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

Schedule No. C1414
Page 1 of 2

Agency
County Commissioners for Calvert County, MD
Description
Division/Unit
Human Resources-Risk Management
Retention

•						
Item	Descript	Retention				
No.	-					
	"The issuance of a legal hold by the overrides any portion of this recorschedule that otherwise calls for the destruction of records subject to the been released by the County Attoris subject to a legal hold may be alternsferred, or destroyed, even if the date has passed. Any person preparansfer, or destroy a record must litigation hold applies to the record					
1	Insurance Records, Policies					
	Insurance policy documentation.	Retain until inactive then scan to Maryland State Archives standards and destroy paper original. Retain images for 3 years after expiration of policy, then destroy.				
2	Insurance Records, Current Accident Reports and Claims					
	Accident reports and liability claims related to incident.	Retain 7 years after closure or employee separation, whichever comes first, then destroy. If closed, scan to Maryland State Archives standards and destroy paper originals; scans are maintained according to the preceding retention period.				
Schedule App	proved by Department, Agency,	Archivist				
	epresentative.	_				
Signature Typed Name Title Dival		Date 12 15 17 Signature				

DGS 550-1

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

Schedule No.

Page 2 of 2

Agency County Commissioners for Calvert County, MD Division/Unit Human Resources-Risk Management

Item	Description	Retention
No.	Washania Campunation and Linkility Claims	
. . 3	Worker's Compensation and Liability Claims	
·	Incident report and all subsequent documentation related to incident.	Retain until inactive, then scan to Maryland State Archives standards and destroy paper original. Retain images for 50 years after closure of claim, then destroy.
4	Executive Correspondence-Email Only	
	Incoming and outgoing business-related correspondence that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. The executive decision make is the agency director.	Permanent. Retain for 1 years, then transfer to the Maryland State Archives.
5	Administrative Correspondence-Email Only	
	Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function of an associated series should follow the associated retention period.	Retain for 1 year, then destroy or purge from email system.
6 ·	Transitory Correspondence-Email Only	
	Incoming and outgoing correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.	Retain until administrative need ends and then destroy.

Instructions -Type or Print a separate form for DEPARTMENT		T OF G	OF GENERAL SERVICES		AGENCY RECORDS INVENTORY
		OS MANAGEMENT DIVISION		ISION	
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box		, ,
, ,				2.5	PAGE OF
	Jessup, Marylaı 410-799-19:				
Department/Agency	2. Division	· · · · · · · · · · · · · · · · · · ·			3. Unit
Board of County Commissioners for Calvert	Department of H	⊣uman	Resources		Risk Management
County, MD					-
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally	y filed a	and used as a	unit for ref	erence as well as retention and disposition
4. Record Series Title			5. Earliest Year/Latest Year		
Insurance Records, Policies				2012 to current	
				<u> </u>	
6. Record Series Description (Briefly describe the ty	pes of information	n/docu	ments/forms t	ound in the	e series. Include the purpose or function of the
series.)					
Insurance policy documentation.					·
7. Record Series Format(s) List all	8. Reco	ord Serie	es Sequence	9. Volume	
☑ Letter Size ☐ Microfilm	☐ Alph	habetical	I	1 folder	
☑ Legal Size ☐ Computer Tape	☐ Num	merical		File Drawer(s)	
Audio Tape			:al		
	☐ Geographical		al		
☑ Other (specify)_Electronic	D 011-16-1		10. Annual Accumulation		
Guier (specify)_Electronic		her (specify) Number		· 	
		File Draw			
			y		
11. File is Used			12. File Become	•	
☑ Daily ☐ Weekly ☐ Monthly ☐ Annu	uatly		Number		onth(s) Year(s)
	·			_	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Department of Human Resources, County Services Plaza, Suite 101	1		☐ Yes No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
☐ Yes			⊠ None [□ State □	Federal ☐ Independent
			Es News		Legelal Independent
17. Is an Index System used? If yes, explain briefly and describe requirements			40. David de la constant de la consta		
☐ Yes No	qui omone		18. Recommended Retention		
_			Retain until inactive then scan to Maryland State Archives standards and		
			destroy paper original. Retain images for 3 years after expiration of		
			policy, then destroy.		
			İ		
			<u></u>		
19. Name and Title of Preparer			ne Number	21. Date	
Paula Grover Gray, Human Resources Director 410-535-1		35-160	00 ext. 2367	9/29/2017	7

					
Instructions –Type or Print a separate form for	GENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward		AGEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	Road, P.O. Box		1 10		
		aryland 20794		PAGE_2 OF	
	799-1930				
	2. Division			3. Unit	
	Department of Humai	nent of Human Resources		Risk Management	
County, MD					
DEFINITION: RECORD SERIES: A group of related r	records normally filed	and used as	unit for ref	erence as well as retention and disposition	
purposes. 4. Record Series Title				st Year/Latest Year	
Insurance Records, Current Accident Reports and Cli	aims			st Year/Latest Year 8 to 2017	
•	u	2000		5 to 2017	
6. Record Series Description (Briefly describe the typ	es of information/doc	uments/forms	found in the	e series. Include the purpose or function of the	
series.)				solitor. Include the purpose of factorion of the	
Accident reports and liability claims and all subseque	nt documentation rela	ated to inciden	t.		
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume		
☑ Letter Size ☐ Microfilm		al	2 Number		
☑ Legal Size ☐ Computer Tape	☐ Numerical		☑ File Dra	werts)	
☐ Audio Tape ☐ Floppy Disk			Microfile	m Reel(s)	
Audio Tape Floppy Disk	Chronologi	cal	☐ Computer Tape(s) ☑ Other (specify)_Electronic Files		
☐ Bound Book ☐ Video Tape	☐ Geographic	cal			
☑ Other (specify)_Electronic ☐ Other (sp		cify)	fy) 10. Annual Accumulation _Approx. 150 claims		
		Numt			
			☐ File Dra	worte)	
			Microfilm	• •	
				er Tape(s)	
			Other (s	pecify)	
11. File is Used	12. File Becom				
☐ Daily 🄀 Weekly ☐ Monthly ☐ Annuall	lv :	_Varies - whe Number	n claim is close	onth(s) Year(s)	
	'	3(5)			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Department of Human Resources, County Services Plaza, Suite 101		☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	-	16. Audit Requirements			
☑ Yes ☐ No		 	_	_	
HIPAA		☑ None ☐ State ☐ Federal ☐ Independent			
 Is an Index System used? If yes, explain briefly and describe required. Yes ⊠ No 	18. Recommended Retention				
	Retain 7 years after closure or employee separation, whichever comes				
	first, then destroy. If closed, scan to Maryland State Archives standards				
	and destroy paper originals; scans are maintained according to the				
	preceding re	etention per	iod.		
			-		
19. Name and Title of Preparer 20. Telepho			21. Date		
Paula Grover Gray, Human Resources Director 410-535-160		00 ext. 2367	9/29/2017	,	

	r					
B			TMENT OF GENERAL SERVICES DRDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
					_	
with Records Retention Schedule (DGS 550-1)	72	75 Waterloo F	Road, P.O. Bo	x 275	PAGE <u>3</u> OF <u>6</u>	
	Jessup, Maryland 20794					
4 5	410-799-1930					
1. Department/Agency	2. Divis				3. Unit	
Board of County Commissioners for Calvert	Departr	ment of Huma	n Resources		Risk Management	
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						
Worker's Compensation and Liability Claims			5. Earliest Year/Latest Year			
Worker's Compensation and Liability Claims			198		4 to2017	
						
6. Record Series Description (Briefly describe the t	ypes of in	formation/doc	uments/forms	found in the	e series. Include the purpose or function of the	
series.)					,	
Incident report and all subsequent documentation r	elated to	incident.				
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		
		_		2		
□ Letter Size □ Microfilm		Alphabetic	al	Number	Number	
☑ Legal Size ☐ Computer Tape		Numerical			⊠ File Drawer(s)	
	- Namenous			☐ Microfile	• •	
☐ Audio Tape ☐ Floppy Disk	☐ Chronologica		ical	Comput	ler Tape(s)	
☐ Bound Book ☐ Video Tape				Other (s	specify)Electronic Files	
and sook after take	Geographical		10. Annual Accumulation			
Other (specify)_Electronic	Other (specify		cify)	_Approx. 15		
				Number ,		
				\$7.5% Day (1)		
			☐ File Dra		``'	
				Comput		
				Other (s		
11. File is Used						
11. File is Used			12. File Becomes Inactive AfterVanes - when claim is closed.			
☐ Daily	ially		Number Month(s) Year(s)			
	,		Namber 1		initial Teal(s)	
13. Current Location(s) (Bldg., Floor, Room)		·	14 is Record Series Dunilicated Elegators 2. (15 and appeals appeals appeals and appeals appeals appeals appeals and appeals appea			
Department of Human Resources, County Services Plaza, Suite 10	1		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			
			M			
			None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
☐ Yes No			Retain until inactive, then scan to Maryland State Archives standards			
			I .		li di	
			and destroy paper original. Retain images for 50 years after closure of			
		claim, then destroy.				
19. Name and Title of Preparer 20. Telepho			ne Number	21. Date	·	
Paula Grover Gray, Human Resources Director 410-535-16			00 ext. 2367	9/29/2017	,	
				Ī	· · · · · · · · · · · · · · · · · · ·	

INSTRUCTIONS - TYPE OR PRINT A	TOPOADTMEN						
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED		T OF GENERAL SERVICES MANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
ELECTRONIC RECORD SERIES. FORWARD		LOO ROAD, P.O. BOX 275					
WITH	JESSUP	P, MARYLAND 20794	- 11 - 10				
RECORDS RETENTION SCHEDULE (DGS		(410) 799-1930	Page <u>4</u> of <u>φ</u>				
550-1) COMAR 14.18.04		,	1				
COMAK 14.18.04	 	,					
1 DEPARTMENT/AGENCY	2 DIVISION	,	1				
I DEPARTIMENT/AGENCY	2 DIVISION	,	3 UNIT				
County Commissioners of Calvert County,	Department of	f Human Resources	Post Management				
MD	Department 5.	Human Resources	Risk Management				
IVID	<u></u>		1				
DEFINITION - Record Series - A group of rel	lated records store	ed electronically and used as a	a unit for reference as well as retention				
and dispositio	on purposes	A diodiomoung and adda ac a	Julik for felerence as well as retenition				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Executive Correspondence		1	2015 TO Present				
		1	1				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system				
Email of employees		Electronic mail	130/0 of information gonerated by byotom				
8 ELECTRONIC RECORD SERIES DESCR		efly describe the information	n/documents/forms				
	conf	tained in a series. Include r	purpose and function of the system.				
to the feet seems and a seem			·				
Incoming and outgoing business-related corre	espondence that	t provides unique informatic	on relating to the functions, policies,				
procedures or programs of an agency. These records document executive decisions made regarding agency interests. The							
executive decision maker is the agency director.							
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.							
Only the owner of the e-mail account has access to the account.							
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM				
Permanent. Retain for 1 year, then transfer to	o the State Arch	ives.					
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to				
ensure the record's retention and usability Email account	y throughout the	record's authorized life cyc	de.				
Email account							
12 RECOMMENDED RETENTION							
Permanent. Retain for 1 year, then transfer to	- the State Arch	·*					
13 TYPED OR PRINTED NAME OF	14 TELEPHO		·				
PREPARER	14 IELEPTIO	NE NUMBER	15 DATE				
Paula Grover Gray	410-535-1600 e		Lanasa				
Faula Glover Gray	410-535-1000 (ext. 2300	8/3/2017				
16 TITLE OF PREPARER							
Human Resources Director							
110.100.1100.000.000.000.000.000.000.00							
DGS 550-6							
DGG 000 C	DGS 550-6						
4							

-

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 5 of 6					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
County Commissioners of Calvert County, MD	Department of	Human Resources	Risk Management					
DEFINITION – Record Series - A group of rel and dispositio	DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes							
4 ELECTRONIC RECORD SERIES TITLE Administrative Correspondence	5 EARLIEST YEAR/LATEST YEAR 2015 TO Present							
6 INPUT - Identify source of information to Email of employees	7 OUTPUT - Identify the understood of the Control o	use/s of information generated by system						
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.								
Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated series should follow the associated retention period.								
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Only the owner of the e-mail account has access to the account.								
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Retain for 1 year then purge from email system.								
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Email account								
12 RECOMMENDED RETENTION Retain for 1 year, then destroy or purge from email system.								
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE					
Paula Grover Gray	410-535-1600 €	ext. 2368	9/21/2017					
16 TITLE OF PREPARER Human Resources 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 LOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY				
WITH		, MARYLAND 20794	- to to				
RECORDS RETENTION SCHEDULE (DGS 550-1)		110) 799-1930	Page <u>(//</u> of <u>//</u>				
COMAR 14.18.04							
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
County Commissioners of Calvert County, MD	Department of	Human Resources	Risk Management				
DEFINITION – Record Series - A group of relation and disposition	ated records store in purposes	d electronically and used as a	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 FARLIFOT VEAR/LATEOT VEAR				
Transitory Correspondence			5 EARLIEST YEAR/LATEST YEAR 2015 TO Present				
Transition of the second of th			2010 TO FIESGIR				
6 INPUT - Identify source of information to	be entered		use/s of information generated by system				
Email of employees		Electronic mail					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information					
	cont	ained in a series. Include p	purpose and function of the system.				
Incoming and outgoing correspondence relate	ed to matters of	short term interest. Transr	nittal correspondence between				
individuals, departments or external parties of	ontaining no fina	al contractual, financial or po	olicy information. This correspondence				
does not impact agency functions. When resolved, there is no further use or purpose.							
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing.							
Only the owner of the e-mail account has access to the account.							
40 LIDDATING OVELES OF CONDITIONS							
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Retain until administrative need ends and then destroy.							
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to							
ensure the record's retention and usability throughout the record's authorized life cycle.							
Email account							
12 RECOMMENDED RETENTION Retain until administrative need ends and then destroy.							
13 TYPED OR PRINTED NAME OF	15 DATE						
PREPARER	14 TELEPHO	1101115211	10 5/112				
Paula Grover Gray	410-535-1600	ext. 2368	8/3/2017				
16 TITLE OF PREPARER							
Human Resources Director							
DGS 550-6							