CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1240

Page 1 of 3

| Agency | |
|-----------------------|-----------|
| Charles County | Governmen |

Division/Unit Human Resources

| Item No. | Description | | Retention |
|----------------------------------|--|-----------|--|
| 1 | Human Resources General Correspond Incoming letters, outgoing letters, memo and miscellaneous departmental and outagency information. | randum | Screen annually and destroy material having no further administrative, fiscal, legal, or operational value with the following exception: scan to Maryland State Archives standards any material that serves to document the origin, development, and accomplishments of the department, then destroy paper originals. Retain electronic records for 5 years, then transfer to the Maryland State Archives. |
| 2 | Time and Attendance Files contain timesheets and leave requests for the Department of Human Resources. | | Retain for 3 years then destroy. |
| 3 | Employee Personnel Records Files contain original applications, evaluations, awards, disciplinary actions, promotion letters, salary information, written correspondence, etc; includes grievance files | | Scan to Maryland State Archives standards, then destroy paper originals. Retain images for 7 year after employee termination, then destroy. |
| 4 | Employee Eligibility Verification form Immigration and Naturalization Service I | | Maintain for 1 year after date of termination or 3 years after hire, whichever is later, then destroy. |
| Agency, Date | e Approved by Department, or Division Representative | | -29-14 |
| Signature Typed N Title Co | The state of the s | Signature | (in the D. But |

CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

C124

C1240

Page 2 of 3

(Continuation Sheet)

Agency Charles County Government Division/Unit Human Resources Department

Schedule No.

| Item No. | Description | Retention |
|-------------|---|---|
| 5 | Recruitment Files Files contain employment applications, job descriptions, personnel requisitions and approvals to hire, job advertisements, and interview schedules. | If hired, retain until employee termination, then destroy. If not hired, retain for 3.5 years, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed. |
| 6 | Equal Employer Opportunity (EEO) Semi-Annual Reports and Information Reports that are sent to the Equal Opportunity Employer Commission (EEO4 Report) | Retain 3 years then destroy. |
| 7 | Notice to Applicants Contains information regarding race, gender, job information source. | Retain 3 years then destroy. |
| 8 | Fiscal Year Budgets Budget expenditure files, tracking of expenses, invoices, purchase orders, check requests, etc. | Retain for 3 years, then destroy |
| 9 | Salary Reclassification | Retain 3 years after reclass- ification is complete then destroy. |
| 10 | Training Files Trainer contracts; files containing class information; contracts with trainers and venues. | Retain for 3 years after end of Fiscal Year then destroy. |
| | | |

CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No.

C1240

Page 3 of 3

Agency Charles County Government

Division/Unit **Human Resources**

| Item No. | Description | Retention |
|-------------|---|---|
| 11000 | BENEFIT MANAGER FILES | |
| 11 | Employee Benefit Files Files contain health insurance information, life insurance information, and all other benefit information. | Retain for one year after termination of plan, or three years after employee termination, whichever is later, then destroy with the following exception: transfer to Retiree Benefit File (Item 15) any records containing pertinent pension or retiree health insurance information. |
| 12 | Long Term Disability/Life Insurance Files containing Long Term Disability forms and insurance forms. | Retain for 6 years after termination of employment, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed. |
| 13 | Employee FMLA Files Files contain information and documentation of employee leave usage covered by the Family Medical Leave Act. | Retain for three years after employee retirement or termination, then destroy. |
| 14 | Retiree Benefit Files Files contain all pertinent information associated with retirees' pension and retiree health insurance. | Retain until 3 years after death of retiree, then destroy. |
| 15 | Actuarial Valuation and Investment Review Reports Supporting information for Sheriff's Office Retirement Plan & Charles County Pension Plan | Retain for six years from end of plan year, then destroy. |
| 16 | Contracts with Vendors For Health Insurance, Life Insurance, and Long Term Disability Insurance plans with County. | Retain for three years after termination of contract, then destroy. |
| 17 | Pension Minutes Sheriff's Office Retirement Plan and Charles County Pension Plan, Retirement Plan Committees' meeting minutes. | Scan to Maryland State Archive standards, then destroy paper. Retain images for 6 years, from when plan lerminates, then transfer to the Maryland State Archives. |

| Instructions Type or print a | | | AGEN | ICY RECORDS INVENTO |
|---|---|-----------------------------|---|--------------------------------|
| separate form for each new or revised record series. | | | Page 1 | of |
| Department/Agency Charles County Government | 2. Division Human Resources | | 3. Unit/Program | |
| NITION Record Series a group of resimal records 4. Record Series Title Employee Eligibility Verification Form | | eference as well as leterol | 5. Earliest Year 2010 | / Latest Year to 2014 |
| Record Series Description Briefly describe the types of information/document Immigration and Naturalization Service | | e purpose or function of th | e series.) | |
| | ter Tape Nume | betical | 9. Volume x File Drawer(s) Microfilm Reel(Computer Tape Other (specify) | |
| Bound Book Floppy Audio Tape Video T Other (specify) | ape Geogr | raphical r (specify) | t0. Annual Accumulation x File Drawer(s) Microfilm Reel(Computer Tape Other (specify) | |
| e is used. Daily x Weekly | Monthly | | es inactive after | Year(s) |
| 13. Current Location(s) (Bul Charles County Government Building | lding, Floor, Room) , Room B120 | 14. Is record se | nies duplicated elsewhere? X No (7 yes. sp. | icity agency or (iffice) |
| 15. Access Restrictions Yes X No (if yes, coe saw(s) and regulation(s)) | | 16. Audit Requ | | Subject to ependent audits: |
| 17. Is an index system used? Yes X No If yes, explain briefly and disecribe any hardwaren | ndffwann) | | ded retention year after date of terminati er is later, then destroy. | on or 3 years after |
| 19. Name and Title of Preparer | 20. Telephone Numbe tot 301-645-0563 | r | 21. Date | |

| Section (Section Found F | | | CONTRACTOR OF THE STREET OF THE STREET |
|--|--|-------------------------------------|---|
| Instructions — Type or print a | | | AGENCY RECORDS INVENTO |
| separate form for each new or revised record series. | | | Page 1 of 1 |
| Department/Agency Charles County Government | Division Human Resources | | 3. Unit/Program |
| NITION Record Series, a group of related records | normally filed and used as a unit for re | danance as well as retention 8 | 5 disposition purposes |
| Record Series Title | | | 5. Earliest Year / Latest Year |
| Equal Employer Opportunity Semi-A | nnual Reports and Information | | 2010 to 2014 |
| 6. Record Series Description | | | |
| Reports that are sent to the Equal Op | portunity Employer Commiss | ilon (EEQ4 Report) | |
| 7. Record Series Format(s) | 8. Record Seri | es Sequence | 9. Volume 1 Number |
| x Letter Size Microfile | m X Alpha | betical | X File Drawer(s) |
| | 3 3 | a.B | Microfilm Reel(s) |
| Legal Size Comput | ter Tape [] Nume | ncal | Computer Tape(s) Other (specify) |
| Bound Book Floppy | Disk Chron | ological | |
| | | English (| 10. Annual .025 Accumulation Number |
| Audio Tape Video T | ape Snogn | aphical | Accumulation Number |
| Other (specify) | Other | (specify) | X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| le is used: Daily Weekly | Monthly Semi-annual | 12. File becomes Month | |
| 13. Current Location(s) (Bui | iding, Floor, Room) | 14. Is record serie | s duplicated elsewhere? |
| Charles County Government Building | | | No (If yes, specify agency or office) |
| 15. Access Restrictions | | 16. Audit Requirer | ments None |
| Yes X No (If yes, cite law(s) and regulation(s)). | | State X Federal Independent County | |
| 17. Is an index system used? Yes X No If you explain briefly and describe any hardwareh | acftware) | 18. Recommende Retain for 3 year | |
| is like arbum trians and opposes and transmiss | | | |

| Instructions Type or print a | | | AGENCY RECORDS INVENTOR |
|--|---|---|---|
| separate form for each new or revised record series: | | | Page 3 of 1] |
| Department/Agency Charles County Government | 2 Division Human Resources | | 3. Unit/Program |
| NITION Record lienes: a group of related records 4. Record Series Title Notice to Applicants | homolly filed and used as a unit for re | eference se well as retention & | 5 Earliest Year / Latest Year 2010 to 2014 |
| Record Series Description (Briefly describe the types of information/document Contains information regarding race, | | | ries) |
| 7. Record Series Format(s) X Letter Size | ter Tape Nume Disk Chron Spe Geogr | betical | 9. Volume X File Drawer(s) -2 Microfilm Reel(s) Computer Tape(s) X Other (specify Storage boxes - 2) 10. Annual Accumulation Number X File Drawer(s) -2 Microfilm Reel(s) Computer Tape(s) X Other (specify Storage boxes - 2) |
| le is used: Daily Weekly | Monthly Never | 12. File becomes i | (6) 3 Year(8) |
| 13. Current Location(s) (Building Charles County Government Building | (ding, Floor, Room) | | s duplicated elsewhere? No (If yes, specify agency or office) |
| 15. Access Restrictions Yes X No (If yes, cos law(s) and regulation(s)) | | 16. Audit Requirements None State X Federal X Independent County | |
| 17 Is an index system used? Yes X No (If yes, explain briefly and describe any hardwareh | software) | 18. Recommender Retain for 3 years | |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |

| Instructions - Type or print a | | | AGENCY RECORDS INVENTOR | |
|--|---|---|---|--|
| separate form for each new or revised record series. | | | Page 나 of [] | |
| Department/Agency Charles County Government | 2. Division Human Resources | | 3. Unit/Program | |
| FINITION: Record Series, a group of related records. | normally filed and used as a unit for r | eference as well as retention 8 | & disposition purposes. | |
| Record Series Title Fiscal Year Budgets | | | 5. Earliest Year / Lafest Year 2009 to 2013 | |
| 6. Record Series Description (Briefly describe the types of information/document Budget expenditure files, tracking of a | | | | |
| 7. Record Series Format(s) | 8. Record Ser | es Sequence | 9, Volume 2 | |
| | | betical rical | File Drawer(s) Microfilm Reel(s) Computer Tape(s) | |
| Legal Size Comput Bound Book Floppy | | nological | X Other (specify) Box | |
| Audio Tape Video T | ape Geog | raphical | 10. Annual 2 Accumulation Number | |
| Other (specify) | X Orne | r (specify) account | File Drawer(x) Microfilm Reel(s) Computer Tape(s) X Other (specify) Box | |
| le is used: Daily Weekly | Monthly | 12. File becomes Month | | |
| 13. Current Location(s) (Building Charles County Government Building | ding, Floor, Room) Room B118 | | ts duplicated elsewhere? No (if yes, specify spency or office) | |
| 15. Access Restrictions Yes X No (if yes, the law(s) and regulation(s)) | | 16. Audit Requirements None State Federal Independent County | | |
| Yes X No Yes x plan briefly and describe any hardwaren. | oftware) | 16. Recommende Retain for 3 year | d retention | |
| 19. Name and Title of Preparer Kim Pelczar, Benefits Coordina | 20. Telephone Numbe tot 301-645-0583 | ir | 21. Date | |

| Instructions - Type or print a | | | AGEN | CY RECORDS INVENTO |
|--|--|-------------------------------------|---|------------------------|
| separate form for each new or revised record series. | | | Page 5 | 11 |
| Department/Agency Charles County Government | Division Human Resources | | 3. Unit/Program | |
| NITION Record Series, a group of related records | normally filed and used as a unit for re | ference as well as retention a | S disposition purposes | |
| Record Series Title Salary Reclassification | | | 5. Earliest Year 2006 | to 2006 |
| Record Series Description (Briefly describe the types of information/document Reclassification studies that are done | | e purpose or function of the sc | eries.) | |
| 7. Record Series Format(s) X Letter Size Microfin | 8. Record Seri | es Sequence betical | 9. Volume File Drawer(s) | 1 Number |
| | ter Tape Nume | | Microfilm Reel(s Computer Tape X Other (specify) | (s) Box |
| Audio Tape Video T | | aphicat (specify) | Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape X Other (specify) | |
| s is used: Daily Weekly | Monthly | 12. File becomes Month | | 'ear(s) |
| 13. Current Location(s) (But Charles County Government Building | iding, Floor, Room) , Room B103 | | s duplicated elsewhere? No (If yes, spe | ofly agency or office) |
| 15. Access Restrictions Yes X No (if yes, cite law(s) and requisition(s)) | | 16. Audit Require | Federal Inde | pendent |
| 17. is an index system used? Yes X No (If yes, expain briefly and discribe any hardware) | iofil=see) | 18. Recommende Retain 3 years af | d retention for reclassification is cor | nplete then destroy. |
| | | | | |

| Instructions - Type or print a | | | AGENCY RECORDS INVENTOR |
|---|---|---|--|
| separate form for each new or revised record series. | | | Page L of[] |
| Department/Agency Charles County Government | 2 Division Human Resources | | 3. Unit/Program |
| INITION Record Series: a group of related records | normally filed and used as a unit for re- | ference as well as retention | & disposition purposes. |
| 4. Record Series Title Training Files | | | 5 Earliest Year / Latest Year 2012 to 2014 |
| Record Series Description (Briefly describe the types of information/document Trainer contracts; files containing cla | | | |
| 7. Record Series Format(s) X Letter Size | ter Tape Numer Disk Chroni ape Geogr | petical | 9. Volume 1 Number X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual 0.1 Accumulation Number X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| le is used: Daily Weekly X | Monthly | 12. File becomes Mont | |
| 13. Current Location(s) (Building, Floor, Room) Charles County Government Building, Room B120 | | Andready Co. Co. Co. Co. Co. Co. Co. Co. Co. | es duplicated elsewhere? X No (V yes specify agency or office) |
| 15. Access Restrictions Yes X No (If yes, one lew(s) and regulation(h)) | | 16, Audit Requirements X None State Federal Independent County | |
| 17. Is an index system used? Yes X No (If yes, explain boelly and describe any hardware) | software) | 18. Recommende Retain 3 years a | ed retention fter end of Fiscal Year, then destroy. |
| 19. Name and Title of Preparer Kim Pelczar, Benefits Coordina | 20. Telephone Number to: 301-645-0563 | I | 21, Date |

| | | AGENCY RECORDS INVENT |
|---|--|--|
| | | Page of ! / |
| Division Human Resources | | 3. Unit/Program |
| normally filed and used as a unit for n | wlerence as well as retentio | n & disposition purposes. |
| | | 5. Earliest Year / Latest Year 1972 to 2014 |
| | | 24 A 2 A 2 A 2 A 2 A 2 A 2 A 2 A 2 A 2 A |
| m X Alpha | betical | 9. Volume 10 Number * File Drawer(s) Microfilm Reel(s) Computer Tape(s) |
| Disk Chron | nological | Other (specify) 10. Annual .5 |
| | | Accumulation Number X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| Monthly | | is inactive after hth(s) Year(s) |
| lding, Floor, Room) , Room B113 | 14. Is record se | ries duplicated elsewhere? X No # yes, specify agency or office) |
| 15. Access Restrictions Yes X No (If yes, the law(s) and regulation(s)) | | rements X None Federal Independent County |
| | 18. Recommens | and the first firs |
| | Human Resources Increasity filed and used as a unit for resource information, life insurance information, life insurance information, life insurance information in the series. Include it ation, life insurance information in the series include it ation, life insurance information in the series include it ation, life insurance information in the series include it ation, life insurance information in the series include it ation, life insurance information in the series include it ation, life insurance information in the series include it ation, life insurance information in the series include it ation, life insurance information in the series include it ation, life insurance information in the series include it ation, life insurance information in the series include it ation, life insurance information in the series include it ation, life insurance information in the series | Human Resources Inormally filed and used as a unit for reference as well as retention of the series. Include the purpose or function of the ation, life insurance information, and all other be insurance. B. Record Series Sequence M. Alphabetical Iter Tape Disk Chronological Geographical Other (specify) Monthly Iding, Floor, Room) Room B113 15. Audit Required. |

| Instructions — Type or print a separate form for each new or | | | AGENCY RECORDS INVENTO |
|--|--|---|---|
| revised record series. | | | Page 8 of 1 |
| Department/Agency Charles County Government | 2. Division Human Resources | | 3. Unit/Program |
| NiTiOn: Record Series: a group of related records n 4. Record Series Title Long Term Disability/Life Insurance | ormally filed and used as a unit for re | ference as well as retention & | 5. Earliest Year / Latest Year to |
| Record Series Description Griefly describe the hypes of information/documents/ Files containing Long Term Disability | | | riera.) |
| 7. Record Series Format(s) | 8. Record Ser | nes Sequence | 9. Volume |
| Letter Size | m x Alphabetical ter Tape Numerical Disk Chronological | | X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| Bound Book Floppy I Audio Tape Video Ta | | | 10. Annual Accumulation Number |
| Other (specify) | Othe | r (specify) | x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| e is used Daily Weekly I | Monthly | 12. File becomes Mont | |
| 13. Current Location(s) (Build | ling, Floor, Room) | 14. Is record seri | es duplicated elsewhere? No (if yes, specify agency or office) |
| 15. Access Restrictions Yes No (fryes, cite law(s) and regulation(s)) | | 16. Audit Requirements None State Federal Independent County | |
| 17. Is an index system used? Yes No (It yes, explain briefly and describe any hardware/software) | | destroy. This re State Archives' official record. 1 | historianal life |

| ristructions - Type or print a | | | AGENCY RECORDS IN | | |
|--|---------------------------------------|--|--|---------------------|--|
| separate form for each new or evised record series. | | | Page 1 of | | |
| I. Department/Agency Charles County Government | Division Human Resources | | 3. Unit/Program | | |
| NTION Record Series, a group of related records Regord Series Title | normally filed and used as a unit for | reference as well as retardon & | 5, Earliest Year | / Latest Year | |
| Employee FMLA Files | | 2001 | to 2014 | | |
| Record Series Description Briefly describe the types of information/socumentiles contain information and documentiles contain information and documentiles. | | | | | |
| Record Series Format(s) | 8. Record Ser | ries Sequence | 9. Volume | 3 Number | |
| x Letter Size Microfile | m x Alpha | abetical | x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) | | |
| Legal Size Comput | er Tape Num | erical | | | |
| Bound Book Floppy | Disk Chro | nological | | | |
| Audio Tape Video T | | praphical er (specify) | Accumulation Number x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) | | |
| is used: x Daily Weekly | Monthly | 12. File becomes in Month(| | ar(s) | |
| 3. Current Location(s) (Buil Charles County Government Building | ding, Floor, Room) , Room B104 | process of the same of the sam | duplicated elsewhere? No (Fyex speci | y agency or office) | |
| 15. Access Restrictions X Yes No (If yes, tile law(s) and regulation(s)) | | 16. Audit Requirements X None State Federal Independent County | | | |
| 17. Is an index system used? Yes X No (If yes, explain briefly and describe any hardware/software) | | 18. Recommended retention Retain for three years after employee retirement or termination, then destroy. | | | |
| | | | | | |

| Instructions - Type or print a | | AGENCY RECORD | | |
|--|--|--|---|--|
| separate form for each new or revised record series. | | | Page [() of [] | |
| Department/Agency Charles County Government | 2. Division Human Resources | | 3. Unit/Program | |
| NITION: Record Series a group of related records 4. Record Series Title Retiree Benefit Files | normally filed and used as a unit for re | ference as well as refermon & disposition purposes. 5. Earliest Year / Latest Year 1986 to 2014 | | |
| 5. Record Series Description Briefly describe the types of information/describes Files contain all pertinent information | | | | |
| f. Record Series Format(s) | 8. Record Serie | es Sequence | 9. Volume 4 | |
| | er Tape Numer | ricail | X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) | |
| Bound Book Floppy ! Audio Tape Video T. Other (specify) | ape Geogr | ological aphical (specify) | 10. Annual | |
| s is used: | Monthly | 12. File becomes in Month(| | |
| | ding, Floor, Room) | 14. Is record series | duplicated elsewhere? No (If yes, specify agency or office) | |
| 15. Access Restrictions Yes X No (If yes, cite lev(s) and regulator(s)) | | 15. Audit Requirements X None State Federal Independent County | | |
| 17. Is an index system used? Yes X No (If yes, explain briefly and describe any hardware/software) | | 18. Recommended retention Retain until 3 years after death of retiree, then destroy. | | |
| 19. Name and Title of Preparer Kim Pelczar, Benefits Coordina | 20. Telephone Number | | 21 Date | |

| Instructions – Type or print a | | | AGENCY RECORDS INVENTO | |
|---|-----------------------------------|---|--|--|
| separate form for each new or revised record series. | | | Page [] of [] | |
| Department/Agency Charles County Government | 2 Division Human Resources | | 3. Unit/Program | |
| FINITION Record Series, a group of related records normally field and used as a unit for rel 4. Record Series Title Pension Minutes | | ference as well as returnion & disposition purposes. 5. Earliest Year / Latest Year 1993 to 2014 | | |
| Record Series Description Briefly describe the types of information/document Sheriff's Office Retirement Plan and Co | | | | |
| 7. Record Series Format(s) | 8. Record Sen | es Sequence | 9. Volume 5 | |
| x Letter Size | m AlphalterTape Nume | petical | X File Drawer(s) Microfilm Real(s) Computer Tape(s) X Other (specify) Electronic Storage | |
| Bound Book Floppy Audio Tape Video T | ape Geogr | plogical | 10. Annual 5 Accumulation Number | |
| Other (specify) | Other | (specify) | X File Drawer(s) Microfilm Reel(s) Computer Tape(s) X Other (specify) Electronic Storage | |
| e is used: Daily Weekly | Monthly | 12. File becomes Month | | |
| 13 Current Location(s) (But Charles County Government Building | ding, Floor, Room) , Room B112 | | es duplicated elsewhere? No (If yes, specify agency or office) | |
| 15. Access Restrictions Yes X No (If yes, one law(s) and regulation(s)) | | 16. Audit Requirements None State Federal Independent County | | |
| 17. Is an index system used? Yes X No (if yes, explain briefly and describe any hardware/software) | | 18. Recommended retention Scan to Maryland State Archives standards, then destroy paper. Retain images for 6 years from when plan terminates, then destroy. | | |
| 19. Name and Title of Preparer Kim Pelczar, Benefits Coordina | 20. Telephone Number | | 21. Date | |