DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE**	**Schedule No.** M-71 **Page** 1 **of** 3
Agency Hagerstown	**Division/Unit** Administration/Human Resources

Item No	Description	Retention
1	Grievance files -contains but not limited to: grievance documents: first to third steps, correspondence, appeals, handwritten notes	Destroy material no further Legal, Administrative, Fiscal or Operational value.
2	Misc personnel files -contains but not limited to: notification of loss of insurance coverage, election of continuation of coverage, COBRA program, overtime policy, increases - hourly employees	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3	Department files -contains but not limited to: correspondence relating to position budget and expense postings, annual risk assessments, legislative requests, personnel selection forms, training sessions, position openings	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
4	Seasonal employment -contains but not limited to: change notifications, pay increase, correspondence, employment applications, resumes, withholding certification, direct deposit forms	Retain for three (3) years after termination of employment, then destroy.

Approved by Department, Agency or Division Representative	**Schedule Authorized by State Archivist**
Date 11-12-99	**Date** DEC 3 1999
Signature GeorgiAnn N. Breichner	**Signature** Edward C. Papenfuse
Type Name GeorgiAnn N. Breichner	
Title City Clerk	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** M-71 **Page** 2 **of** 3
Item No	**Description**	**Retention**
5	Life insurance: forms (blank), flexible spending accounts, applications, spending account activity reports, change request forms, employee enrollment forms, insurance change request	Retain until updated or superseded, then destroy
6	Retirees -contains but not limited to: medical insurance claim, change of address, medical enrollment forms, correspondence, notice of retirement, retirement application, application for disability retirement, statement of disability, exit interview	Retain for five (5) years after death of employees , then destroy.
7	Personnel files -contains but not limited to: increase actions, performance forms, worker's comp documents, withholdings statement, , correspondence, change notifications, step increases	Retain for three (3) years after termination of employment, then destroy.
8	Training files: training programs offered to employees, tuition agreements, interview training	Retain for three (3) years after termination of employment, then destroy.
9	Various computer generated reports -contains but not limited to: personnel roster, personnel report by department, list of active/terminated employees	Retain for three (3) years and until all audit requirements have been met, then destroy.
10	EAP files (Employee Assistance Program) -contains but not limited to: programs offered to employees, usage reports, monthly statistical reports, correspondence, bid documents	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
11	Employee safety program files -contains but not limited to: manuals, emergency evacuation plans, safety assessments, disability awards	Destroy material having no further Legal, Administrative, Fiscal or Operational value.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** M. 71 **Page** 3 **of** 3
Item No	**Description**	**Retention**
12	Police/fire dept retirement plan: minutes of the police/fire employees retirement plan committee meeting, notice of meetings (newspaper), pension trust trial balance	Permanent. Transfer periodically to the Maryland State Archives
13	Employee benefit enrollment: Includes medical files, invoices for medical treatment and medical claim forms, enrollment forms completed by employees for various health and dental benefits, active and retired employees (file is maintained with Employee Personnel files)	Retain for length of employment plus 30 years, then destroy
14	General files -contains but not limited to: affirmative action, ADA, budget, health agencies, CDL drivers test, dress standards, employee assistance program, code of ethics, MOSH, performance evaluations, union documents, EEO, FOIA, manuals	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
15	Worker's compensation files: paid invoices to W/C administrators, first report of injury. File is now maintained on the HRIS	Retain until termination, plus 3 years, then destroy.
16	City employee-drivers: MVA forms/reports, CDL driver rosters, accident reports	Destroy material no further Legal, Administrative, Fiscal or Operational value.

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin

3. UNIT: HUMAN RESOURCES ~~Personnel~~

DEFINITION - Records 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: Grievance Files

5. EARLIEST YEAR / LATETEST YEAR: 1987 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)

Contains, but not limited to: Grievance documents - First-to-Third Steps; Correspondence; Appeals; Handwritten Notes;

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

By Dept.

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

_____ Number

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 1st Floor

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 [ ] State [ ] Federal [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

[ ] Yes _____ [ ] No

18. RECOMMENDED RETENTION: Retain 3 years, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93)

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin

3. UNIT: Personnel

DEFINITION - Records 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: Misc Personnel Files

5. EARLIEST YEAR / LATETEST YEAR: 1900 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):
Contains, but Not Limited to; Notification of Loss of Insurance Coverage; Election of Continuation of Coverage; Cobra Program; Overtime Policy; Increases - Hourly Employees;

7. RECORD SERIES FORMAT(S)
- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE
- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME
- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

2 Number Cu. Ft.

10. ANNUAL ACCUMULATION
- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED
- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER
_____ Number
- [ ] Month(s)
- [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): City Hall - 1st Floor

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
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Use General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93)

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin

3. UNIT: Personnel

DEFINITION - Records 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: Department Files

5. EARLIEST YEAR / LATETEST YEAR: 1988 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)

Consists of, but not limited to: correspondence relating to - position budget - expense postings; annual risk assessments; legislative requests - personnel selection forms; training sessions; position openings; (over)

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

By Dept.

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

1 Number Cu. Ft.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): City Hall - 1st Floor

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 [ ] State [ ] Federal [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

[ ] Yes _____ [ ] No

18. RECOMMENDED RETENTION

Use General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin.

3. UNIT: Personnel

DEFINITION - Records 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: Seasonal Employment

5. EARLIEST YEAR / LATETEST YEAR: 1990 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)

Contains, but not limited to: change notifications, pay increase, correspondence, employment applications, resumes, withholding certification, direct deposit forms, DRS certificates.

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

2 Number Cu Ft.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): City Hall - 1st Floor

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
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Retain for 3 years after termination, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin

3. UNIT: Personnel

DEFINITION - Records 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: Life Insurance

5. EARLIEST YEAR / LATETEST YEAR: 1992 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)

Forms (blank) – Flexible Spending Accts. Applications; Spending Acct. Activity Reports; Change Request Forms; Employee Enrollment Forms; Ins. Change Request;

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

2 Number Cu. Ft.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): City Hall – 1st Floor

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
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Retain until updated or superseded, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93)

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin

3. UNIT: Personnel

DEFINITION - Records 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: Retirees

5. EARLIEST YEAR / LATETEST YEAR: 1966 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)

CONTAINS, BUT NOT LIMITED TO; medical ins. claim; change of Address; Medical Enrollment Forms - correspondence - Notice of Retirement; Retirement Application; Application for Disability Retirement - Statement of Disability; EXIT Interview

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

14 Number

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): City Hall - 1st Floor

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
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION ~~Retain~~ Retain for 10 years, then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin.

3. UNIT: Personnel

DEFINITION - Records 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: Personnel Files
Medical Records are placed in the back of the folder

5. EARLIEST YEAR / LATETEST YEAR: 1969 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)

Consists of but not limited to: Increase Actions; Performance forms; Workers Comp documents; Invoices for Medical Treatment; Withholding Statements; Medical Claim forms; Correspondence; Change Notifications; Step Increases (over)

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

Name

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [x] Other (Specify) Boxes

34 Number Cu. Ft.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number
- [ ] Month(s)
- [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): City Hall - 1st Floor

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
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Retain for 3 years after termination, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

1969

~~32~~ 34 CH. FT.

Deferred Comp. plan; Retirement forms; Direct Deposit - Employment Applications; Verification of Employment - Retirement Credit for Military Service - Training/Education Certifications - Probationary Record. Drug Testing Control form; Interviews - summary sheets - Personnel Change Order.

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin

3. UNIT: Personnel

DEFINITION - Records 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: Training Files

5. EARLIEST YEAR / LATETEST YEAR: 1992 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)

Files relating to Training Programs offered to Employees: Tuition Agreements, Interview Training,

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

1 Number Cu. Ft.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): City Hall - 1st Floor

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
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Retain for 3 years after termination, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page ____ Of ____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin.

3. UNIT: Personnel

DEFINITION - Records 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: Various Computer Generated Reports

5. EARLIEST YEAR / LATETEST YEAR: 1967 TO ____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Consists of, but not limited to: Personnel Roster; Personnel Report by Dept.; List of Active/Terminated Employees

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) 11x14

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☑ Other (Specify) Various

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) Binders

1 Number Cu. Ft.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) ____

____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 1st Floor

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 ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes ____ ☐ No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

DGS 550-4 Revised 1/93)

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
PO BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: HAGERSTOWN

2. DIVISION: ADMIN

3. UNIT: PERSONNEL

DEFINITION - Records 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: EAP Files
Employee Assistance Program

5. EARLIEST YEAR / LATETEST YEAR: 1991 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)
CONSISTS OF – Programs offered To Employees; Usage Reports - Monthly statistical Reports; Correspondence; Bid Documents,

7. RECORD SERIES FORMAT(S)
- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE
- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME
- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

1/2 Number CU. FT

10. ANNUAL ACCUMULATION
- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED
- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER
_____ Number
- [ ] Month(s)
- [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
CITY HALL – 1ST FLOOR

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
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION
USE General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin

3. UNIT: Personnel

DEFINITION - Records 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: Employee Safety Program Files

5. EARLIEST YEAR / LATETEST YEAR: 1991 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)

Contains, but not limited to: Manuals; Emergency Evacuation Plans; Safety Assessments; Disibility Awards;

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

1 Number Cu. Ft.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): City Hall – 1st Floor

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
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Retain until updated or superseded, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93)

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
PO BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin

3. UNIT: Personnel

DEFINITION - Records 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: Police/Fire Dept Retirement Plan.

5. EARLIEST YEAR / LATETEST YEAR: _____ 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)

Minutes of the Police/Fire Employees Retirement Plan Committee. Notice of Meetings (newspaper); Pension Trust Trial Balance

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

1/2 Number Cu. Ft.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): City Hall - 1st Floor

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
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Permanent. Transfer Periodically To the Md. State Archives.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93)

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
PO BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin

3. UNIT: Personnel

DEFINITION - Records 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: Employee Benefit Enrollment

5. EARLIEST YEAR / LATETEST YEAR: 1994 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)

Enrollment Forms completed by Employees for Various Health + Dental Benefits Active + Retired Employees.

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

Name

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

_____ Number

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall – 1st Floor

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
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Retain for Life of Plan, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin.

3. UNIT: Personnel

DEFINITION - Records 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: General Files

5. EARLIEST YEAR / LATETEST YEAR: _____ 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)

Contains, but not limited to: Affirmative Action; ADA; Budget; Health Agencies; CDL Drivers Test; Dress Standards; Employee Assistance Program; Code of Ethics; MOSH; Performance Evaluations; Union documents; EEO; FOIA; Manuals (over)

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

_____ Number

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): City Hall - 1st Floor

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
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Use General File Retention.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93)

6 CU. FT.

1983—

Medicare Reimbursement - Direct Deposit Procedures; Insurance Contracts -

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin

3. UNIT: Personnel

DEFINITION - Records 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: Workers Compensation Files

5. EARLIEST YEAR / LATETEST YEAR: ~~1988~~ to 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Paid invoices to w/c administrators; manuals: 1st Report of Injury.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☒ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

Date

9. VOLUME

- ☒ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

2 Number Cu. Ft.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall – 1st Floor

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 ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION: Retain for 5 years, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93)

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
PO BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Admin.

3. UNIT: Personnel

DEFINITION - Records 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: City Employee - Drivers

5. EARLIEST YEAR / LATETEST YEAR: 1995 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)

MVA Forms/Reports; CDL Driver Rosters
Accident Reports.

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

1 Number CV. FTo

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): City Hall - 1st Floor

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
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION: Retain for 3 years, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93)