Kelly Keith Human Resources 			Retain in ne Number			

			•	
INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1) COMAR 14.18.04			Page of	
1 DEPARTMENT/AGENCY Carroll County Public Schools	2 DIVISION Human Resources Department		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Electronic Employee Personnel Files			1900'sTOOngoing	
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the use/s of information generated by system		
Hard-Copy Inactive Personnel Files		Electronic files available for employment verification purposes.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms				

contained in a series. Include purpose and function of the system.

Inactive Personnel Files are accessed to confirm employment and salary verifications during employment. Employment and separation from service records will be stored electronically to confirm employment and salary requests of former employees. These employment requests are received from employers and various state agencies.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

All members of the Human Resources Department will have access to the electronic employee files. When the Department of Human Resources receives a request for verification, staff members will access the electronic files to complete the requested verification.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Every three (3) years additional electronic files will be added to the electronic files database. Electronic Employee Personnel Files will be stored for 75 years past the date of separation from service. After 75 years, the electronic files will be destroyed. Destruction of files past the 75 year mark will occur on an annual basis.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Electronic Employee Personnel Files will be stored as pdf documents. These pdf files will be located on the database title 'SHAREPOINT.' The SHAREPOINT database is stored on internal Carroll County Public Schools servers, which are backed up to tape and taken offsite.

12 RECOMMENDED RETENTION Save in electronic form for 75 years

13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE
Jimmie L. Saylor	410-751-3070	February 16, 2010
16 TITLE OF PREPARER	·····	
Director of Human Resources		

DGS 550-6

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1) COMAR 14.18.04			Page of	
1 DEPARTMENT/AGENCY Carroll County Public Schools	2 DIVISION Human Resources Department		3 UNIT	
DEFINITION – Record Series - A group of rela and disposition		ed electronically and used as a	a unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Electronic Collective Bargaining Agreements			1973 TOOngoing	
6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the use/s of information generated by system				
Hard-Copy Collective Bargaining Agreements Electronic Bargaining Ag contractual issues during			eements available for employee related employment.	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.				
Electronic Collective Bargaining Agreements for all five bargaining units provide a reference when researching the Labor Contracts of previous years for employees.				
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.				
All members of the Human Resources Department will have access to the electronic collective bargaining agreements. When an issue is questioned as to the Labor Contract for a particular year, staff members will access the electronic files to complete the necessary research.				
10 UPDATING CYCLES OR CONDITIONS A	ND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM	
Electronic Collective Bargaining Agreements v years past the life of the contract. After 75 years will occur on an annual basis.	will be added ea ars, the electror	ich year to the database. E nic files will be destroyed. [Electronic records will be stored for 75 Destruction of files past the 75-year mark	
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability				

Electronic Collective Bargaining Agreements will be stored as pdf documents. These pdf files will be located on the database title 'SHAREPOINT.' The SHAREPOINT database is stored on internal Carroll County Public Schools servers, which are backed up to tape and taken offsite.

12 RECOMMENDED RETENTION Save in electronic form for 75 years.

13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE
Jimmie L. Saylor	410-751-3070	February 16, 2010
16 TITLE OF PREPARER		
Director of Human Resources		

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Records Retention Schedule (DGS 550-1) COMAR 14.18.04			Page of	
1 DEPARTMENT/AGENCY Carroll County Public Schools	2 DIVISION Human Resources Department		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Electronic Salary Schedules			1960 TOOngoing	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system	
Hard-Copy Salary Schedules		Electronic Salary Schedu issues and inquires during	les available for employee related salary	
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	/documents/forms	
	cont	ained in a series. Include	purpose and function of the system.	
Electronic Salary Schedules for all employee groups provide a reference when researching previous employee's placement on the salary schedule.				
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	r if established in writing.		
All members of the Human Resources Department will have access to the electronic salary schedules. When an employee's salary placement is questioned, staff members will access the electronic files to complete the necessary research. These records will also be used to determine an employee's salary for retirement purposes.				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM	
Electronic Salary Schedules will be added each year to the database. Electronic records will be stored for 75 years past the life of the contract. After 75 years, the electronic files will be destroyed. Destruction of files past the 75-year mark will occur on an annual basis.				
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to				
ensure the record's retention and usability	y throughout the	record's authorized life cyc	de.	
Electronic Salary Schedules will be stored as pdf documents. These pdf files will be located on the database title 'SHAREPOINT.' The SHAREPOINT database is stored on internal Carroll County Public Schools servers, which are backed up to tape and taken offsite.				
12 RECOMMENDED RETENTION				
Save in electronic form for 75 years.				
13 TYPED OR PRINTED NAME OF	14 TELEPHONE NUMBER		15 DATE	
PREPARER Jimmie L. Saylor	410-751-3070		February 16, 2010	
16 TITLE OF PREPARER				
Director of Human Resources				
DGS 550-6				

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1 DEPARTMENT/AGENCY Carroll County Public Schools	2 DIVISION Human Resources Department		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes				
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR				
Electronic Individual Benefit Files			1930 TOOngoing	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	se/s of information generated by system	
Hard-Copy Benefit Files			efit Files available for employee related ires during employment periods.	
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brief	ly describe the information		
	cont	ained in a series. Include	purpose and function of the system.	
Electronic Individual Benefit Files for all employee groups provide a reference when researching previous employee's benefit information.				
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.		
The Benefits Specialist, or he/she's designee within the Human Resources Department will have access to the electronic individual benefit files. When an employee's benefits are questioned, staff members will access the electronic files to complete the necessary research.				
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM				
Electronic Benefit Files will be added each year to the database. Electronic records will be stored for 75 years past the life of the contract. After 75 years, the electronic files will be destroyed. Destruction of files past the 75-year mark will occur on an annual basis.				
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to				
ensure the record's retention and usability	y throughout the	record's authorized life cyc	de.	
Electronic Benefit Files will be stored as pdf documents. These pdf files will be located on the database title 'SHAREPOINT.' The SHAREPOINT database is stored on internal Carroll County Public Schools servers, which are backed up to tape and taken offsite.				
12 RECOMMENDED RETENTION Save in electronic form for 75 years.				
13 TYPED OR PRINTED NAME OF	14 TELEPHONE NUMBER		15 DATE	
PREPARER Kelly M. Keith	410-751-3333		February 18, 2010	
16 TITLE OF PREPARER				
Human Resources				
DGS 550-6				