

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

Schedule No. C1419
Page 1 of 2

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

Item No.	Description	Retention
1	<p>“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.”</p> <p>Insurance Records, Policies</p> <p>Insurance policy documentation.</p>	<p>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.</p>
2	<p>Insurance Records, Current Accident Reports and Claims</p> <p>Accident reports and liability claims and all subsequent document related to incident.</p>	<p>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.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date 10/3/17
 Signature *Paula G. Gray*
 Typed Name Paula G. Gray
 Title Director, Human Resources

Schedule Authorized by State Archivist
 Date 12-15-17
 Signature *Tim B...*

**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 No.	Description	Retention
3	<p>Worker's Compensation and Liability Claims</p> <p>Incident report and all subsequent documentation related to incident.</p>	<p>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.</p>
4	<p>Executive Correspondence-Email Only</p> <p>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 maker is the agency director.</p>	<p>Permanent. Retain for 1 years, then transfer to the Maryland State Archives.</p>
5	<p>Administrative Correspondence-Email Only</p> <p>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.</p>	<p>Retain for 1 year, then destroy or purge from email system.</p>
6	<p>Transitory Correspondence-Email Only</p> <p>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.</p>	<p>Retain until administrative need ends and then destroy.</p>

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	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>6</u>
1. Department/Agency Board of County Commissioners for Calvert County, MD	2. Division Department of Human Resources	3. Unit Risk Management
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Insurance Records, Policies	5. Earliest Year/Latest Year _2012 to current_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Insurance policy documentation.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify)_Electronic_	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume _1 folder_ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_Electronic Files_
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After _Expiration of policy, 1 year_ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Department of Human Resources, County Services Plaza, Suite 101	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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.	
19. Name and Title of Preparer Paula Grover Gray, Human Resources Director	20. Telephone Number 410-535-1600 ext. 2367	21. Date 9/29/2017

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>6</u></p>
<p>1. Department/Agency Board of County Commissioners for Calvert County, MD</p>	<p>2. Division Department of Human Resources</p>	<p>3. Unit Risk Management</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Insurance Records, Current Accident Reports and Claims</p>	<p>5. Earliest Year/Latest Year <u>2008 to 2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Accident reports and liability claims and all subsequent documentation related to incident.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u></p> <p>10. Annual Accumulation <u>Approx. 150 claims</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>Varies - when claim is closed</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Department of Human Resources, County Services Plaza, Suite 101</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No HIPAA</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>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 retention period.</p>	
<p>19. Name and Title of Preparer Paula Grover Gray, Human Resources Director</p>	<p>20. Telephone Number 410-535-1600 ext. 2367</p>	<p>21. Date 9/29/2017</p>

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		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>6</u>	
1. Department/Agency Board of County Commissioners for Calvert County, MD		2. Division Department of Human Resources		3. Unit Risk Management	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Worker's Compensation and Liability Claims				5. Earliest Year/Latest Year _1984_ to _2017_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Incident report and all subsequent documentation related to incident.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) _Electronic_		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _2_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _Electronic Files_	
		10. Annual Accumulation _Approx. 150 claims_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _Varies - when claim is closed_ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Department of Human Resources, County Services Plaza, Suite 101			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No HIPAA			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 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.		
19. Name and Title of Preparer Paula Grover Gray, Human Resources Director		20. Telephone Number 410-535-1600 ext. 2367		21. Date 9/29/2017	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page <u>4</u> of <u>6</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Department of Human Resources		3 UNIT Risk Management	
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 Executive Correspondence				5 EARLIEST YEAR/LATEST YEAR 2015 TO Present	
6 INPUT - Identify source of information to be entered Email of employees			7 OUTPUT - Identify the use/s of information generated by system Electronic mail		
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 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 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 AND RULES FOR REVISING INFORMATION IN THE SYSTEM Permanent. Retain for 1 year, then transfer to the State Archives.					
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 Permanent. Retain for 1 year, then transfer to the State Archives.					
13 TYPED OR PRINTED NAME OF PREPARER Paula Grover Gray		14 TELEPHONE NUMBER 410-535-1600 ext. 2368		15 DATE 8/3/2017	
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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page <u>5</u> of <u>6</u>
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD	2 DIVISION Department of Human Resources	3 UNIT Risk Management
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 be entered Email of employees	7 OUTPUT - Identify the use/s of information generated by system Electronic mail	
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 Paula Grover Gray	14 TELEPHONE NUMBER 410-535-1600 ext. 2368	15 DATE 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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
		Page <u> 6 </u> of <u> 6 </u>
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD	2 DIVISION Department of Human Resources	3 UNIT Risk Management
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 Transitory Correspondence		5 EARLIEST YEAR/LATEST YEAR 2015 TO Present
6 INPUT - Identify source of information to be entered Email of employees	7 OUTPUT - Identify the use/s of information generated by system Electronic mail	
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 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.		
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 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 PREPARER Paula Grover Gray	14 TELEPHONE NUMBER 410-535-1600 ext. 2368	15 DATE 8/3/2017
16 TITLE OF PREPARER Human Resources Director		
DGS 550-6		