Schedule No. C1309

Page 1 of 9

Agency	Division/Unit	
County C	Commissioners for Calvert County, MD Pe	ersonnel
Item No.	Description	Retention
	"The issuance of a legal hold by the County Attorney's Office overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the County Attorney's Office. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so."	
1	Administrative Records	
	This series documents the common functions and administration of various types of offices; records not otherwise listed on this schedule. Including but not limited to budget information, purchase orders, payroll, etc.	Retain 3 years, then destroy.
2	Americans with Disabilities Act (ADA) Records and Reports	
	Compliance with or responses to complaints filed under the federal ADA. (Requests for accommodation).	Retain 3 years after submitted, then destroy.

Schedule Approved by Department, Agency,	Schedule Authorized by State Archivist
or Division Representative.	ſ ,,,
Date 5/4/16	Date 6.16.16
Signature Jaula X. Hay	
Typed Name Paula G. Gray	Signature Why Sur
Title <u>Director</u> , <u>Personnel</u>	

Schedule No. C1309

Page 2 of

Agency

Division/Unit

County	Commissioners	for Calvert	County, MD
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Personnel

Item No.	Description	Retention
3	Attendance Records	
	Attendance at classes, meetings, and seminars for training or continuing education purposes.	Retain 3 years after submitted, then destroy.
4	Certification/License/Qualification Records	
	Certification, license or qualification as required by the County or law for employment, continued employment or promotion (CDL license & physicals)	Retain 7 years after termination, then destroy.
5	Discrimination Complaint Case Files - Charges Filed	
	County's copy of any report or case file where a charge of discrimination was filed.	Retain 7 years after termination or 5 years after final disposition of the charge or action, whichever is later, then destroy.
6	Discrimination Complaint Case Files - Charges Not Filed	
	This series consists of the agency copy of any report or case file alleging discrimination but no charges were filed.	Retain 1 year after closure then destroy.

Schedule No. C1309

Page 3 of

9

Agency

County Commissioners for Calvert County, MD

Personnel

Item No.	Description	Retention
7	Drug and Alcohol Screening or Testing Records	
	Administration and results of the screening or testing of job applicants or employees for illegal drug use.	Retain pursuant to 49CFR382.401, then destroy: (1) Five years. The following records shall be maintained for a minimum of five years: (i) Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater, (ii) Records of driver certified positive controlled substances test results, (iii) Documentation of refusals to take required alcohol and/or controlled substances tests, (iv) Driver evaluation and referrals, (v) Calibration documentation, (vi) Records related to the administration of the alcohol and controlled substances testing programs, and (vii) A copy of each annual calendar year summary required by §382.403. (2) Two years. Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices). (continued on next page)

Schedule No. C1309

(Continuation Sheet)

Page 4 of 9

Agency County Commissioners for Calvert County, MD

Personnel

Item No.	Description	Retention
		(3) One year. Records of negative and canceled controlled substances test results (as defined in part 40 of this title) and alcohol test results with a concentration of less than 0.02 shall be maintained for a minimum of one year. (4) Indefinite period. Records related to the education and training of breath alcohol technicians, screening rest technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions.
8	Educational Assistance Program Requests for tuition assistance and approval or denial of requests	Retain 7 years after
	and payment.	termination then destroy.
9	Eligibility Verification Form and Record (I-9)	
	Employer verification of any new hire is a U.S. citizen, resident alien, or legal immigrant eligible to work in U.S. as require by the U.S. Immigration and Naturalization Service.	Retain 3 years after date of hire or 1 year after termination date, whichever is longer, then destroy.

Schedule No. C1309

Page 5

of 9

Agency

Division/Unit

County Commissioners for Calvert County, MD

Personnel

Item No.	Description	Retention
10	Employee Directories, Rosters, or Indexes	
	Listings of employees which may include work assignments, phone number, or work addresses (Ex. Emergency Contact Binder)	Retain until superseded then destroy.
11	Employee Health Records	348
	Health treatment or examination given to an employee by the agency or an agent of the agency. (Fitness for Duty files).	Retain 30 years after departure of employee then destroy.
12	Employee Personnel Files	
	Documentation on an individual's employment history.	Retain 7 years after departure of employee then destroy.
13	Equal Employment Opportunity Commission Records and Reports (EEOC)	
	Agent copy of records or reports required to be kept or submitted by the Equal Employment Opportunity Commission. (EEO-4)	Retain 3 years then destroy.
14	Exit Interview Files	
	Documents the interview of employees prior to their departure from an agency.	Retain 3 years then destroy.
15	Grievance Case Files and Reports	
	Proceedings of an employee grievance including the initial complaint, actions, investigation, summary and disposition.	Retain 7 years after termination then destroy.
	complaint, actions, investigation, summary and disposition.	termination then de

Schedule No. C1309

Page 6 of

9

Agency

County Commissioners for Calvert County, MD

Personnel

Item No.	Description	Retention
16	Health Certificates – Employees	
	Medical documentation verifying an employee's ability to perform a specific task, function, or job, or verifying that employee's health meets requirements set by the County. (CDL Medical Examiner's Certificates)	Retain 3 years after employee departs position requiring certificate, then destroy.
17	Pay Classification Records	
	Determination of compensation for an individual. A job or a group of jobs within the County. (Position Information Forms, Reclassification, Classification and Compensation)	Retain 3 years from date of determination then destroy.
18	Personnel Action Notices	
	Personnel actions which effect an employee's pay, grade, job title or classification. Includes changes of pay or status. (Part of employee's personnel file)	Retain 7 years after termination then destroy.
19	Personnel Reports	
	Activities by personnel officers to others in County and outside of County.	Retain 50 years then destroy.
20	Position Classification and Description Files	
	Task requirements for performing a job and/or County approval of descriptions. (Class specifications)	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

Schedule No. C1309

Page 7 of 9

Agency

Division/Unit

County Commissioners for Calvert County, MD

Personnel

Item No.	Description	Retention
21	Promotion/Demotion, Layoff, Termination, or Tenure Records	
	Selection or non-selection of an employee for promotion, demotion, layoff, termination, or tenure. (Application files or Department Subject files)	Retain 3 years then destroy.
22	Recruitment, Hiring, Interview, and Selection Records	
	The process of recruiting, selecting, hiring, and promoting employees. Includes selected and rejected applicants, position descriptions, copies of announcements, advertisements, applications, selection criteria, evaluations and rankings. (Application files)	Retain documents 3 years after position is filled, then destroy.
23	Testing Records	
	Tests administered for employee selection, evaluation, or promotion. (Application files)	Retain 3 years after test is administered then destroy.
24	Training Records Not Required for Certification or Qualification	
	Courses, seminars, meetings, and workshops attended by employees. (Training files)	Retain 3 years after completion of training then destroy.
25	Unemployment Insurance Records and Reports	
	Payment or denial of unemployment claims. (Unemployment Tax Service subject file)	Retain 5 years after closure then destroy.

Schedule No. C1309

Page 8 of 9

Agency County Commissioners for Calvert County, MD

Personnel

Item No.	Description	Retention
26	Applications and/or Resumes	
	Applications or resumes received for which no position has been announced. (Returned Resumes/Applications subject file)	Retain 1 year then destroy.
27	Verification of Employment Records	
	Receipt of and responses to requests for verification of an individual's employment. (Housed in employee personnel file)	Retain 7 years after termination then destroy.
. 28	Automotive: Federal Motor Carrier Drug and Alcohol Tests – Negatives	
	Testing of certain drivers as required by 49CFR382.111 - 311.	Retain 1 year after receipt of results, then destroy.
29	Automotive: Federal Motor Carrier Drug and Alcohol Tests – Positives	
	Testing of certain drivers as required by 49CFR382.111 - 311.	Retain 5 years after receipt of results, then destroy.
30	Vacant-Series was merged with related material	

Schedule No. C1309

Page 9 of 9

Agency County Commissioners for Calvert County, MD

Personnel

em o.	Description	Retention
31	Electronic Records-Email	Screen annually and destroy material having no further value to business needs, with the following exception: transfer to the Maryland State Archives any material that serves to document the origin development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES		RVICES	ES AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISI				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 419-799-1930		275	PAGE OF	
Department/Agency	2. Division			3. Unit	
County Commissioners for Calvert	Office of Personnel				
County, MD					
DEFINITION: RECORD SERIES: A group of relate 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		arliest Year/Latest Year	
Administrative Records			1990 to	Present	
Record Series Description (Briefly describe the I	types of information/doc	uments/forms f	ound in the	e series. Include the purpose or function of the	
series.) Including but not limited to budget inform					
This series documents the common functions and	administration of various	s types of office	es. (Subjec	t files.)	
7. Record Series Formal(s) Liet all	B. Record Serie	es Sequence	9. Volume 2 sections		
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			Number		
			☐ File Dra	ever(e)	
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11. File is Used		12. File Become Varies	es Inactive Afte		
☑ Daily ☐ Weeldy ☐ Monthly ☐ Ann	ually	Number Month(a) Year(a)			
13. Current Location(s) (Bidg , Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Office of Personnel, County Services Plaza, State 101		☐ Yes ☑ No			
15. Access Restrictions (If Yes, ole Law(s) & Regulation(s)		16. Audit Requi	rements		
Yes No		None			
17. Is an index System used? If yes, explain briefly and describe re	equirements	18. Recomm	nended Re	elention	
Yes 🚫 No		Retain 3years, then destroy			
40 Name and Title of Process	20 7-1	111	24.0		
19. Name and Title of Preparer Gail Davis Bourdon, Personnel Director	20. Telepho 410-535-160		21. Date		
Out David Douldon, Fersonale Differen	W 6AL 2000	Septemb	er 9, 2014		

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 County Commissioners for Calvert County, MD DEFINITION: RECORD SERIES: A group of related records normally 4. Record Series Title Americans with Disabilities Act (ADA) Records and Reports 6. Record Series Description (Briefly describe the types of information Compliance with or responses to complaints filed under the federal Action of the series	5. Ear 201 tion/documents/forms found in the series. In			to Present	
7 Record Series Format(s) List at Letter Size	6. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)			Arawer(e) Film Reel(a) puter Tape(s) r (specify) File al Accumulation Arawer(a) film Reel(a) puter Tape(a) r (specify) Forms	
11. File is Used Daily Weekly Monthly Annually 13. Current Location(s) (Bidg., Floor, Room) Office of Personnel, County Services Plaza, Suite 101			12. Fale Becomes Inactive After 3 Number		
15 Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No Health Insurance Portability and Accountability Act of 1996 (HIPAA: Pub.L. 104-191, 110 Stat. 1935, enacted August 21, 1996) 17 Is an Index System used? If yes, explain briefly and describe requirements			15. Audil Requirementa ☑ None ☐ State ☐ Federal ☐ Independent 18. Recommended Relention		
☐ Yes ☑ No 19. Name and Title of Preparer Gall Davis Bourdon, Personnel Director	d Title of Preparer 20. Telepho		September 9, 2014		

Instructions -Type or Print a separate form for	or Print a separate form for DEPARTMENT OF GENERAL SI			AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Relention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Ma	GEMENT DIVI	ISION		
Department/Agency County Commissioners for Calvert County, MD	2. Division Office of Personnel	35-1850		3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	unit for re	erence as well as retention and disposition	
Record Series Title Attendance Records				sst Year/Lalest Year lo Present	
Record Series Description (Briefly describe the series.) Attendance at classes, meetings, and seminars for the series of t				e series. Include the purpose or function of the	
7. Record Senes Formet(e) List all	8. Record Serie		9. Volume		
☑ Letter Size ☐ Microfilm		ol .	2 shelves Number		
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Cther (epecify)	Other (spec	cify)	10. Armusi 20 - 25 Number	Accumulation	
			☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) files		
11. File is Ueed		12. File Become	e Inactive Aff	ar	
☐ Davity ☐ Weekly ☐ Monthly ☑ An	nuelly	3 Number ☐ Month(s) ☑ Year(s)			
13. Current Location(e) (Bidg., Floor, Room) Office of Personnel, County Services Plaza, Suite 101		14. Is Record Series Duplicated Elsewhers? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) Yes No		16. Audit Requirements ☑ Nons ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Recommended Retention Retain 3 years after submitted, then destroy.			
19. Name and Title of Preparer 20. Telephone Number Gall Davis Bourdon, Personnel Director 410-535-1600 ext. 2358			21. Date Septem	ber 9, 2014	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention SERVI				AL	AGENCY RECORDS INVENTORY	
Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Walerloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799 1930				PAGE 4 OF 3534	
Department/Agency County Commissioners for Celvert County, MD	2. Division Office of Personnel				3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally	filed and	used as a ur	nil for refer	ence as w	veil as relention and disposition purposes.	
Record Series Title Certification/License/Qualification Records				REPORT HOTE	to Present	
Record Series Description (Briefly describe the types of Information Certification, license or qualification as required by the County or law						
7. Record Series Format(e) List all		8. Record Seri	05	9. Volum	•	
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13. Current Location(s) (Bidg., Floor, Room) Office of Personnel, County Services Plaza, Suite 101			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes. cita Law(s) & Regulation(s) Yes No Health insurance Portability and Accountability Act of 1996 (HIPAA; Pub.L. 104-191, 110 Stat. 1936, enacted August 21, 1996)			16. Audil Requirements ☐ None ☑ State ☑ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Rec	ommend	ed Retention	
☐ Yes ☑ No			Retain a	s long as	administratively required then destroy.	
				7 years after termination, then destroy		
19. Name and Title of Preparer		20. Telepho	one	21. Dat	e	
Gail Davis Bourdon, Personnel Director	Number 410-535-1600 ext. 2358		Septer	nber 9, 20 14		

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box		ISION	- 452 211		
with Records Retention Schedule (DGS 550-1)	Jessup, Ma	Road, P.O. Box aryland 20794 799-1930	275	PAGE 5 OF 38 34		
Department/Agency	2. Division		3. Unit			
County Commissioners for Calvert County, MD	Office of Personnel					
DÉFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	a unit for reference as well as retention and disposition			
4. Record Series Title			5. Earlie	est Year/Latest Year		
Discrimination Complaint Case Files - Charges Fi	led		1997 1	o Present		
6. Record Series Description (Briefly describe the	types of information/doc	cuments/forms	found in the	e series. Include the purpose or function of the		
series.) County's copy of any report or case file where a cl	harne of discrimination	use filed				
County 5 copy of any report of case line where a co	raige of discrimination (was med.				
7. Record Series Formal(e) List all	8. Record Ser	ies Sequence	9. Volume			
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11. File is Used		12. File Becomes Inactive After 3 years after employee departure				
☐ Daily ☐ Weekly ☐ Monthly ☒ Ann	nustly	Number Month(s) Year(s)				
13. Current Location(e) (Bldg., Floor, Room) Office of Personnel, County Services Plaza, Suite 101		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		☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain bnefly and describe r	equrements	18. Recommended Relention				
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	7 vea	rs aft	er termination or 5 years			
				tion, whichever is later,		
	1 22 2 3		Theno	lestroy		
19. Name and Title of Preparer Gail Davis Bourdon, Personnel Director	20. Telepho 410-535-16	one Number 00 ext. 2358	21. Date Septemb	per 9, 2014		
			Coptenie			

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Walerloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE 6 OF 3534		
Department/Agency County Commissioners for Calvert County, MD	2. Division Office of Personnel			3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	unil for ref	erence as well as retention and disposition		
Record Series Title Discrimination Complaint Case Files - Charges No.	ol Filed		5. Earliest Year/Latest Year to			
Record Series Description (Briefly describe the I series.) We do not have any records in this series.	ypes of information/doc	umenis/forms	found in the	e series. Include the purpose or function of the		
7. Record Senss Format(s) List ell	8. Record Servi	se Sequence	9 Volume			
Letter Size Microfilm	☐ Alphabelics	ı	Number			
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13. Current Location(s) (Bidg., Floor, Room) Office of Personnel. County Services Plaza, Suite 101		14. Is Record Sense Duplicated Eisewhere? (If yes, specify agency or office.)				
15, Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		16. Audit Requirements None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements The second requirements in the second requirement requirements in the second requirements in the second requirement requirements in the second requirements i		18. Recommended Relention Retain 1 year after closure then destroy.				
19. Name and Title of Preparer Gail Davis Bourdon, Personnel Director	20. Telephone Number 410-535-1600 ext. 2358		21. Dale Septemb	er 9, 2014·		

Instructions –Type or Print a separate form for each new or DEPARTMENT O			RAL	AGENCY RECORDS INVENTORY		
revised record series. Forward with Records Retention Schedule (DGS 550-1)	SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE 7 OF 3534		
Department/Agency County Commissioners for Calvert County, MD	2. Division Office of Personnel			3. Unit		
DEFINITION: RECORD SERIES: A group of related records normal	lly filed and us	sed as a unit for refer	rence as v	vell as retention and disposition purposes.		
4. Record Series Title			5. Earl	lest Year/Latest Year		
Drug and Alcohol Screening or Testing Records			2010	to Present		
Record Series Description (Briefly describe the types of information and results of the screening or testing of job applicants)				clude the purpose or function of the series.)		
7. Record Senes Format(s) Liet all		8. Record Series	9. Volum	• Halling received the second second second		
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Legal Size Computer Tape				Drawer(s) rofilm Reel(s) nputer Tape(s) sr (specify) <u>Locked file cabinet</u>		
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11 Fire is Used			12. Fite Becomes Inactive After 1 or 5, depending on type of record and results Number			
13 Current Location(s) (Bidg., Floor, Room) Office of Personnel, County Services Plaza, Suite 101			14 Is Record Sense Duplicated Elsewhere? (If yes, specify agency or office.) Yes No			
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) Yes No Health Insurance Portability and Accountability Act of 1995 (HIPAA: Pub. L., 104-191, 110 Stat., 1935, enacted August 21, 1996) Employer Record Keeping Requirements for Drug & Alcohol Testing (49CFR382.401)			16. Audit Requirements ☐ Nons ☑ State ☑ Federal ☐ Independent			
17, Is an Index System used? If yes, explain bnelly and describe requirements ☐ Yes ☑ No		Retain to 49CF	18. Recommended Relention Retain 1 to 5 years after administration of test then destroy. Reto 49CFR382.401. See schedule for specifics			
19. Name and Title of Preparer	2	20. Telephone	21. Dal	e		
Gail Davis Bourdon, Personnel Director	1	Number	1000	nber 9, 2014		
410-535-16 2358						

Instructions –Type or Print a separate form for	nt a separate form for DEPARTMENT OF GENERAL S			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Ma	GEMENT DIV	SION	PAGE 8 of 35 34		
Department/Agency County Commissioners for Calvert County, MD	2. Division Office of Personnel	85-1850		3, Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	erence as well as retention and disposition					
Record Series Title Educational Assistance Program				si Year/Lalest Year Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Requests for tuition assistance and approval or denial of requests and payment.						
7. Record Senes Formal(s) List all	B Record Serie		9. Volume			
☐ Letter Size ☐ Microfilm			3 Number			
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☐ Bound Book ☐ Video Tape	☐ Geographic	al				
Other (specify)	Other (spec	afy)	10 Annual Accumulation - 80 applications Number			
			☐ File Drawer(a) ☐ Microfilm Reel(a) ☐ Computer Tape(a) ☑ Other (specify) Applications			
11. File in Used		12. File Becom	es inactive Afte	r		
☐ Daily ☐ Weekly ☑ Monthly ☐ Ann	nually	7 years after termination Number				
13. Current Location(s) (Bldg., Floor, Room) Office of Personnel, County Services Plaza, Suite 10s		14. le Record Series Duplicated Etsewhere? (If yes, specify agency or office.) Yes No Copies provided to Finance & Budget and Personnel Analyst I.				
15. Access Restrictions (If Yes, cite 1.sw(s) & Regulation(s) ☑ Yes ☐ No Personnel Chapter 85 of the County Code § 86-2-201. Records.		16. Audil Requirements ☑ None ☐ State ☐ Federal ☐ Independent				
§ 86-2-202. Records review. 17. Is an Index System used? If yea, explain briefly and describe requirements Yes No		18. Recommended Retention Retain 7 years after termination then destroy.				
19. Name and Title of Preparer Gail Davis Bourdon, Personnel Director	20. Telephone Number 410-535-1600 ext. 2358		21. Date Sepetm	ber 9, 201 ⁴		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo R Jessup, Ma	GENERAL SERVIC AGEMENT DIVISIO Road, P.O. Box 275 aryland 20794	AGENCY RECORDS INVENTORY PAGE 9 OF 2534		
Department/Agency County Commissioners for Celvert County, MD	2. Division Office of Personnel			3. Unit	
DEFINITION: RECORD SERIES: A group of relate	d records normally filed and	used as a unit for re	eference as	well as retention and disposition purposes.	
Record Series Title EligIbility Verification Form and Record (I-9)				si Year/Latest Year 986 to Present	
Record Series Description (Briefly describe the Employer verification of any new hire is a U.S. citiz Naturalization Service.					
7. Record Series Formal(e) List all	8. Record Series Seq	uence	9. Volume		
☑ Letter Size ☐ Microfilm			2 Number		
Legal Size Computer Tape	Numerical		☐ File Ora	wer(a)	
Audio Tape Floppy Disk	☐ Chronological		☐ Microfilm	uler Tape(s)	
☐ Bound Book ☐ Video Tape	Geographical		Other (specify) file folders		
Other (specify)	☐ Geographical ☐ Other (specify) Current, Terminaled Files		10. Annual Accumulation - 125 Number File Drawer(a) Microfilm Reel(a) Computer Tape(a)		
			Other (specify) forms		
11. File is Used		12. File Becomes Inactive After See #18 below Number			
13 Curreni Location(s) (Bidg., Floor, Room)		14. le Record Series Duplicated Elsewhere? (If yes, spedify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16. Audil Requirements □ None ☑ State ☑ Federal ☑ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Recommended Retention Retain 3 years after date of hire or 1 year after termination date, whicheve longer, then destroy.			
19. Name and Title of Preparer Gall Davis Bourdon, Personnel Director	20. Telephone Number 410-535-1600 ext. 2358		21. Date Septemb	per 9, 2014	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE 10 OF 35 34		
Department/Agency County Commissioners for Calvert County, MD	Division Office of Personnel		3. Unit			
DEFINITION: RECORD SERIES: A group of relate	ed records normally filed	and used as a	unit for ref	erence as well as relention and disposition		
purposes. 4. Record Series Title Employee Directories, Rosters, or Indexes			5. Earliest Year/Latest Year 2012 to Present			
Record Series Description (Briefly describe the series.) Listings of employees which may include work ass						
7. Record Series Format(e) Liel all	8. Record Seri		9. Volume			
Letter Size Microfilm		ni	1 Number			
☑ Legal Size ☐ Computer Tape	Numencal		Fale Dre			
Audio Tape Floppy Disk	Chronologi	cal	☐ Microfil			
☐ Bound Book ☐ Video Tape	Geographia	-	Other (specify) Binder			
Other (specify)	Geographical Other (specify)		10. Annual Accumulation 1 (updated every 5 months) Number			
			☐ Microfilm Real(e) ☐ Computer Tape(a) ☑ Other (specify) Binder			
11. File is Used Daily Weekly Monthly Ann	12, File Becomes Inactive After Until superseded Number					
13. Current Location(s) (Bidg., Floor, Room) Office of Personnel, County Services Plaza, Suite 101		14. Is Record Senes Duplicated Elsewhere? (If yes, specify agency or office.) Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16. Audii Requirements ☑ None ☐ Slate ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Recommended Retention Retain until superseded then destroy.				
19. Name and Title of Preparer Gall Davis Bourdon, Personnel Director	20. Telephone Number 410-535-1600 ext. 2358		21. Date Septem	ber 9, 2014		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1830			VISION x 275	AGENCY RECORDS INVENTORY PAGE 11 OF 3534		
Department/Agency County Commissioners for Calvert County, MD	2. Division Office of Personnel				3. Unit		
DEFINITION: RECORD SERIES: A group of related records normal	ly filed and	used as a ur	nit for refer	ence as v	vell as retention and disposition purposes.		
4. Record Series Title					Earliest Year/Lalest Year		
Employee Health Records				200	8 to Present		
Record Series Description (Briefly describe the types of Information Health treatment or examination given to an employee by the agence.)							
	y or arrage			555 101 0	oly mea)		
7 Record Series Formal(s) List at		8. Record Sen	65	9. Volum			
□ Letter Size □ Microfilm		Sequence		30 Number			
☐ Legal Size ☐ Computer Tape	100			-	Drawer(s) offirm Reel(s)		
Charles Torres Control Control		☐ Numerical					
Audio Tape Floppy Olak		☐ Chronological ☑ Othe ☐ Geographical 10. Ann			☐ Computer Tape(s) ☑ Other (specify) Files		
☐ Bound Book ☐ Video Yape	- 1			See 185			
					al Accumulation		
Other (specify)				- 10 Number			
	Outer (e)		File Drawer(e) Microfilm Reel(s) Computer Tape(s) Other (apecify) Files		film Real(s) outer Tape(s)		
11. File is Used			12. File Be	comes Inect	ive After		
☐ Daily ☐ Weekly ☑ Monthly ☐ Annuelly			30 years a Number	fter departur	e ☐ Month(s) ☑ Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Office of Personnel, County Services Plaza, Suite 101			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No Health Insurance Portability and Accountability Act of 1996 (HIPAA, Pub.L. 104-191, 110 Stat. 1935, anacted August 21, 1996) Release of Information Authorization signed by employee		cted	16. Audt Requirements ☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an index System used? If yes, explain briefly and describe requirements Yes No			18. Recommended Retention Retain 30 years after departed		ed Retention filer departure of employee then destroy.		
10. Name and Title of Preparer	T	20 Teleph		24 Det			
19. Name and Title of Preparer Gail Davis Bourdon, Personnel Director	20. Telephone Number 410-535-1600 ext. 2358		21. Date	mber 9, 2014			

InstructionsType or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo F Jessup, Ma	GENERAL SERVICE AGEMENT DIVISION Road, P.O. Box 275 aryland 20794	S AGENCY RECORDS INVENTORY PAGE 12 OF 35534		
Department/Agency County Commissioners for Calvert County, MD	2. Division Office of Personnel	799-1930	3. Unit		
DEFINITION: RECORD SERIES: A group of relating purposes.	ed records normally filed	d and used as a unit fo	or reference as well as retention and disposition		
Record Series Title Employee Personnel Files			anlest Year/Latest Year 973 to : Present		
Record Series Description (Briefly describe the series.) Documentation on an individual's employment his		cuments/forms found i	n the series. Include the purpose or function of the		
7. Record Series Format(a) List all	8. Record Sen	ies Sequence 9. Vo	Aume		
□ Letter Size □ Microfilm		CARLO CONTRACTOR IN TAXABLE PARTIES	tions (2 active, 1 non-active), also 2 years of oldest mactive files kept in d closet across the half		
☑ Legal Size ☐ Computer Tape	Numerical				
Audio Tape Floppy Disk	Chronolog	ncal N	ile Drawer(s)		
☐ Bound Book ☐ Video Tape	Geographs		☐ Computer Tape(s) ☐ Other (specify) Locked rolling file cabine)		
Other (specify)	Other (spe	- 250	10. Annual Accumulation - 250 Number		
			☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Files		
11. File is Used	nually	12. File Becomes Inacti 7 years after departure Number	vs After Morrth(s) Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Office of Personnel, County Services Plaza, Suits 101		14. Is Record Series Duplicated Deewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No Personnel Chapter 86 of the County Code § 86-2-201. Records. § 86-2-202. Records review.		16 Audit Requirements ☐ None ☐ State ☐ Federal ☑ Independent			
17 Is an Index System used? If yes, explain briefly and describe requirements Yes No		18. Recommended Relention Retain 7 years after departure of employee then destroy.			
19. Name and Title of Preparer Gail Davis Bourdon, Personnel Director	Date tember 9, 2014				

Instructions –Type or Print a separate form for	ctions – Type or Print a separate form for DEPARTMENT OF GENERA			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)				PAGE 13 OF 35 34		
Department/Agency County Commissioners for Calvert County, MD	Division Office of Personnel			3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	I ed records normally filed	and used as a	unit for ref	erence as well as retention and disposition		
Record Series Title Equal Employment Opportunity Records and Reportunity	orts (EEOC)		5. Earliest Year/Latest Year 1991 to Present			
Record Series Description (Briefly describe the series.) Agent copy of records or reports required to be key						
7. Record Series Format(a) List all	8. Record Sen		9. Volume	may commission. (LLC-1)		
☑ Letter Scze ☐ Microfilm	☐ Alphabetic	al	2 Number			
Legal Size Computer Tape	Numencal		☐ File Dra	awaris)		
	B		☐ Microfil	m Reel(s)		
Audie Taps Floppy Disk	⊠ Chronologi	Cal	Compu	ter Tape(s) specify) Folders		
Bound Book Video Tape	Geographs	cel	10. Annual Accumulation			
Other (specify)	Other (spec	city)	1 report svery 2 years Number			
			☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Raport			
11. File is Used		12 Fde Becom	es inactive Aft	or .		
☐ Daity ☐ Weekly ☐ Monthly ☑ Ann	nually	Number Month(s) Year(x)				
13 Current Location(s) (Bidg , Floor, Room) Office of Personnel, County Services Plaza, Suits 101		14 is Record Series Duplicated Elsewhers? (If yes, specify agency or office.) Yes No				
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) ☐ Yes ☑ No		16; Audit Requirements None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Recom	then destroy			
19. Name and Title of Preparer Gall Davis Bourdon, Personnel Director	20. Telephone Number 410-535-1600 exl. 2358		21. Dale Septem	ber 9, 2014		

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF OR RECORDS MANA 7275 Walertoo R Jessup, Ma	GEMENT DIV	ISION	PAGE 14 OF 35 34	
Department/Agency County Commissioners for Calvert County, MD	2. Division Office of Personnel			3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	unit for ref	erence as well as retention and disposition	
Record Series Title Exit Interview Files			A STATE OF THE STA	st Year/Lalest Year to Present	
Record Series Description (Briefly describe the series.) Documents the interview of employees prior to the			found In the	e series. Include the purpose or function of the	
7. Record Series Format(a) List all	B. Record Serie	es Sequence	9. Volume		
☑ Letter Size ☐ Microfilm			2 Number		
□ Legal Size	□ Numerical □ Chronological □ Geographical □ Other (specify)		File Drawer(s) Microftm Real(s) Computer Tape(s) Other (specify) Accordion files 10. Annual Accumulation		
			☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Forms		
11. File as Used		12. File Become	es inactive Afte	r	
□ Daily □ Weekly □ Monthly ☑ Ann	nually	3 Number			
13. Current Location(s) (Bidg , Floor, Room) Office of Personnel, County Services Plaza, Suite 101		14. Is Record Series Duplicated Elsewhers? (If yes, specify agency or office.) Yes No Copy provided to Department Head			
15 Access Restrictions (If Yes, cits Law(s) & Regulation(s)		16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Recommended Retention Retain 3 years then destroy.			
19. Name and Title of Preparer Gail Davis Bourdon, Personnel Director	20. Telephone Number 410-535-1600 ext. 2358				

Instructions -Type or Print a separate form for	DEPARTMENT OF	GENERAL SERVI	SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)		Road, P.O. Box 27	5	PAGE 15 OF 35 34	
		aryland 20794 799-1930			
Department/Agency	2. Division		:	3. Unit	
County Commissioners for Calvert County, MD	Office of Personnel				
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used on a un	alt for refere	ance are well as retention and disposition	
purposes.	a records normally med				
Record Series Title Grievance Case Files and Reports			5. Earliest 1992 to P	Year/Latest Year	
Cite and Course I had and Reports			1302 10 7	iesen.	
6. Record Series Description (Briefly describe the	types of information/doc	cuments/forms four	nd in the se	eries. Include the purpose or function of the	
series.) Proceedings of an employee grievance including to	he initial complaint action	one investigation	cummon	and disposition	
7- Record Sense Format(s) List all	B. Record Seri		9. Volume	and disposition.	
□ Letter Size □ Microfitm		al 1	Number		
☐ Legal Size ☐ Computer Tape	Numerical				
		i	File Drawer(s) Microfilm Reel(s)		
Audio Tape Floppy Disk	Chronological		☐ Computer Tape(s) ☐ Other (specify) Sheff of locked file cabinet		
Bound Book Videc Tape	Geographi		10. Annual Accumulation		
Other (specify)	Other (spec	cify)	-4 Number		
			Number		
			☐ File Drawer ☐ Microfdm R		
			Computer		
11. File is Used		12 File Becomes Inactive After NA			
☐ Daily ☐ Weekly ☑ Monthly ☐ Ann	ually	Number			
13. Current Location(s) (Bidg., Floor, Room)		14 Is Record Senes Duplicated Elsewhere? (If yes, specify agency or office.)			
Office of Personnel, County Services Plaza, Suite 101		☐ Yes ⊠ No			
15 Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		16. Audit Requirements			
Personnel Chapter 86 of the County Code		None ☐ State ☐ Federal ☐ Independent			
§ 86-2-201. Records § 86-2-202. Records /eview					
17 Is an Index System used? If yes, explain briefly and describe in Yes No	equirements	18. Recommended Retention			
		Relain perman	ently-	in them: + H. I.	
		yea	ers at	ter termination, then destroy	
19. Name and Title of Preparer	20. Telepho	one Number 2	21. Dale		
Gall Davis Bourdon, Personnel Director	410-535-16	00 ext. 2358	Septembe	r 9, 2014	

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 County Commissioners for Calvert County, MD DEFINITION: RECORD SERIES: A group of related records normal 4. Record Series Title Health Certificates - Employees 6. Record Series Description (Briefly describe the types of information Medical Documentation verifying an employee's ability to perform a	5. Ear 2010 attion/documents/forms found in the series. In		tiest Year/Lalest Year to Present clude the purpose or function of the series.)
the County. (CDL Medical Examiner's Certificates) 7. Record Series Format(s) List all Letter Size	B. Record Senes Sequence Alphabelical Numerical Chronologica Geographica Other (specification)	1 shelf Number File Micro	Drawer(e) offim Reel(s) sputer Tape(s) or (apecity) <u>Locked file cabinet</u> ual Accumulation Drawer(s) offim Reel(s) sputer Tape(s) or (apecity) <u>Certificates</u> stave After
Daily Weekly Monthly Annually 13. Current Location(s) (Bidg., Floor, Room) Office of Personnel, County Services Plaza, Suite 1D1 15. Access Restrictions (if Yes. cite Lew(s) & Regulation(s) Yes		Number	

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 County Commissioners for Calvert County, MD	DEPARTMENT OF GENERAL SERVIC RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Office of Personnel			PAGE 17 OF 35 3 4	
DEFINITION: RECORD SERIES: A group of related records normally filed and used a purposes. 4. Record Series Title			sed as a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year		
Pay Classification Records 6. Record Series Description (Briefly describe the series.) Determination of compensation for an individual, a			ound in the		
Classification and Compensation) 7 Record Series Formal(s) List all	8 Record Serie	es Sequence	9. Volume		
			1 shelf		
☑ Letter Size	Alphabelica		Number		
☑ Legal Size ☐ Computer Tape	Numerical		☐ File Dra		
Audio Tape Floppy Disk	□ Chronologe □ □ □ □ □ □ □ □ □ □ □ □	cal	☐ Compu	ter Tape(s)	
☐ Bound Book ☐ Video Tape	Geographic	cal	Other (specify) Locked file cabrnel	
Other (specify)	Geographical Other (specify)		10. Annuel Accumulation - 35 Number File Drawer(e) Microfilm Reek(s) Computer Tape(e) Other (specify) Requests and/or Position Information Forms		
11. File is Used		12 Fale Become	es Inective Aft	er	
11. File at Used		3 Number	_ M	ionith(e) 🛛 Year(e)	
13 Current Location(s) (Bidg., Floor, Room) Office of Personnel, County Services Plaza, Suite 101		14. Is Record Sense Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes. cite Law(s) & Regulation(s) ☐ Yes ☑ No		15. Audil Requirements None State Federal Independent			
17. Is an Index System used? If yes, explain bnefly and describe requirements ☐ Yes ☑ No		18. Recomi		etention ate of determination then destroy.	
19. Name and Title of Preparer Gall Davis Bourdon, Personnel Director		one Number 00 ext. 2358	21. Dale Septer	mber 9, 2014	

Instructions Type or Print a separate form for	DEPARTMENT OF	GENERAL SEL	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794		275	PAGE 18 OF 3534	
Department/Agency	2. Division		18 17 1	3. Unit	
County Commissioners for Calvert	Office of Personnel				
County, MD					
DEFINITION: RECORD SERIES: A group of relate 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/Lalest Year	
Personnel Action Notices			1973 ld	Present	
6. Record Series Description (Briefly describe the t	ypes of information/doc	uments/forms (ound in the	series. Include the purpose or function of the	
series.)					
Personnel actions which effect an employee's pay	, grade, job title or class	ification. Inclu	des change	es of pay or status. (Part of employee's personnel	
file)					
7. Record Senes Format(s) List all	8 Record Sen	es Sequence	9. Volume 3 sections	(2 active, 1 non-active), also 2 years of oldest inactive files kept in	
☑ Letter Size ☐ Microfilm	Alphabelica	al	locked clos Number	et across the hall	
Legal Size Computer Tape	Numencal		Deta Da		
Audio Tape Floppy Disk	Chronologi	cal	File Drawer(s) Microfilm Reek(s)		
☐ Bound Book ☐ Video Tape	Geographe	nal	☐ Computer Tape(s) ☑ Other (specify) Locked rolling file cabinel		
			2		
Other (specify)	Other (spec	crfy)	10. Annual ~ 250	Accumulation	
			Number		
		File Drawer(a)		ower(a)	
		Microfilm Reel(s)			
		Computer Tape(s) Other (specify) Notices			
			M other (c	specify) Nouces	
11. File ia Used		12 File Becom		•	
☐ Dady ☐ Weekly ☐ Monthly ☐ Ann	ually	7 years after departure Number			
Sort Curry Curry		Number (Month(s) (Year(s)			
13. Current Location(s) (Bidg., Floor, Room)		14, is Record Senes Duplicated Elsewhere? (If yes, specify agency or office.)			
Office of Personnel, County Services Plaza, Suits 101		Yes 🛭 No			
15 Access Restrictione (If Yes. cite Law(s) & Regulation(s)		15. Audit Requirements			
⊠ Yes □ No		□ None □ State □ Federal ☑ Independent			
Personnel Chapter 86 of the County Code 5 86-2-201 Records		LI Mone	☐ State ☐	rederal 🔯 Independent	
§ 86-2-202. Records review.					
17. Is an Index System used? If yes, explain briefly and describe n	equirements	18. Recom	mended Re	etention	
☐ Yes No		Relain 7 year	ars after ter	mination then destroy.	
19. Name and Title of Preparer	20. Telepho		21. Date		
ail Davis Bourdon, Personnel Director 410-535-1600 ext. 2358		Septemb	er 9, 2014 [:]		

Instructions -Type or Print a separate form for	a separate form for DEPARTMENT OF GENERAL S			AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA	GEMENT DIV	ISION		
with Records Retention Schedule (DGS 550-1)		Road, P.O. Box rryland 20794 199-1930	275	PAGE 19 OF 35 3 4	
Department/Agency	2. Division			3. Unit	
County Commissioners for Calvert County, MD	Office of Personnel				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed 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/Lalesi Year	
Personnel Reports			2000 to	Present Present	
6. Record Series Description (Briefly describe the	lypes of information/doc	uments/forms t	found in the	e series. Include the purpose or function of the	
series.) Activities by personnel officers to others in County	and outside of County.	Current Salary	Listings, L	.eave Reports, Evaluation Reports, etc.)	
7 Record Series Format(s) List all	6. Record Sen		9 Volume		
☐ Letter Size ☐ Microfilm		si .	Number		
☑ Legal Size ☐ Computer Tape	Numerical		☐ File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	□ Chronologi	cal	☐ Microfil ☐ Compu	m Reek(s) ter Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geographic	al a	Other (specify) Files	
			10. Annual Accumulation		
Other (specify)	Other (spec	- 36 Number			
			File Drawer(e)		
				Microfilm Reel(s) Computer Tape(s)	
			V 200 000 000 000	specify) Reports	
11 File is Used		12. File Becom	es Inactive Afti	### ### ### ### ### ### ### ### ### ##	
☐ Daily ☐ Weekly ☑ Monthly ☐ Ani	sually	NA Number			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	enes Duplicale	ed Elsewhers? (If yas, specify agancy or office.)	
Office of Personnel, County Services Plaze, Suite 101		☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	NE STATES OF	16. Audit Requirements			
Yes No		⊠ None	Siale	Federal Independent	
17. Is an index System used? If yes, explain briefly end describe t	equirements	18. Recom			
		Retain as lo		inistratively useful then destroy.	
		Mar.	SV ye	urs, then destroy	
40 Name and Title of Drawns	On Talant	no Number	21 5-1-		
19. Name and Title of Preparer Gall Davis Bourdon, Personnel Director	20. Telephone Number 410-535-1600 ext. 2358		21. Date	iber 9, 2014	

Instructions –Type or Print a separate form for DEPARTMENT OF GENE			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Relention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.Q. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE 20 OF 38 34	
Department/Agency County Commissioners for Calvert County, MD	2. Division Office of Personnel			3. Unil	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	unit for ref	erence as well as retention and disposition	
Record Series Title Position Classification and Description Files				st Year/Latest Year Present	
Record Series Description (Briefly describe the series.) Task requirements for performing a job and/or Country to the series.					
7. Record Senes Format(s) List all	8. Record Seni		9. Volume	5.)	
□ Letter Size □ Microfilm			3 Number		
Legal Size Computer Taps	Numerical		File Drawer(s)		
Audio Tape Floppy Dak	Chronological		☐ Microfil ☐ Compu	ler Tape(e)	
☐ Bound Book ☐ Video Tape	☐ Geographical		Other (specify) Binders (Executive Administrative Aide's bookshelf)		
Other (specify)	Other (spec	afy)	10. Annual Accumulation 25		
			Number File Drawer(s) Microfilm Reak(s) Computer Tepe(s) Other (specify) Descriptions		
11. File is Used		12. Fite Become	es Inactive Afte	ar .	
□ Daily □ Weekly ☑ Monthly □ Annually		NA Number		onth(s) Year(s)	
13. Current Location(s) (Bidg , Floor, Room) Office of Personnel, County Services Plaza, Suite 101		14 Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15 Access Restrictions (If Yes. cite Law(s) & Regulation(s) Yes No		16, Audit Requirements None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Recomm Retain until then destroy	elimination	elention of position or as long as administratively useful tideous record	
19. Name and Title of Preparer 20. Telephone Gail Davis Bourdon, Personnel Director 410-535-1600				per 9, 2014	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP	, MARYLAND 20794 110) 799-1930	Page <u>21</u> of <u>353</u> 4	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
County Commissioners for Calvert County, MD	Office of Perso	nnel		
DEFINITION — Record Series - A group of rel 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	
Position Classification and Description	n Files		1998 TO Present	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system	
Class Specifications		Class Specifications		
9 POLICY ON ACCESS AND USE — Expla All Office of Personnel staff have access to the 10 UPDATING CYCLES OR CONDITIONS A Class specifications are created or updated a	in or attach copy ne S and T drives	R REVISING INFORMATI		
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability Main electronic data file is maintained by Tec	y throughout the	record's authorized life cyc		
12 RECOMMENDED RETENTION Retain until elimination of position or as long a	as administrative	ely useful then destroy.	continuous record	
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE	
Gail Davis Bourdon	410-535-1600	ext. 2358	September 9, 2014	
16 TITLE OF PREPARER Personnel Director				
DGS 550-6				

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	MARYLAND 20794 (10) 799-1930	Page 22 of 3534
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
County Commissioners for Calvert County, MD	Office of Perso	nnel	
DEFINITION — Record Series - A group of rel and disposition		d electronically and used as	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Position Classification and Description	n Files		2007 TO Present
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system
Class Specifications		Class Specifications	
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	n/documents/forms purpose and function of the system.
		arred in a series. Include	perpose and renotion of the system.
NEOGOV Applicant tracking – Class Specific	ations		
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing.	
All Office of Personnel staff have access to N	EOGOV based of	on their role in the recruitm	nent process.
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM
Class specifications are created or updated a	s needed.		
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability			
			JC.
Main electronic data file is stored by the contr	actor, Governme	enisobs.com, inc.	
12 RECOMMENDED RETENTION			
Retain until elimination of position or as long a	as administrative	ly useful then destroy.	Continuous record
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE
Gail Davis Bourdon	410-535-1600 ext. 2358		September 9, 2014
16 TITLE OF PREPARER Personnel Director			
Personnel Director			
DGS 550-6			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICE: RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY PAGE 23 OF 3534	
Department/Agency	2. Division			3. Unit	
County Commissioners for Calvert	Office of Personnel				
County, MD					
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as a	unit for ref	erence as well as relention and disposition	
purposes. 4. Record Series Title			5. Earlie	st Year/Latest Year	
Promotion/Demotion, Layoff, Termination, or Tenu	re Records			Present	
6. Record Series Description (Briefly describe the series.)					
Selection or non-selection of an employee for pron			_	pplication files or Department Subject files.)	
7. Record Series Formal(s) List all	8. Record Servi	s Sequence	9. Volume		
☑ Letter Size ☐ Microfilm		1	Number		
☑ Legal Size ☐ Computer Tape	☐ Numerical		File Drawer(s)		
☐ Audio Tape ☐ Floppy Dtsk	□ Chronologii	cal	Microfilm Reel(s) Computer Tape(s)		
			Other (specify) Sections of locked rolling file cabine! 10. Annual Accumulation		
Bound Book Video Tape	Geographic	:21			
Other (spearly)	Other (spec	- 200 Number			
			Fée Drawer(s) Microfilm Reel(s) Computer Tepe(s) Other (specify) Files		
11 File is Used		12. File Becom	es Inactive Aft	er	
☐ Daily ☐ Weekly ☑ Monthly ☐ Ann	ually	3 Number		onth(s) 🛛 Year(s)	
13. Current Location(e) (Bidg., Floor, Room) Office of Personnel. County Services Plaza, Suite 101		14. Is Record Senes Duplicated Elsewhere? (If yee, specify agency or office.) Tes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16. Audil Requirements None State Federal Independent			
17. Is an Index System used? If yes, explain bnefly and describe requirements ☐ Yes ☑ No		18. Recom Retain 3 year			
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date		
Gail Davis Bourdon, Personnel Director	410-535-1600 ext. 2358		Conton	shor 9-2014	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		ISION	PAGE 24 OF 3534	
Department/Agency County Commissioners for Calvert County, MD	Division Office of Personnel			3. Unit	
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as a	unit for ref	erence as well as retention and disposition	
4. Record Series Title Recruitment, Hiring, Interview, and Selection Records			5. Earlie 2010 to	st Year/Latest Year Present	
Record Series Description (Briefly describe the series.) The process of recruiting, selecting, hiring, and processors advective media.	omoting employees. Inc	ludes selected	and rejecte	ed applicants, position descriptions, copies of	
announcements, advertisements, applications, sel 7. Record Series Format(e) List all	8. Record Series		9. Volume	out nice.)	
☑ Letter Size ☐ Microfilm		al	2 sections Number		
☐ Legal Size ☐ Compuler Tape	Numerical		File Drawer(s) Microfilm Reel(s)		
Audio Tape Floppy Disk	○ Chronologe	cal	Computer Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geographic	cel	Other (specify) Locked rolling file cabinet		
Other (specify)	Cther (apecify)		- 100 Number	m Reel(e)	
			ler Tepe(e) specify) <u>Fées</u>		
11. File is Used Daily Weekly Monthly Annually		12. File Becom 3 Number		er onth(s) 🖾 Year(s)	
13. Current Location(e) (Bidg., Floor, Room) Office of Personnel, County Services Plaza, Suite 101		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Tes No			
15. Access Restrictrons (If Yes, cite Lew(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Recom		etention ments 3 years after position is filled then destroy.	
19. Name and Title of Preparer Gail Davis Bourdon, Personnel Director	20. Telephone Number 410-535-1600 ext. 235		21. Date	itember 9, 2014	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES, FORWARD	RECORDS N	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP	MARYLAND 20794 (10) 799-1930	Page <u>25</u> of <u>353</u> 4
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
County Commissioners for Calvert County, MD	Office of Perso	nnel	
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Recruitment, Hiring, Interview, and Se	election Reco	rds	2009 TO Present
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system
Applicant Tracking		Applications, Job Annour	ncements, Requisitions, Reports,
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.
NEOGOV Applicant tracking - Applications, J	ob Announceme	ents, Requisitions, Reports	
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	
All Office of Personnel staff have access to N County employees are identified as Originato access based on their role in the hiring proce	EOGOV based ors, Liaisons, Hiri	on their role in the recruitm	
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM
Data for each recruitment is created or update	ed as needed.		
11 SPECIFY THE LOCATION AND MEDIA (OF THE MAIN F	FCTRONIC DATA FILE	Explain the progression established to
ensure the record's retention and usability			
Main electronic data file is stored by the contr	ractor, Governme	entJobs.com, Inc.	
12 RECOMMENDED RETENTION Retain documents 3 years after position is filled	ed, then destroy		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE
Gail Davis Bourdon	410-535-1600 ext. 2358		September 9, 2014
16 TITLE OF PREPARER Personnel Director			
DGS 550-6			

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVI RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Office of Personnel		RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)				PAGE 240 DF 355 34	
Department/Agency County Commissioners for Celvert County, MD				3. Unit	
DEFINITION: RECORD SERIES: A group of relation purposes.	ed records normally filed	and used as a	unil for re	ference as well as retention and disposition	
4. Record Series Title Testing Records			5. Earliest Year/Latest Year 2010 to Present		
Record Series Description (Briefly describe the series.) Tests administered for employee selection, evaluations.			ound in the	e series. Include the purpose or function of the	
7. Record Series Format(s) List all	8. Record Serie		9. Volums		
☑ Letter Size ☐ Microfilm		N	2 Number		
□ Legal Size	☐ Numerical ☐ Chronologe ☐ Geographic ☐ Other (spec		☐ Mucrofii ☐ Compu ☑ Other (File Drawer(s) Microfilm Reel(e) Computer Tape(s) Other (specify) Sections of locked rolling file cabinet 10. Annual Accumulation 25 Number	
			File Dra Microfil Compu		
11 File is Used		12 File Become	es Inactive Aft	•	
□ Dady □ Weekty ☑ Monthly □ An	nually	3 Number	_ M	onth(s) Year(s)	
13. Current Location(a) (Bidg., Floor, Room) Office of Parsonnel, County Services Plaza, Suite 101		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16 Audit Requirements None Sists Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Recommended Retention Retain 3 years after test is administered then destroy.			
19. Name and Title of Preparer 20. Telephone No. Gail Davis Bourdon, Personnel Director 410-535-1600 ex			21. Date	nber 9, 2014	

Laterille Programme District Confession	DEDARTMENT OF	OFNEDAL DE	DVIIOEO	AGENCY RECORDS INVENTORY	
Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		ISION	PAGE 27 OF 35 34	
Department/Agency County Commissioners for Calvert County, MD	2. Division Office of Personnel			3. Unit	
DEFINITION: RECORD SERIES: A group of relationship	ed records normally filed	and used as a	unil for ref	ference as well as retention and disposition	
Record Series Title Training Records Not Required for Certification or Qualification			5. Earliest Year/Latest Year 2010 to Present		
Record Series Description (Briefly describe the series.) Courses, seminars, meetings, and workshops atterned.			found in the	e series. Include the purpose or function of the	
Record Series Format(s) List all	8 Record Sen		9. Volume		
☑ Letter Size ☐ Microfilm			2 shelves Number		
□ Legal Size □ Computer Tape	Numerical		☐ File Dr	awer(s)	
Audio Taps Floppy Disk		cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
Bound Book Video Tape	☐ Chronological		Other (specify) Locked rolling file cabinet		
Other (specify)	Other (spe	10. Annuel Accumulation		Accumulation	
11. File is Used	nually	12. File Becom 3 Number		er onth(s) Year(s)	
13. Current Location(s) (Bidg , Floor, Room) Office of Personnel, County Services Plaza, Suite 101		14 te Record Series Dupticated Etsewhere? (If yes, specify agency or office.) Yes No			
15 Access Restrictions (if Yes, cite Law(s) & Regulation(s) Yes No		16. Audīt Requirements ☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an index Sysiem used? If yes, explain bnefly and describe requirements ☐ Yes ☑ No		18. Recommended Retention Retain 3 years after completion of training then destroy.			
19. Name and Title of Preparer	20. Telephone Number 410-535-1600 ext. 2356		21. Dale	nber 9, 2014	

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SERV RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930 2. Division Office of Personnel		RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)			ISION		
Department/Agency County Commissioners for Calvert County, MD				3. Unit	
DEFINITION: RECORD SERIES: A group of relati purposes.	ed records normally filed	and used as a	unit for ret	ference as well as retention and disposition	
Record Series Title Unemployment Insurance Records and Reports			5. Earliest Year/Lalest Year 2008 to Present		
Record Series Description (Briefly describe the series.) Payment or desired of unanyphyment claims. (Upper Control of Upper Control of U			ound in the	e series. Include the purpose or function of the	
Payment or denial of unemployment claims. (Une 7. Record Series Format(s) List all	6. Record Sen		9. Volume		
□ Letter Size	☐ Alphabelica		2 folders Number		
☑ Legal Size ☐ Computer Tape	Numerical		☐ File Dri	swor(s)	
			☐ Microfil		
Audio Tape Floppy Disk	Chronologi	cal		puter Tape(s) or (specify) <u>Locked rolling file cabinel</u>	
☐ Bound Book ☐ Video Tape	Geographic	cal	10. Annual Accumulation		
Other (specify)	Other (spec	cafy)	- 100 Number File Drawer(s) Microfilm Real(s) Computer Tape(s) Other (specify) Requests for information		
11. File is Used		12. File Become	es Inactive Aft	ar .	
☐ Daily ☑ Weekly ☐ Monthly ☐ An	inually	5 Number	_ M	onth(s) Year(s)	
13 Current Location(s) (Bidg., Floor, Room) Office of Personnel, County Services Plaza, Suite 101		14. Is Record Series Duplicated Elsewhera? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes. ode Law(s) & Regulation(s) ☐ Yes ☑ No		15. Audit Requirements None State Federal Independent			
17. Is an Index System used? If yas, explain briefly and describe requirements ☐ Yes ☑ No		18. Recommended Retention Retain 5 years after closure then destroy.			
19. Name and Title of Preparer 20. Telephone Gall Davis Bourdon, Personnel Director 410-535-1600		one Number 00 ext. 2358	21. Date		
Com Devid Dourous, i Graduling Diledor	410-330-1000 ext. 2300		Septem	ber 9, 2014	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS N	OF GENERAL SERVICES MANAGEMENT DIVISION LOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP	, MARYLAND 20794 410) 799-1930	Page <u>89</u> of <u>35 3</u> 4	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
County Commissioners for Calvert County, MD	Office of Perso	onnel		
DEFINITION - Record Series - A group of re and dispositi		ed electronically and used as a	a unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Unemployment Insurance Records a	nd Reports		2012 (new) to Present	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system	
Information requests, wage requests, addition	onal information	Determinations/Decisions	S	
8 ELECTRONIC RECORD SERIES DESCR		rfly describe the information tained in a series. Include	n/documents/forms purpose and function of the system.	
Online system used by contractor Unemploy	ment Tax Service	es, Inc. for transmittal of ur	nemployment information and requests.	
9 POLICY ON ACCESS AND USE - Expla	ain or attach con	v if established in writing		
Executive Administrative Assistant, Personn			s to the online system. Information	
entered when notified of pending claim(s) via				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM	
Information entered when notified of pending	g claim(s) via em	ail from Unemployment Tax	x Services, Inc.	
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit				
Main electronic data file is maintained by Un	employment Tax	Services, Inc.		
12 RECOMMENDED RETENTION Retain 5 years after closure then destroy.				
13 TYPED OR PRINTED NAME OF	14 TELEPHONE NUMBER		15 DATE	
PREPARER Gail Davis Bourdon	410-535-1600 ext. 2358		September 9, 2014	
16 TITLE OF PREPARER Personnel Director				
DGS 550-6				

Instructions -Type or Print a separate form for	nt a separate form for DEPARTMENT OF GENERAL SI		RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DG\$ 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 419-768-1600			1 2.1	
Department/Agency County Commissioners for Calvert County, MD	2. Division Office of Personnel			3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used es e	unit for rel	erence as well as retention and disposition	
Record Series Title Applications and/or Resumes			5. Earliesi Year/Latesi Year 2012 to Present		
Record Series Description (Briefly describe the series.) Applications or resumes received for which no pos					
7. Record Benks Format(e) Let all	8 Record Ser	ne Sequence	9. Volume	The second secon	
□ Letter Size □ Microfilm	Alphabeto		1 folder Number		
☑ Legal Size ☐ Computer Tape	☐ Numerical		O Frie Ore	rwer(e)	
Audio Tape Ploppy Diak	⊠ Chronalog	ical	☐ Microfit ☐ Comput ☑ Other (r		
Bound Book Video Tape	Carographs	coni			
Other (apecify)	Dither (spe	mody) - 20		10. Annual Acoumulation 20 Number	
			File Dre	n Real(u)	
11. Fén se Used		12, Fde Becom	us Instaliva Ade	,	
☐ Daily ☐ Wouldy ☑ Monthly ☐ Aresulably		NAA Normber Alconth(e) Year(e)			
13. Current Location(s) (Bidg., Floor, Room) Office of Personnel, County Services Plaza, Soite 101		14 is Record Series Duplicated Elsewhers? (If yes, specify agency or office.)			
15 Access Restrictions (NYes, ods Lawfs) & Regulation(s) ☐ Yes ☑ No		18. Audit Requirements None State Federal Independent			
17 is an Index Byshen used? If yes, explain linelly and desembs requirements Yes No		18. Recommended Retention Retain one year then destroy.			
18. Name and Title of Preparer 20. Telephone Geil Davis Bourdon, Personnel Director 410-535-1600 (21. Date	per.9, 2014	

And Tays Present Control Present Present Control Present	Instructions -Type or Print a separate form for	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794		VICES	AGENCY RECORDS INVENTORY	
County, MD DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition DEFINITION: RECORD SERIES: A group of related to the page of t	each new or revised record series. Forward			SION	PAGE 31 OF 38 34	
A Record Series Title	County Commissioners for Calvert	2. Division			3. Unit	
4. Record Series Title Verification of Employment Records 5. Earliest Year/Latest Year Unknown to Present 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Receipl of and responses to requests for verification of an individual's employment. (Housed in employee personnel files.) 7. Record Series Formatip List at Receipl Series Formatip List at Receipl Series Formatip List at Receipl Computer Tape Receipl Recei	DEFINITION: RECORD SERIES: A group of related records normally filed an			unit for ref	ference as well as retention and disposition	
Record Series Description (Briefly describe the types of Information/documenta/forms found in the series. Include the purpose or function of the series. Record Series Formation Record Series Semantic Record Series Formation Record Series Sequence Record Seri			5. Earliest Year/Latest Year			
Series.) Receipt of and responses to requests for verification of an individual's employment. (Housed in employee personnel files.) 7. Record Series Format(a)	Verification of Employment Records			Unknow	n to Present	
7. Record Series Sequence Lesier Size Microfilm	series.)					
Letter Stare Microstlim Microstlim Microstlim Microstlim Microstlim Res(a)					proyee personnel mes.)	
Legal Stre Computer Tape Numerical Older (specify) Desk Chronological Fise Drawar(s) Number	□ Letter Size □ Microfilm		al		ums of verifications is unknown - they are placed in personnel	
Audo Taye Picopy Dalk Geographical Geograph	☑ Legal Size ☐ Computer Tape	☐ Numerical		oldest inac		
Geographical Geog	Audio Tape Floppy Disk	Chronolog	ical	Number		
Other (specify) Other (spe	☐ Bound Book ☐ Video Tape	☐ Geographi	cal	H. 프라스 (1982) (1982) (1982) (1982) (1982) (1982) (1982) (1982) (1982) (1982) (1982) (1982) (1982) (1982)		
10. Annual Accumulation 11. Annual Accumulation 12. File Becomes Insertive After 13. Annual Accumulation 14. Is Record Series Duplicated Elsewhere? (If yes, specify agancy or office.) 13. Access Restrictions (If Yes, die Law(s) & Regulation(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agancy or office.) 15. Access Restrictions (If Yes, die Law(s) & Regulation(s) 16. Audd Requirements 16. Audd Requirements 16. Accountmented Because 16. Annual Accumulation 16. Annual Accum	Other (spanish)	☐ Other (spe	ocity) 🖸 Other (s		Other (specify) Locked rolling file cabinet	
Second Series Description (If Yee, cite Law(s) & Regulation(s) Sec-201, Records (system used? If yee, explain briefly and describe requirements Sec-202, Records review. Second Research	Committee Commit					
File Drawer(s) Microfilm Rea(e) Computer Tape(s) Other (specify) Verifications					Accumuletion	
Microfilm Reelija Computer Tape(s) Computer Tape(s) Computer Tape(s) Computer Tape(s) Computer Tape(s) Computer Tape(s) Collect (specify) Verifications				Number		
Computer Tape(s) Other (specify) Verifications						
12 File Becomes Inactive After 7 years after departure Number Monthly Monthly Annually 13 Current Location(s) (Bidg. Floor, Room) 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 16. Audit Requirements 17. Is an index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain 7 years after termination then destroy.		1.74		Compu	iter Tape(n)	
Daily Weekly Monthly Annually Number Month(s) Year(s)			☑ Other (specify) Verifications			
Daily Meekly Monthly Annually Number Monthl(s) Year(s)	11, File is Used					
Office of Personnel, Country Services Plaze, Suite 101 Yes	□ Dauly ☑ Weekly □ Monthly □ And	nually				
Office of Personnel, Country Services Plaze, Suite 101 Yes						
Yes No None State Federal Independent						
Personnel Chapter 86 of the County Code \$ 86-2-201 Records. \$ 86-2-202 Records review. 17. Is an index System used? If yes, explain briefly and describe requirements Yes No No No No No No No 18. Recommended Retention Retain 7 years after termination then destroy.	이 경기 가는 그는 것은 것 같아 그녀는 그는 가 있다고 있다면 가 하는데 하시는데 그 모든데 없어 보고 있었다.		16 Audit Requirements			
§ 85-2-202. Records review. 17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No 18. Recommended Retention Retain 7 years after termination then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date			⊠ None □	State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No 18. Recommended Retention Retain 7 years after termination then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date	\$86-2-201, Records.					
19. Name and Title of Preparer 20. Telephone Number 21. Date	17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recomm	nended Re	elention	
Call Davis Payedon Personal Director	☐ Yes ☑ No		Retain 7 years after termination then destroy.			
Call Davis Payedon Personal Director						
Call Davis Payedon Personal Director						
Call Davis Payedon Personal Director	19. Name and Title of Preparer	20. Telepho	one Number	21. Date		
THE RESERVE OF THE PROPERTY OF				- Septen	nber 9, 2014	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		ISION	PAGE 32 OF 35 34	
Department/Agency County Commissioners for Calvert County, MD	2. Division Office of Personnel			3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	unit for ref	erence as well as retention and disposition	
Record Series Title Automotive: Federal Motor Carrier Drug and Alcohol Tests - Negatives			5. Earliest Year/Latest Year 2011 to Present		
Record Series Description (Briefly describe the series.) Testing of certain drivers as required by 49 CFR 3		uments/forms	found in the	e series. Include the purpose or function of the	
7. Record Senes Format(s) List all	8. Record Sen	es Sequence	9. Volume		
☑ Letter Size ☐ Microfilm		el .	1 shelf Number		
Legal Size Computer Tape	Numerical		☐ File Dra	awar(a)	
			Microfilm Real(s)		
Audio Tape Floppy Disk	Ø Chronologi	cal		ter Tape(s) apecify) Locked file cabinet	
Baund Book Video Tape	☐ Geographi	cal			
Other (specify)	Other (ape	10. Annual Accumulation - 75 Number		Accumulation	
			File Drawer(s) Microfilm Reet(e) Computer Tape(s) Other (specify) Results		
11 File is Used		12 File Becom	es Inective Aft	or .	
☐ Daily ☐ Weekly ☑ Monthly ☐ An	nuelly	1 Number	_ M	onth(s) 🔯 Year(s)	
13. Current Location(s) (Bidg , Floor, Room) Office of Personnel. County Services Plaza, Suite 101		14 Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, old Law(s) & Regulation(s)		16. Audil Requirements			
⊠ Yes □ No		□ None ⊠ Slate ⊠ Federal □ Independent			
Employer Record Keeping Requirements for Drug & Atcohol Tests	ng (49CFR382 401)	- Cara			
17. Is an Index System ueed? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Recom Relain 1 ye		elention eipt of results then destroy.	
19. Name and Title of Preparer	20. Telepho	one Number	21. Dale		
Gall Davis Bourdon, Personnel Director	410-535-1600 ext. 2358		Septe	ember 9, 2014	

Instructions -Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R		275	PAGE 33 OF 3534	
		ryland 20794 99-1930			
Department/Agency	2. Division		3. Unit		
County Commissioners for Calvert County, MD	Office of Personnel				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	unil for ref	erence as well as retention and disposition	
4. Record Series Title	-17 BW	5. Earliest Year/Latest Year			
Automotive: Federal Motor Carrier Drug and Alcoh	or resis - Positives		2008 10	Present	
6. Record Series Description (Briefly describe the	ypes of information/doc	uments/forms	found in the	a series. Include the purpose or function of the	
series.)					
Testing of certain drivers as required by 49 CFR 38	82.111 - 311. 8 Record Serie	as Sanuanna	9 Volume		
			1 shelf		
☑ Letter Size		4	Number		
Legal Size Computer Tape	Numerical		File Dr		
Audio Tape Floppy Disk	□ Chronologi	cel	☐ Compu	ter Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geographic	cal	Other (specify) Locked file cabinel	
Other (apacity)	Other (spec	ody)	10. Annual Accumulation		
			Number		
		0		wer(a)	
				☐ Microfilm Reel(s) ☐ Computer Tape(s)	
			specify) Results		
11. File is Used		12 File Becom	es Inective Afi	er	
☐ Daily ☐ Waskly ☑ Monthly ☐ Ann	ually	5 Number ☐ Month(s) ☑ Year(s)			
13. Current Location(s) (Bklg., Floor, Room)		14 Is Record Senss Duplicated Elsewhere? (If yes, specify agency or office.)			
Office of Personnel, County Services Plaza, Suite 101		☐ Yes ☑ No			
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)		16. Audit Requiremente			
⊠ Yes □ No		□ None ⊠ State ⊠ Federal □ Independent			
Employer Record Keeping Requirements for Drug & Alcohol Testing (49CFR382.401)					
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention			
☐ Yes ⊠ No		Retain 5 years after receipt of results then destroy.			
19. Name and Tille of Preparer	20. Telepho	hone Number 21. Date			
Gail Davis Bourdon, Personnel Director	410-535-1600 ext. 2358		Septen	nber 9, 2014	

			the state of the s			
INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04			Page3534 of3534			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
County Commissioners of Calvert County, MD	Office of Perso	nnel	N/A			
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE Electronic Records - Email			5 EARLIEST YEAR/LATEST YEAR 2006 TO Present			
6 INPUT - Identify source of information to E-mail of employees	6 INPUT - Identify source of information to be entered E-mail of employees 7 OUTPUT - Identify the Electronic mail					
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.						
Correspondence and non-records of Personnel Director, Personnel Manager, Senior Personnel Analyst, Personnel Administrative Specialist, Personnel Analyst (2), Personnel Aide, Office Assistant I/Floater, and Office Assistant I/Part Time.						
9 POLICY ON ACCESS AND USE - Expla Only the owner of the e-mail account has acc						
10 UPDATING CYCLES OR CONDITIONS Maintain for 3 years unless administratively u			ON IN THE SYSTEM			
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit E-mail account						
12 RECOMMENDED RETENTION Maintain for 3 years unless administratively useful.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Dina M. Davis	410-535-1600 x2382		10/2/2014			
16 TITLE OF PREPARER Personnel Administrative Specialist						
DGS 550-6						