

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

Schedule No. C1194

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Agency- **Montgomery County
Department of Human Resource**

Division/Unit

Item No.	Description	Retention
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1-1	Administrative Record Series	1
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8-1	Personnel Record Series	4

Schedule Approved by Department, Agency, or Division Representative.

Date JULY 25 2012

Signature Edward Buchanan

Typed Name Edward Buchanan

Title Government Records & Imaging Coordinator

Schedule Authorized by State Archivist

Date Sept. 6, 2012

Signature Edward C. Lawrence

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Agency- Montgomery County Government (MCG)
Department of Human Resources

Division/Unit
Administrative Record Series

Item No.	Description	Retention
1-1	<p><u>Reduction-In-Force (RIF) Documentation</u></p> <p>Recruitment & Selection</p> <p>RIF Working Documents; RIF Re-Employment List</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1-2	<p><u>Employment Exam Documentation</u></p> <p>Recruitment & Selection</p> <p>Written Employment Exam Forms; Supplemental Exam Material; Exam Instructions; Scored Exams; Sign-In Sheets</p>	<p>Screen every three years and destroy all material not needed for conduct of business.</p>
1-3	<p><u>Career Web Site</u></p> <p>Recruitment & Selection</p> <p>Career web pages including information and instructions related to recruitment and application process.</p>	<p>Continuous record. Maintain as a perpetual file by updating when amended</p>

Schedule Approved by Department, Agency, or Division Representative.

Date JULY 25 2012

Signature *Edward Buchanan*

Typed Name Edward Buchanan

Title Government Records Coordinator

Schedule Authorized by State Archivist

Date Sept. 6, 2012

Signature *Edward C. [unclear]*

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Agency- Montgomery County Government (MCG)
Department of Human Resources

Division/Unit
Administrative Record Series

Item No.	Description	Retention
1-4	<p><u>Occupational/Special Study</u></p> <p>Classification</p> <p>Studies on reclassification of groups of positions under the same job class determining whether they are currently in the proper position based on their current duties and responsibility and reassigning the correspond pay grade or pay band.</p>	<p>Screen every 5 years and destroy all material not needed for conduct of business.</p>

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Agency-	Montgomery County Government (MCG) Department of Human Resources	Division/Unit IT Systems Records
Item No.	Description	Retention
7-1	<u>Intern Web Page</u> Recruitment & Selection Information, instructions, and forms related to the County's Internship Program	Continuous record. Maintain as a perpetual file by updating when amended

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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**Agency- Montgomery County Government (MCG)
Department of Human Resources**

**Division/Unit
Personnel Record Series**

Item No.	Description	Retention
8-1	<p><u>Grievance File</u></p> <p>Labor and Employee Relations</p> <p>Files maintained for grievances submitted by the County's three labor organizations: (1) Municipal & County Government Employees Organization, United Food and Commercial Workers, Local 1994; (2) Fraternal Order of Police Montgomery County Lodge, 35; and (3) Montgomery County Career Fire Fighters Association, Local 1664. Also includes files for grievances submitted by unrepresented employees. Files may include: original grievance, supporting documentation, Chief Administrative Officer designee notes, Chief Administrative Officer grievance decision, settlement, and/or arbitration award. No personal information is maintained in the files with the exception of the employee's name, department, and position. Maintaining these files allows for the Labor Team to review resolutions to past grievances when necessary for current grievances. Additionally grievances are maintained for assisting development of new contract language to be bargained with the Unions.</p>	Retain 25 years after grievance is closed, then destroy.
8-2	<p><u>Public Safety Promotional Exams</u></p> <p>Recruitment & Selection</p> <p>Written and Oral Exam Forms; Supplemental Exam Material; Exam Results; Eligible Lists.</p>	Screen every seven years and destroy all material not needed for conduct of business.
8-3	<p><u>Background Clearances</u></p> <p>Recruitment & Selection</p> <p>Results of Criminal, Child Abuse, and Sex Offender Background Investigations of candidates for selected positions in the Department of Health and Human Services; Documentation related to the results of County's review of felony charges self-disclosed on the resume of a candidate selected for employment in the Department of Health and Human Services.</p>	Retain for duration of employment, destroy on employee separation date.

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Agency- Montgomery County Government (MCG)
Department of Human Resources

Division/Unit
IT Systems Records

Item No.	Description	Retention
8-4	<p><u>Employment Verification</u></p> <p>Records Management</p> <p>We get employment verification request from several rental, financial and hiring organizations for the purpose of rental, loan approval for new property or hiring. We print employment verification letter from our system then fax it to them. All supporting documents pertaining to that verification are kept in alphabetical order then destroyed after two months.</p>	Retain 60 days, then destroy.
8-5	<p><u>Employee Tuition Assistance Record</u></p> <p>Training and Organizational Development</p> <p>Tuition assistance program files. Records include application forms, educational institution voucher letters, grades or course completion certificates, invoices, memorandums, Tuition Assistance Program Employee Checklists, employee leave slips, course descriptions, course justifications, receipts, correspondence from the Office of Human Resources or the employee concerning their tuition assistance program application request for funds.</p>	Retain 100 years after separation date, then destroy.
8-6	<p><u>Office of Human Resources Training Records</u></p> <p>Training and Organizational Development</p> <p>Professional Development Records for employee training. Includes Class Roster which has course date, time, continuing education units, and identification number of class and lists all participants and their department name.</p> <p>Center for Continuous Learning Office of Human Resources Training Records also contain course descriptions, instructor resumes, continuing education units per course in addition to the information above.</p> <p>Center for Continuous Learning Records for Health and Human Service employees.</p>	Retain 10 years, then destroy.