

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

Schedule No. C-1135

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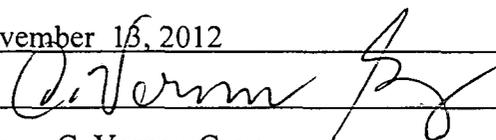
Agency: HOWARD COUNTY GOVERNMENT

Division/Unit: Office of Human Rights (OHR)

Item No.	Description	Retention
<b>Section I. Case Files</b>		
1.01	<p><u>Case Files</u>                      Contains files that are cross-filed with Equal Employment Opportunity Commission (EEOC), Charge Files closed for lack of jurisdiction; Reasonable Cause Cases, No Reasonable Cause Cases, and settlement cases with monetary benefits; Recorded tapes of public hearings, taped interviews, as well as video tapes and photos.</p>	<p>Retire to storage one (1) year after last action (last respondent compliance report or last court decision); destroy three (3) additional years later per disposition authority EEOC Order 201.001, Appendix A, Item 14.C(3)(b).</p>
1.02	<p><u>Other Settlement Cases</u>                      Contains files that were settled or conciliated without any monetary benefit.</p>	<p>Destroy two (2) years after settlement executed or date of last respondent compliance report, whichever is later, per disposition authority EEOC Order 201.001, Appendix A, Item 14.C(3)(b).</p>
1.03	<p><u>Human Rights Commission (HRC) Cases</u>                      Appeals from OHR Decision and Orders, complainant and respondent information; incoming/outgoing correspondence, possible hearing information and final determination; Recorded tapes of public hearings, meetings, taped interviews, as well as video tapes and photos.</p>	<p>Retain in office until case is closed. After closing, retain in office one (1) year; five (5) years storage, and then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date: November 13, 2012

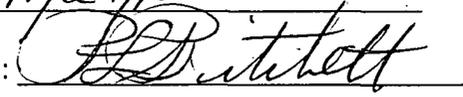
Signature: 

Typed Name: C. Vernon Gray

Title: Administrator

Schedule Approved by County Records Management Representative.

Date: 11/27/12

Signature: 

Schedule Authorized by State Archivist

Date: 12/19/2012

Signature: 

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

**Schedule No. C-1135**

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**Agency:** HOWARD COUNTY GOVERNMENT **Division/Unit:** Office of Human Rights (OHR)

Item No.	Description	Retention
	<b>Section II. General Office/Administrative</b>	
2.01	<u>A-Z Files</u> General correspondence from other agencies, reading materials concerning different areas of discrimination, OHR & HRC reports; training classes and community information, correspondence from county and non-county agencies, newsletters and conference information.	Screen annually and transfer to Maryland State Archives (MSA) every three (3) years for permanent retention any material having any administrative, legal, or historical value that serves to document the origin, development, functions, and accomplishments of this Agency. Destroy all other records no longer required.
2.02	<u>Equal Employment Opportunity Commission (EEOC)</u> (a) Contains contract agreements, incoming & outgoing correspondence, annual reports, contract modifications, payment vouchers, policies and procedures, memorandum of understanding and case inventory.  (b) Policies and Procedures	Screen annually and destroy material that is no longer needed for current business purposes with the following exception: Transfer to the MSA every three (3) years 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.  Retain in office for three (3) years. Transfer to MSA every three (3) years for permanent retention.
2.03	<u>Human Rights Commission (HRC) – General and Administrative Files</u> (a) File contains incoming and outgoing correspondence relating to human rights information and pertaining to HRC members. HRC monthly minutes and special reports, hate bias incidents, recorded tapes of public meetings.  (b) HRC monthly minutes and special reports	Materials relating to significant decisions will be retained permanently in the County's Document Management System with an electronic copy along with the paper being forwarded to MSA every three (3) years. All other documents, retain in storage for three (3) years, then destroy.  Retain in office for three (3) years; transfer to MSA for permanent retention.

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**Agency:** HOWARD COUNTY GOVERNMENT    **Division/Unit:** Office of Human Rights (OHR)

Item No.	Description	Retention
	<b>Section III. Communications</b>	
3.01	<u>Audio/Video/Photos</u> Video tapes, photos, posters, artwork and records used to promote and document OHR/HRC and community outreach programs.	Retain permanently as these materials document the history of this Agency. Original audio/video tapes, photos, posters, artwork and hard copies will be forwarded to MSA every three (3) years.
3.02	<u>Media Coverage File</u> Contains news clippings or similar records that document news references to OHR or HRC and its programs.	Retain permanently as this material document the history of this agency. Hard copies will be forwarded to MSA every three (3) years.
	<b>Section IV. Financial</b>	
4.01	<u>Budget</u> Department's annual budget and related correspondence.	Retain in storage for three (3) years, then destroy.
4.02	<u>Purchasing</u> Purchasing requisitions, payment documents, expenditures or encumbrance records.	Retain in office for three (3) years, then destroy.
4.03	<u>Payroll</u> Files contain payroll time sheets, employee records, hour adjustments forms.	Retain in office for three (3) years, then destroy.
	<b>Section V. Community Outreach Activities</b>	
5.01	<u>Martin Luther King Commission (MLK)</u> Contains incoming and outgoing correspondence, presentation and celebration materials.	Retain in office for three (3) years. Screen annually for historical significance and destroy material that is no longer needed for current business purposes with the following exception: Transfer to MSA every three (3) years for permanent retention any hard copies that are considered of a historical nature. Files of a "historical nature" will be retained permanently in the County's Document Management System.