DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE**	**Schedule No.** M-152 **Page** 1 **of** 7
Agency City of Frederick	**Division/Unit** Human Resources

Item No	Description	Retention
1	EEO Report	Retain EEO-1: Racial & Ethnic related permanently, transfer periodically to MD State Archives; Retain wage and age related for 3 years, then destroy; Retain EEO-4 for 4 years, then destroy
2	OSHA Reports	Transfer to Safety Department
3	Employee Files, Active/Terminated	Retain 3 years after employee terminates, then destroy
4	Retirement History – plans, salary information, actuarial	Retain for 10 years, then destroy
5	Health, Life Insurance, Disability	Retain for 3 years after mployee termination or 4 years after termination of plan, then destroy
6	Desk files (various) – flexible spending records, supplemental savings	Retain until updated or superseded, then destroy
7	Reports – New Hires/Terminated	Retain for 1 year, then destroy
8	Exit Interviews	Transfer to personnel file
9	Appeals files – compensation appeals only	Retain 3 years after resolution, then destroy
10	Retirement plan valuations	Retain 3 years after termination or 1 year after plan termination, then destroy

Approved by Department, Agency or Division Representative	**Schedule Authorized by State Archivist**
Date 11/20/2001	**Date** JAN 08 2002
Signature Jeanne Rockenbaugh	**Signature** Edward C. Papenfuse
Type Name S. Jeanne Rockenbaugh	
Title Director of Human Resources	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** M-152 **Page** 2 **of** 7
Item No	**Description**	**Retention**
11	Aetna Supplemental – account activity reports	Screen annually. Destroy material having no further fiscal, legal or operational value.
12	HMO Files – contract, rates agreements	Screen annually. Destroy material having no further fiscal, legal or operational value.
13	FSA files – billings, monthly reports	Screen annually. Destroy material having no further fiscal, legal or operational value.
14	Basic life insurance – bills, reconciliations	Retain 3 years and until all audit requirements have been met, then destroy
15	Retirement Plan	Screen annually. Destroy Material having no further fiscal, legal or operational value.
16	Human Resources subject files – confidential files, advertising, job line, occupational health, telephone system, tracking software, web page, temp services, staff meetings, forms	Screen annually. Destroy material having no further 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.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** M-152 **Page** 3 **of** 7
Item No	**Description**	**Retention**
17	Recruitment Files – 1999 job announcements, advertisements placed, applications and resumes received, selected candidates	Retain for 2 years, then destroy
18	Employee Payroll Files	Retain 3 years and until all audit requirements have been met, then destroy
19	Wage Employee Statements – W-2s	Retain 3 years and until all audit requirements have been met, then destroy
20	Payroll Timesheets/Edits and Payroll Reports (by pay period)	Retain 3 years and until all audit requirements have been met, then destroy
21	Payroll Employee Information and Pay History	Retain 3 years and until all audit requirements have been met, then destroy
22	Training files – software vendors, templates, facility guides	Retain until updated and superseded, then destroy
23	Employee assistance program – vendor information, contracts	Retain for life of vendor contract plus 4 years, then destroy
24	Employee Relations dispute files	Notify Legal Dept; if general dispute, retain until final resolutions or 1 year after Maryland L/A plus 1 year, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** M-152 **Page** 4 **of** 7
Item No	**Description**	**Retention**
25	Employee Potential and Actual Cases	Notify Legal Dept; for Title VII and ADA cases, retain until final disposition of charge or action, then destroy; for OSHA related deaths, retain L/A for 10 years or within 3 years of date when cause of death was discovered, whichever is shorter, then destroy; if accidental personal injury, retain L/A for 2 years; if claim is files, retain until case is satisfied, then destroy; If general grievances, retain until final resolution or 1 year after MD L/A, plus 1 year.
26	Policy revisions	Retain all versions/revisions for most recent 10 years, then destroy
27	Tuition assistance	Retain for 3 years, then destroy
28	Affirmative action plan	Retain until updated or superseded, then destroy
29	Task team and Committee Meeting minutes	Retain for 5 years, then destroy
30	Budgets, copies	Retain for 2 years, then destroy
31	Subject files	Screen annually. Destroy material having no further 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.
32	HR Safety: Industrial Hygiene Monitoring Results – Hazard Control	Retain for 40 years, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** M-152 **Page** 5 **of** 7
Item No.	**Description**	**Retention**
33	DOT Driver Qualification Files	Retain while active plus 3 years, then destroy
34	Drug/Alcohol Test Results	Retain 5 years and until all audit requirements have been met, then destroy
35	Hazard control	Retain for 40 years, then destroy
36	Safety Motivation programs	Retain for 10 years, then destroy
37	Budget	Retain 3 years, then destroy
38	Correspondence	Screen annually. Destroy material having no further 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.
39	City procedures	Retain until updated or superseded, then destroy.
40	Alphabetic filing	Screen annually. Destroy material having no further 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.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** M-152 **Page** 6 **of** 7
Item No.	**Description**	**Retention**
41	Accident/Incident reports	Retain 5 years following the year to which they relate, then destroy
42	Government regulations	Retain until updated or superseded, then destroy
43	Workers' Comp – check copies, first report of injury, notification of claim letters, benefits response to employee, employee's statements	Retain for 5 years, then destroy
44	CDL Licensed Drivers	Retain while active plus 3 years, then destroy
45	Developing projects	Retain until developed, then to Programs, Policies, Procedures or Guidelines. Update manual as needed.
46	Safety Training	Retain for 3 years after employee termination, then destroy
47	Health, CPR – training, tests	Retain until updated or superseded, then destroy
48	Hazard materials information	Retain MSDS for 40 years after discontinued use of specific chemical, then destroy
49	Catalogs	Retain until updated or superseded, then destroy
50	Innoculations	Retain for 30 years, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** M-152 **Page** 7 **of** 7
Item No.	**Description**	**Retention**
51	Record keeping	Statistical reports – retain for 3 years after resolution of incident then destroy; OSHA logs – Retain in HR for 5 years following the year to which they relate, then destroy; meeting minutes – retain for 4 years, then destroy; Workers' Comp checks received – retain for 5 years, then destroy; manifests (medical) – retain for 30 years, then destroy; investigations – retain for 10 years, then destroy

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of H R

Frederick, Maryland 21701

PAGE 6 OF 6

1. Position: HR ASST.

2. Division: HR

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: ~~EEO REPORT~~ See attached ~~OSHA REPORTS TO DAN~~ See attached OLD MED ENROLLMENTS (no longer needed)

5. Earliest Year/Latest Year: 1992 to 1997

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

7. Record Series Format(s)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (specify): LETTER SIZE BOX

8. Record Series Filing Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (specify)

9. Volume

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

Number

10. Approximate 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: YEAR COMPLETE UNLESS USED FOR RESEARCH ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room): SHELF

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office): ☐ Yes ☑ No

15. Access Restrictions ☑ Yes ☐ No (If Yes, cite Law(s) & Regulations(s)): CONFIDENTIAL

16. Audit Requirements: ☐ None ☐ State ☐ Federal ☑ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) ☑ Yes ☐ No ALPHA

18. Recommended Retention: Retain for life of plan, then destroy.

19. Name and Title of Preparer: J ROSENSTEEL

20. Telephone Number: 301 694-1891

21. Date: 11-17-99

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: The City of Frederick

2. DIVISION: HR

3. UNIT: HR Assistant

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: EEO Report

5. EARLIEST YEAR / LATETEST YEAR: 1999 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)

also Employee Relations & Training

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) _____

9. VOLUME

- ☐ 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)

1st fl. HR

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

Ethnic related

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

☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain EEO-1 - Perm.
Retain - Wage & Lic. records for 3 Y
Retain EEO-4 for 4 years

19. NAME AND TITLE OF PREPARER: Bt Roberts

20. TELEPHONE NUMBER

21. DATE: 9/26 - 10/31/00

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: The City of Frederick

2. DIVISION: HR

3. UNIT: HR Assistants

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: OSHA Reports

5. EARLIEST YEAR / LATETEST YEAR: _____ 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)

See attached

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) _____

9. VOLUME

- ☐ 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)

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: Transfer to Safety Dept.

19. NAME AND TITLE OF PREPARER: BH Roberts

20. TELEPHONE NUMBER

21. DATE: 9/26 - 10/31/00

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 City of Frederick

2. DIVISION

3. UNIT

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

EEO

5. EARLIEST YEAR / LATETEST YEAR

1992 TO 99

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

yr. End

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) _____

9. VOLUME

- ☐ 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)

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

19. NAME AND TITLE OF PREPARER

Bet Roberts

20. TELEPHONE NUMBER

21. DATE

9/26 - 10/31/00

DGS 550-4 (Revised 1/93)

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of
HUMAN RESOURCES
101 N. COURT STREET

Frederick, Maryland 21701

PAGE _____ OF _____

1. Position

HUMAN RESOURCES ASST.

2. Division

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

~~TERMINATED~~ EMPLOYEE FILES, Active/Terminated (includes Retired)

5. Earliest Year/Latest Year

1989 to 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.)

Employee Notice, Classification Changes, Employee Release Notice, Notice of Change of Address, Payroll Memos, Retirement Information, Verification of Employment, Credit Union Deduction Requests

Employee Personnel File

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 Filing Sequence

- ☑ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (specify) _____

9. Volume

15 Number

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

10. Approximate Annual Accumulation

15 Number

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

11. File is Used

☐ Daily ☑ Weekly ☐ Monthly

12. File Becomes Inactive After

10 ☐ Month(s) ☑ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

CITY HALL, FIRST FLOOR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)
HR PERSONNEL FILES AS400

☑ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulations(s)

16. Audit Requirements

☐ None ☐ State ☐ Federal ☑ Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
☑ Yes ☐ No ALPHA - LAST NAME

18. Recommended Retention

Retain 3 Y after ~~10 YEARS~~ employee terminates, then destroy

19. Name and Title of Preparer

JEANNE NAKAMOTO
HUMAN RESOURCES ASST.

20. Telephone Number

301-694-1885

21. Date

11-02-99

See photo Term. empl. file info

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of HUMAN RESOURCES

Frederick, Maryland 21701

1. Position: HUMAN RESOURCE ASSISTANT

2. Division:

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: ACTIVE EMPLOYEE PERSONNEL FILES

5. Earliest Year/Latest Year: 1967 to 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.)

PERSONNEL FILES

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 Filing Sequence

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

9. Volume

3 Number

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

10. Approximate Annual Accumulation

3 Number

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

11. File is Used

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

12. File Becomes Inactive After: N/A

- [ ] 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 [x] Yes [ ] No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
[x] Yes [ ] No ALPHA

18. Recommended Retention

19. Name and Title of Preparer: Joyce Rosensteel, HR ASSISTANT

20. Telephone Number: (301) 694-1891

21. Date: 11-17-99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of HUMAN RESOURCES

Frederick, Maryland 21701

PAGE 2 OF 8

1. Position: HR ASST.

2. Division:

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: RETIREES

5. Earliest Year/Latest Year: 1900 to pres.

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

PERSONNEL FILES

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 Filing Sequence

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

9. Volume

3 Number

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

10. Approximate Annual Accumulation

3 Number

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

11. File is Used

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

12. File Becomes Inactive After: N/A

- [ ] 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)

- [x] Yes PAYROLL BENEFIT FILES DPW
- [ ] No

15. Access Restrictions [x] Yes [ ] No
(If Yes, cite Law(s) & Regulations(s))
CONFIDENTIAL

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
[x] Yes [ ] No ALPHA

18. Recommended Retention
~~3 y after final payout, then destroy~~

19. Name and Title of Preparer: Joyce Rosenstiel, HR ASSISTANT

20. Telephone Number: (301) 694-1891

21. Date: 11-17-99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of HUMAN RESOURCES

Frederick, Maryland 21701

1. Position: HR ASSISTANT

2. Division:

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: RETIREMENT HISTORY

5. Earliest Year/Latest Year: 1940 to 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.)

RETIREMENT INFO REPORTS
Plans, Salary info. - actuarial

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 Filing Sequence

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

9. Volume

2 Number
- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify)

10. Approximate Annual Accumulation

2 Number
- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify

11. File is Used

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

12. File Becomes Inactive After _____ [ ] Month(s) [ ] Year(s)

13. Current Location(s) (Bldg., Floor, Room): CITY HALL 1ST FLR. - CURRENTLY IN RECRUITMENT OFFICE

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [ ] Yes
- [x] No

15. Access Restrictions [x] Yes [ ] No
(If Yes, cite Law(s) & Regulations(s))
CONFIDENTIAL

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
[x] Yes [ ] No CHRONOLOGICAL

18. Recommended Retention: Retain for 10 Y, then destroy

19. Name and Title of Preparer: Joyce Rosensteel, HUMAN RESOURCE ASSISTANT

20. Telephone Number: (301) 694-1891

21. Date: 11-19-99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of HUMAN RESOURCES

Frederick, Maryland 21701

PAGE 5 OF 9

1. Position: HR ASSISTANT

2. Division:

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: HEALTH, LIFE INS, DISABILITY

5. Earliest Year/Latest Year: 1950's 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.)

COPIES OF ACTIVE, WIDOW RETIREES, COBRA ETC.

* Old plan Sigma. forms were accepted by new Insur. Co.

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 Filing Sequence

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

9. Volume

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

Number: 2

10. Approximate Annual Accumulation

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

Number: 2

11. File is Used

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

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room): 1ST FLR CITY HALL

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [ ] Yes
- [x] No

15. Access Restrictions [x] Yes [ ] No
(If Yes, cite Law(s) & Regulations(s))
CONFIDENTIAL

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
[x] Yes [ ] No
ALPHA

18. Recommended Retention: Retain for 3 Y after employee termination or 4 after termination of plan, then destroy X

19. Name and Title of Preparer: Joyce A. Rosensteel, HR ASSISTANT

20. Telephone Number: (301) 694-1891

21. Date: 11-17-99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of HUMAN RESOURCES

Frederick, Maryland 21701

1. Position: HR ASSISTANT

2. Division:

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: DESK FILES (VARIOUS)

5. Earliest Year/Latest Year: _____ 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.)

FLEXIBLE SPENDING RECORDS
SUPPLEMENTAL SAVINGS
~~VARIOUS PERSONAL INFO~~

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 Filing Sequence

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

9. Volume

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

1 Number

10. Approximate Annual Accumulation

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

1 Number

11. File is Used

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

12. File Becomes Inactive After

N/A

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

13. Current Location(s) (Bldg., Floor, Room)

DESK
1ST FLR CITY HALL

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [ ] Yes
- [x] No

15. Access Restrictions

- [x] Yes
- [ ] No

(If Yes, cite Law(s) & Regulations(s))

CONFIDENTIAL

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [x] Yes
- [ ] No

ALPHA

18. Recommended Retention: Retain until updated or superseded, then destroy.

19. Name and Title of Preparer: Joyce Rosenstiel, HR ASSISTANT

20. Telephone Number: (301) 694-1891

21. Date: 11-17-99

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	2. DIVISION	3. UNIT
The City of Frederick	HR	HR Assistant

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	5. EARLIEST YEAR / LATETEST YEAR
Reports - New Hire/Terminated	_____ 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)

See attached

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (Specify) _____	☐ 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	12. FILE BECOMES INACTIVE AFTER
☐ Daily ☐ Weekly ☐ Monthly	_____ Number ☐ Month(s) ☐ Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	**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 14, then destroy
19. NAME AND TITLE OF PREPARER BH Roberts	**20. TELEPHONE NUMBER** / **21. DATE** 9/26 - 10/3/00

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: City of Frederick

2. DIVISION: HR

3. UNIT: HR Assistant

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: Exit Interviews

5. EARLIEST YEAR / LATETEST YEAR: _____ 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)

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) _____

9. VOLUME

- ☐ 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)

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: Transfer to Personnel File

19. NAME AND TITLE OF PREPARER: Bt Roberts

20. TELEPHONE NUMBER:

21. DATE: 9/26-10/3/00

DGS 550-4 (Revised 1/93)

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of HUMAN RESOURCES

Frederick, Maryland 21701

1. Position: HR ASSISTANT

2. Division:

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: ~~VARIOUS~~

5. Earliest Year/Latest Year: _____ 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.)

~~1. RETIREMENT ACTION - PENDING~~
2. EXIT INTERVIEWS — Move to Pers. file
3. NEW HIRE ~~/TERMINATED~~ — Reports
4. Terminated — 1Y

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 Filing Sequence

- [ ] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (specify) _____

9. Volume

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

1 Number

10. Approximate Annual Accumulation

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

1 Number

11. File is Used

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

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room)

1ST FLR
CITY HALL

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [ ] Yes
- [x] No

15. Access Restrictions

- [x] Yes
- [ ] No

(If Yes, cite Law(s) & Regulations(s))

CONFIDENTIAL

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [x] Yes
- [ ] No

CHRONOLOGICAL

18. Recommended Retention:

19. Name and Title of Preparer: Joyce Rosensteel, HR ASSISTANT

20. Telephone Number: (301) 694-1891

21. Date: 11-17-99 9/26 - 10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources

Frederick, Maryland 21701

PAGE 1 OF ____

1. Position: Comp + Ben Admin.

2. Division:

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: Appeals Files

5. Earliest Year/Latest Year: 1999 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.)

Employee individual appeals and related documents. (Compensation only)

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 Filing Sequence

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (specify) ____

9. Volume

1 Number

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

10. Approximate Annual Accumulation

n/a Number

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

11. File is Used as needed

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

12. File Becomes Inactive After ____

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

13. Current Location(s) (Bldg., Floor, Room): Rm 117

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [ ] Yes
- [x] No

15. Access Restrictions [x] Yes [ ] No

(If Yes, cite Law(s) & Regulations(s)) Privacy Act

16. Audit Requirements Payroll only if requested

- [ ] 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 yr after resolution, then destroy

19. Name and Title of Preparer: Jeanne Rockenbach, Comp + Benefits

20. Telephone Number: 301 694-1892

21. Date: 9/26-10/3/00, 11-16-99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources

Frederick, Maryland 21701

PAGE ____ OF ____

1. Position: Comp + Ben Admin.

2. Division:

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: ~~Back Consultants~~ Retirement Plan Valuations

5. Earliest Year/Latest Year: 1998 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.)

Valuation - Annual Retirement Plan Valuations + related materials

7. Record Series Format(s)

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

8. Record Series Filing Sequence

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

9. Volume

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

<1 Number

10. Approximate Annual Accumulation

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

_____ Number

11. File is Used: as needed

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

12. File Becomes Inactive After: n/a

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

13. Current Location(s) (Bldg., Floor, Room): Rm #117

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office): Copies in Finance

- [x] Yes
- [ ] No

15. Access Restrictions

- [x] Yes
- [ ] No

(If Yes, cite Law(s) & Regulations(s)) Privacy Act

16. Audit Requirements: annual

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [x] Yes
- [ ] No

18. Recommended Retention: Retain 3Y after employees termination or 1Y after term. of plan ~~Permanent~~

19. Name and Title of Preparer: Jeanne Rockenbach, Comp + Benefits

20. Telephone Number: 301 694-1892

21. Date: 9/26 10/3/00 11-16-99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources

Frederick, Maryland 21701

PAGE _____ OF _____

1. Position: Comp + Ben Admin.

2. Division:

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: Aetna Supplemental

5. Earliest Year/Latest Year: 1998 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.)

Account Activity Reports

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 Filing Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☑ Chronological
- ☐ Geographical
- ☐ Other (specify) _____

9. Volume

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

<1 Number

10. Approximate 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: n/a ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room): Rm #117

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office): at vendor

☑ Yes ☐ No

15. Access Restrictions ☑ Yes ☐ No

(If Yes, cite Law(s) & Regulations(s)) Privacy act

16. Audit Requirements: annual.

☐ None ☐ State ☐ Federal ☑ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

☐ Yes ☑ No

18. Recommended Retention: ~~[illegible]~~ annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently on material →

19. Name and Title of Preparer: Jeanne Rockenbach, Comp + Benefits

20. Telephone Number: 301 694-1892

21. Date: 9/26-10/3/00, 11-16-99

that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Md. Archives.

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources

Frederick, Maryland 21701

PAGE ____ OF ____

1. Position: Comp + Ben Admin.

2. Division:

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: FSA Files

5. Earliest Year/Latest Year: 1999 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.)

Flexible Spending Account - Billings Monthly reports

7. Record Series Format(s)

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

8. Record Series Filing Sequence

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

9. Volume

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

<1 Number

10. Approximate Annual Accumulation

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

_____ Number

11. File is Used

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

12. File Becomes Inactive After: 1 yr

- [ ] Month(s)
- [x] Year(s)

13. Current Location(s) (Bldg., Floor, Room): Rm # 117

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [x] Yes at vendor + in Finance
- [ ] No

15. Access Restrictions

- [x] Yes
- [ ] No

(If Yes, cite Law(s) & Regulations(s)) Privacy Act

16. Audit Requirements annual

- [ ] None
- [ ] State
- [x] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [ ] No

18. Recc

0

Screen annually. Destroy material having no further 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 MD Archives.

19. Name and Title of Preparer: Jeanne Rockenbach, Comp + Benefits

20. Telephone Number: 301 694-1892

9/26-10/3/00

11-16-99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources

Frederick, Maryland 21701

PAGE _____ OF _____

1. Position: Comp + Ben Admin.

2. Division:

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: ~~Retiraster Life Ins Co.~~ Basic Life Ins.

5. Earliest Year/Latest Year: 1998 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.)

Monthly Life Ins. Bill + recon for Basic life - City 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 Filing Sequence

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

9. Volume

<1 Number

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

10. Approximate Annual Accumulation

<1 Number

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

11. File is Used

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

12. File Becomes Inactive After _____

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

13. Current Location(s) (Bldg., Floor, Room): Rm #117

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) at vendor + Finance

- [x] Yes
- [ ] No

15. Access Restrictions [x] Yes [ ] No
(If Yes, cite Law(s) & Regulations(s)) Payroll data

16. Audit Requirements as needed

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Recommended Retention: Retain for 3Y and until all audit requirements have been met, then destroy.

19. Name and Title of Preparer: Jeanne Rockenbach, Comp + Benefits

20. Telephone Number: 301 694-1892

21. Date: 9/96-10/3/00, 11-16-99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources

Frederick, Maryland 21701

PAGE ____ OF ____

1. Position: Comp + Ben Admin.

2. Division:

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: ~~Nationwide~~ Retirement Plan

5. Earliest Year/Latest Year: 1998 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.)

~~Rebecca~~ activity 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 Filing Sequence

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

9. Volume

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

<1 Number

10. Approximate Annual Accumulation

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

<1 Number

11. File is Used

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

12. File Becomes Inactive After: 1

- [ ] Month(s)
- [x] Year(s)

13. Current Location(s) (Bldg., Floor, Room): Rm #117

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office): at vendor

- [x] Yes
- [ ] No

15. Access Restrictions [ ] Yes [ ] No (If Yes, cite Law(s) & Regulations(s)): Payroll Info

16. Audit Requirements - as needed

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Recomm: **Screen annually. Destroy material having no further fiscal, legal or operational value. ~~Retain permanently any material that serves to document the origin, development and accomplishments of the department.~~**

19. Name and Title of Preparer: Jeanne Rockenbach, Comp + Benefits

20. Telephone Number: 301 694-1892

11-16-99

~~9/20-10/13/00~~

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court Street
Frederick, Maryland 21701

PAGE 1 OF 1

1. Position: Payroll Coordinator

2. Division: attached

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: ~~Active~~ Employee Payroll Files

5. Earliest Year/Latest Year: 1962 to 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.)

Hardcopy of Employee Information
Track History of any changes - i.e. Merit Increases, Address and Deduction changes
Pulled For Auditors Sample

7. Record Series Format(s)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☒ Other (specify): 8½ by 5½ sheets paper

8. Record Series Filing Sequence

- ☒ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (specify)

9. Volume

4 Number
- ☒ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

10. Approximate Annual Accumulation

4 Number
- ☒ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify

11. File is Used

☒ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

when employee terminates ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

City Hall
First Floor, Payroll Office

(1) HR Personnel Files
(2) PW Personnel Files
(3) Police Personnel Files

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

☐ Yes ☐ No

Some information is Duplicated
(4) AS400 Computer Sys.

15. Access Restrictions ☒ Yes ☐ No
(If Yes, cite Law(s) & Regulations(s))

On Some Information

16. Audit Requirements

☐ None ☐ State ☐ Federal ☒ Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)

☒ Yes ☐ No
Alpha last Name

18. Recommended Retention

~~As long as employee is active~~

19. Name and Title of Preparer

Jodene Momaw
Payroll Coordinator

20. Telephone Number

301-694-1415

21. Date 9/06 10/3/00 10/26/99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court Street
Frederick, Maryland 21701

PAGE 1 OF 1

1. Position: Payroll Coordinator

2. Division:

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: Terminated Employee Payroll Files

5. Earliest Year/Latest Year: 1990 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.)

Hardcopy of Employee Information
Track History of Any Changes - i.e. merit Increases, Address, Deduction Changes - Used in lawsuit cases, if Employee is reactivated
Pulled For Auditor Sample

7. Record Series Format(s)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☒ Other (specify): 8½ by 5½ sheets paper

8. Record Series Filing Sequence

- ☒ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (specify): _____

9. Volume

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

4 Drawers Number
(3) Accordian Files

10. Approximate 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

_____ ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
1st Floor City Hall, Payroll Office
Basement City Hall, Vault

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office) Some Info. Is Duplicated
1) HR Personnel Files
☒ Yes 2) PW Personnel Files ☐ No
3) Police Personnel Files

15. Access Restrictions ☒ Yes ☐ No
(If Yes, cite Law(s) & Regulations(s))
On same Information

16. Audit Requirements

☐ None ☐ State ☐ Federal ☒ Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
☒ Yes ☐ No Alpha & Year Order

18. Recommended Retention
7 years Retain for 3 Y and until all audit requirements have been met, then destroy
X 9/26-10/3/00

19. Name and Title of Preparer
Sodene Momau
Payroll Coordinator

20. Telephone Number
301-694-1415

21. Date
10/26/99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court Street
Frederick, Maryland 21701

PAGE 1 OF 1

1. Position: Payroll Coordinator

2. Division:

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: Employee Wage Statements - W2's

5. Earliest Year/Latest Year: 1988 to 1998

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Hardcopy of Employees W-2's
Software (diskette; Reel Tape) of W-2 Data sent to the State & Federal
Report to employee, state & Federal - Data Usage

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 Filing Sequence

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

9. Volume

10 Number
- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☒ Computer Tape(s)
- ☒ Other (specify) Boxes

10. Approximate Annual Accumulation

1 Number
- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☒ Computer Tape(s)
- ☒ Other (specify Box

11. File is Used

- ☐ Daily
- ☐ Weekly
- ☒ Monthly (or Less)

12. File Becomes Inactive After

_____ ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room): Basement Floor, City Hall, Vault

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

☐ Yes ☒ No

15. Access Restrictions ☒ Yes ☐ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☐ None ☒ State ☒ Federal ☒ Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
☒ Yes ☐ No Alpha; Year

18. Recommended Retention Retain for 3 Y and until all audit requirements have been met, then destroy.

19. Name and Title of Preparer: Jodene Momaw, Payroll Coordinator

20. Telephone Number: 301-694-1415

21. Date: 9/26 - 10/3/00 10/26/99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court Street
Frederick, Maryland 21701

PAGE 1 OF 1

1. Position: Payroll Coordinator

2. Division:

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: Payroll Time Sheets/Edits and Payroll Reports (By Pay Period)

5. Earliest Year/Latest Year: 1990 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.)

Hard copy of Payroll Entry
Hardcopy of Payroll Lists & Edits ran in the Payroll Process
Tracks history of Payroll Process/Changes for a given Pay Period - Pulled for Auditors Sample

7. Record Series Format(s)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (specify) (97-99) 8½ by 11 - Hanging Binders Boxed (90-97)

8. Record Series Filing Sequence

- [ ] Alphabetical
- [ ] Numerical
- [x] Chronological
- [ ] Geographical
- [ ] Other (specify)

9. Volume

20 Boxes — Number
78 Binders — [x] Other (specify)
[ ] File Drawer(s)
[ ] Microfilm Reel(s)
[ ] Computer Tape(s)

10. Approximate Annual Accumulation

52 Binders — Number — [x] Other (specify)
[ ] File Drawer(s)
[ ] Microfilm Reel(s)
[ ] Computer Tape(s)

11. File is Used

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

Last 2 Fiscal years

12. File Becomes Inactive After: 7 [ ] Month(s) [x] Year(s)

13. Current Location(s) (Bldg., Floor, Room)
1st Floor City Hall, Finance Dept.
3rd Floor City Hall, Attic
Basement Floor, City Hall, Vault

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)
[ ] Yes [x] No

15. Access Restrictions [x] Yes [ ] No
(If Yes, cite Law(s) & Regulations(s))
Some Info. is Confidential

16. Audit Requirements
[ ] None [ ] State [ ] Federal [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)
[x] Yes [ ] No Pay Period Date & Number

18. Recommended Retention: Retain for 3 ~~10 years~~ and until all audit requirements have been met, then destroy

19. Name and Title of Preparer: Jodene Momaw, Payroll Coordinator

20. Telephone Number: 301-694-1415

21. Date: 9/26 10/3/99 10/26/99

RECORDS INVENTORY
THE CITY OF FREDERICK

only electronic ?

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court Street
Frederick, Maryland 21701

PAGE 1 OF 1

1. Position: Payroll Coordinator

2. Division:

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: Payroll Employee Information and Pay History

5. Earliest Year/Latest Year: 1988 to 1999
1988-Pay History
6/96-Pay History, Demographic, etc.

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Computerized Access
Used to Maintain Compensation For Employees and Pay History Inquiry

7. Record Series Format(s)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☒ Other (specify): MainFrame AS400

8. Record Series Filing Sequence

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

9. Volume

Computer MainFrame Drive Number
- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☒ Other (specify)

10. Approximate Annual Accumulation

Increases In Disk Space Number
- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

11. File is Used: ☒ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After: _____ ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room): 1st Floor, City Hall, Computer Room

14. Is Record Series Duplicated Elsewhere? ☒ Yes ☐ No
(If yes, specify agency or Office) Some Info. Hardcopy Personnel Files in HR, PW, Police & Payroll Files

15. Access Restrictions ☒ Yes ☐ No
(If Yes, cite Law(s) & Regulations(s)) AS400 Security System

16. Audit Requirements: ☐ None ☐ State ☐ Federal ☒ Independent

17. Is an Index System Used? ☒ Yes ☐ No
(If yes, explain briefly and describe any hardware/software) Can be accessed by menu options on system, alpha, chronological, emp SS or number

18. Recommended Retention: Retain for 3 Y. and until all audit requirements have been met, then destroy

19. Name and Title of Preparer: Jodene Momaw, Payroll Coordinator

20. Telephone Number: 301-694-1415

21. Date: 9/26-10/30/00 10/26/99

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 City of Frederick

2. DIVISION H.R.

3. UNIT Employee Relations + Training

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 1997 TO 2000

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

Software Vendors, Templates, Facility Guides

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

- [ ] 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)

Office - [illegible]

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes _____
- [x] 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

19. NAME AND TITLE OF PREPARER Bet Roberts

20. TELEPHONE NUMBER

21. DATE 9/26 - 10/3/00

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 City of Frederick

2. DIVISION

3. UNIT Employee Relations & Training

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 Assistance Program

5. EARLIEST YEAR / LATETEST YEAR: 1995 TO 2000

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

Vendor Informa,
Contracts

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

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

9. VOLUME

3 file

- [ ] 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)

1st fl.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes _____
- [x] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- [ ] Yes _____
- [ ] No

16. AUDIT REQUIREMENTS

- [x] 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 vendor contract plus 4 y, then destroy.

19. NAME AND TITLE OF PREPARER

Bt Roberts

20. TELEPHONE NUMBER

21. DATE

9/26-10/3/00

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 City of Frederick

2. DIVISION

3. UNIT Employee Relations & Training

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 Relations Dispute Files

5. EARLIEST YEAR / LATETEST YEAR: 1997 TO 2000

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

Barbara / Lynn - transfer to Legal? to point of from public recording (Barbara's memo)

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

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

9. VOLUME 1/2

- [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)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes _____
- [x] 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

Notify Legal Dept. If general dispute, retain until final resolution or 14 after M.D. LIA plus 14, thru dealing.

19. NAME AND TITLE OF PREPARER: Bet Roberts

20. TELEPHONE NUMBER

21. DATE: 9/26 - 10/3/00

DGS 550-4 (Revised 1/93)

further legal, administrative or operational matters

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: City of Frederick

2. DIVISION:

3. UNIT: Employee Relations & Training

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 Potential & Actual Cases

5. EARLIEST YEAR / LATETEST YEAR: 1990 TO 2000

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

Legal?

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

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

9. VOLUME

4 files

- [ ] 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)

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

Notify Legal Dept. for Title VII and ADA cases, retain until final disposition of charge or action, for OSHA related → then destroy.

19. NAME AND TITLE OF PREPARER: Bt Roberts

20. TELEPHONE NUMBER:

21. DATE: 9/26-10/3/00

DGS 550-4 (Revised 1/93)

deaths, retain 4/A for 10 Y or within 3 Y of date when cause of death was discovered, whichever is shorter, then destroy.

If accidental personal injury, retain 4/A for 3 years. If claim is filed, retain until case is satisfied, then destroy.

If general guarantees, retain until final resolution or 1Y after Mtd 4/A, plus 1Y.

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 City of Frederick

2. DIVISION

3. UNIT Employee Relations + Training

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 Policy Revisions

5. EARLIEST YEAR / LATETEST YEAR 1994 TO 2000

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

Notes
Actual Policy 1994 and 1997

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

1 folder

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

Number 2 binders

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)

1st floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☑ Yes Completed Handbook ☑ No Notes

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 all revisions / revisions for most recent 10 Y ~~DCAMM MD HA~~, then destroy.

19. NAME AND TITLE OF PREPARER

Bt Roberts

20. TELEPHONE NUMBER

21. DATE 9/26 - 10/3/00

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 City of Frederick

2. DIVISION

3. UNIT Employee Relations & Training

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 Tuition Assistance

5. EARLIEST YEAR / LATETEST YEAR 1990 TO 2000

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

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) _____

9. VOLUME 1/3

- ☑ 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)

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 Y, then destroy

19. NAME AND TITLE OF PREPARER Pat Roberts

20. TELEPHONE NUMBER

21. DATE 9/26 - 10/3/00

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 City of Frederick

2. DIVISION HR

3. UNIT Employee Relations & Training

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 Affirmative Action Plan

5. EARLIEST YEAR / LATETEST YEAR 1990's 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)

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) _____

9. VOLUME

1 file

- ☐ 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)

Office

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

BA Roberts

20. TELEPHONE NUMBER

21. DATE

9/26 - 10/3/00

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: City of Frederick

2. DIVISION:

3. UNIT: Employee Relations + Training

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: Task Team + Committee Mtg. Minutes

5. EARLIEST YEAR / LATETEST YEAR: 1998 TO 2000

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

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

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

9. VOLUME

2 folders

- [ ] 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)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [x] Yes at the Mayor's office
- [ ] 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 5 Y, then destroy

19. NAME AND TITLE OF PREPARER: Bet Roberts

20. TELEPHONE NUMBER:

21. DATE: 9/26 - 10/3/00

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 City of Frederick

2. DIVISION

3. UNIT Employee Relations & Training

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: Budgets, copies

5. EARLIEST YEAR / LATETEST YEAR: 1999 TO 2001

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

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) _____

9. VOLUME

- ☐ 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)

1st fl.

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 2 Y then destroy

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

21. DATE

9/26/00 - 10/3/00

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 City of Frederick

2. DIVISION

3. UNIT Employee Relations & Training

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 Subject Files

5. EARLIEST YEAR / LATETEST YEAR 1997 TO 2000

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

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) _____

9. VOLUME

1 Number

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

10. ANNUAL ACCUMULATION

_____ Number

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

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

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

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department.

19. NAME AND TITLE OF PREPARER Pat Roberts

20. TELEPHONE NUMBER

21. DATE 9/26-10/3/00

DGS 550-4 (Revised 1/93)

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N Court Street
Frederick, Maryland 21701

PAGE 1 OF 1

1. Position: Human Resources Coordinator

2. Division:

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: Human Resources ~~Coordinator Miscellaneous~~ Subject Files

5. Earliest Year/Latest Year: 1998 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.)

- Confidential File - Brunot
- Confidential File - Charles Thomas
- Advertising
- Job Line
- Occupational Health
- Telephone System
- Tracking Software
- Web Page
- Temp. Services
- Staff Meetings
- Forms

7. Record Series Format(s)

- ✓ Letter Size
- 1 Microfilm
- 1 Legal Size
- 1 Computer Tape
- 1 Bound Book
- 1 Floppy Disk
- 1 Audio Tape
- 1 Video Tape
- 1 Other (specify) _____

8. Record Series Filing Sequence

- ✓ Alphabetical
- 1 Numerical
- 1 Chronological
- 1 Geographical
- 1 Other (specify) _____

9. Volume

- ✓ File Drawer(s)
- 1 Microfilm Reel(s)
- 1 Computer Tape(s)
- 1 Other (specify)

Number: 1

10. Approximate Annual Accumulation

- ✓ File Drawer(s)
- 1 Microfilm Reel(s)
- 1 Computer Tape(s)
- 1 Other (specify

Number: 1

11. File is Used

✓ Daily 1 Weekly 1 Monthly _____

12. File Becomes Inactive After

1 Month(s) 1 Year(s)

13. Current Location(s) (Bldg., Floor, Room)

City Hall
First Floor
Room #117

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

1 Yes ✓ No

15. Access Restrictions 1 Yes 1 No
(If Yes, cite Law(s) & Regulations(s)

16. Audit Requirements

1 None 1 State 1 Federal 1 Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

1 Yes ✓ No

18. Recommended Retention: Review annually, destroy ~~3 Years or as needed~~ material having no further admin., fiscal, legal or operational value.

19. Name and Title of Preparer: Barbara A Foster, Human Resources Coordinator

20. Telephone Number: 301-694-1879

21. Date: 9/06 10/31/00 11/16/99

Retain Permanently any material that serves to document the origin, development + accomplishments of the dept. Transfer periodically to the Md Archives

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of
Human Resources
101 N Court Street

Frederick, Maryland 21701

PAGE 1 OF 1

1. Position
Human Resources Coordinator

2. Division

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
~~1999~~ Recruitment Files

5. Earliest Year/Latest Year
1/1998 to 12/1999

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
1999 Job Announcements, Advertisements Placed, Applications + Resumes Received, Selected Candidates

7. Record Series Format(s)

- ✓ Letter Size
- 1 Microfilm
- 1 Legal Size
- 1 Computer Tape
- 1 Bound Book
- 1 Floppy Disk
- 1 Audio Tape
- 1 Video Tape
- 1 Other (specify) _____

8. Record Series Filing Sequence

- 1 Alphabetical
- ✓ Numerical
- 1 Chronological
- 1 Geographical
- 1 Other (specify) _____

9. Volume

- ✓ File Drawer(s)
- 1 Microfilm Reel(s)
- 2 Number 1 Computer Tape(s)
- 1 Other (specify)

10. Approximate Annual Accumulation

- ✓ File Drawer(s)
- 1 Microfilm Reel(s)
- 2 Number 1 Computer Tape(s)
- 1 Other (specify

11. File is Used
✓ Daily 1 Weekly 1 Monthly _____

12. File Becomes Inactive After
1 Month(s) ✓ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
City Hall
First Floor
Room #117

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)
1 Yes ✓ No

15. Access Restrictions 1 Yes 1 No
(If Yes, cite Law(s) & Regulations(s)

16. Audit Requirements
1 None 1 State 1 Federal 1 Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
✓ Yes 1 No Lotus SmartSuite97 - WordPro
R:\Recruitm\Jobopen\199openin\(#series)\(Specific #)

18. Recommended Retention
~~4 years~~ Return 2 Y then destroy

19. Name and Title of Preparer
Barbara A Foster
Human Resources Coordinator

20. Telephone Number
1-301-694-1879

21. Date
9/24 - 10/3/00
11/16/99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of
Human Resources
101 N Court Street

Frederick, Maryland 21701

PAGE 1 OF 1

1. Position
Human Resources Coordinator

2. Division

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
~~1998~~ Recruitment Files

5. Earliest Year/Latest Year
1/1998 to 12/1998

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
1998 Job Announcements, Application + Resumes Rec'd, Selected Candidates, Advertisements Placed

7. Record Series Format(s)

✓ Letter Size
1 Microfilm
1 Legal Size
1 Computer Tape
1 Bound Book
1 Floppy Disk
1 Audio Tape
1 Video Tape
1 Other (specify)

8. Record Series Filing Sequence

1 Alphabetical
✓ Numerical
1 Chronological
1 Geographical
1 Other (specify)

9. Volume

✓ File Drawer(s)
1 Microfilm Reel(s)
2 Number
1 Computer Tape(s)
1 Other (specify)

10. Approximate Annual Accumulation

✓ File Drawer(s)
1 Microfilm Reel(s)
2 Number
1 Computer Tape(s)
1 Other (specify

11. File is Used

1 Daily 1 Weekly 1 Monthly Infrequently

12. File Becomes Inactive After

1 Month(s) ✓ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
City Hall
First Floor
Room #117

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

1 Yes ✓ No

15. Access Restrictions 1 Yes 1 No
(If Yes, cite Law(s) & Regulations(s)

16. Audit Requirements

1 None 1 State 1 Federal 1 Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
✓ Yes 1 No Lotus Smartsuite 97 - Word Pro
R:\Recruitm\Joboperi\98openin\(#series)\(Specific #)

18. Recommended Retention
1 Year

19. Name and Title of Preparer
Barbara A Foster
Human Resources Coordinator

20. Telephone Number
1-301-694-1879

21. Date 9/26 10/31/00
11/18/99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources

Frederick, Maryland 21701

PAGE _____ OF _____

1. Position: Comp + Ben Admin.

2. Division:

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: HMO Files

5. Earliest Year/Latest Year: 1998 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.)

HMO files are maintained by vendor — this includes contracts, rates, any other literature & agreements.

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 Filing Sequence

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

9. Volume

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

<1 Number

10. Approximate Annual Accumulation

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

_____ Number

11. File is Used

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

12. File Becomes Inactive After annual

- [ ] Month(s)
- [x] Year(s)

13. Current Location(s) (Bldg., Floor, Room): Rm # 117

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) at vendor loc.

- [x] Yes
- [ ] No

15. Access Restrictions

- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- [x] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Reco: **Screen annually. Destroy material having no further fiscal, legal or operational value. ~~Retain permanently any material that serves to document the origin, development and accomplishments of the department.~~**

19. Name and Title of Preparer: Jeanne Rockenbach, Comp & Benefits

20. Telephone Number: 301 694-189—

11-16-99 10/3/00

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 City of Frederick

2. DIVISION Human Resources

3. UNIT Safety

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 Comp

5. EARLIEST YEAR / LATETEST YEAR

_____ 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)

CR. Copies
1st rpt. of injury
notification of claim letters
benefits response to employee
employee's statement

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) _____

9. VOLUME

- ☐ 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)

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 5 Y, then destroy

19. NAME AND TITLE OF PREPARER BA Roberts

20. TELEPHONE NUMBER

21. DATE 9/26 - 10/3/00

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: City of Frederick

2. DIVISION: HR

3. UNIT: Safety

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: Industrial Hygiene Monitoring Results (Hazard Control)

5. EARLIEST YEAR / LATETEST YEAR: _____ 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)

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) _____

9. VOLUME

- ☐ 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)

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 up 4, then destroy

19. NAME AND TITLE OF PREPARER: Bet Roberts

20. TELEPHONE NUMBER

21. DATE: 9/26 - 10/3/00

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: City of Frederick

2. DIVISION: HR

3. UNIT: Safety

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: DOT Driver Qualification Files

5. EARLIEST YEAR / LATETEST YEAR: _____ 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)

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) _____

9. VOLUME

- ☐ 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)

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 while active plus 3 yr, plus destroy

19. NAME AND TITLE OF PREPARER: Bt Roberts

20. TELEPHONE NUMBER

21. DATE: 9/23-10/6/00

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 City of Frederick

2. DIVISION HR

3. UNIT Safety

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 Drug/Alcohol Test Results

5. EARLIEST YEAR / LATETEST YEAR

_____ 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)

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) _____

9. VOLUME

- ☐ 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)

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 5 Y and until all audit requirements have been met, then destroy.

19. NAME AND TITLE OF PREPARER BT Roberts

20. TELEPHONE NUMBER

21. DATE 9/23-10/6/00

DGS 550-4 (Revised 1/93)

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of
Human Resources
101. N. Court St

Frederick, Maryland 21701

PAGE 1 OF 18

1. Position: Safety Asst.

2. Division:

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: HAZARD CONTROL

5. Earliest Year/Latest Year: 95 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Inspections, Surveys, Test Results, JSA (Job Safety Analysis), Hazard Alerts,
To Keep hard copy of past and present Hazardous Control events.
~~Investigations~~ (cond./losses.)

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 Filing Sequence

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

9. Volume

1 Number

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

10. Approximate Annual Accumulation

1 Number

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

11. File is Used

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

12. File Becomes Inactive After: NA

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

13. Current Location(s) (Bldg., Floor, Room)
City Hall
1st Floor
Safety Dept.

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)
- [x] Yes Information Systems
- [ ] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements
- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
- [x] Yes
- [ ] No

Alphabetical by item

18. Recommended Retention
Retain 40Y, then destroy

19. Name and Title of Preparer
Stephanie Richards
Safety Asst.

20. Telephone Number
301-694-1992

21. Date
11/12/99
9/06-10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101. N. Court St.
Frederick, Maryland 21701

1. Position: Safety Asst.

2. Division:

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: Safety Motivation Programs

5. Earliest Year/Latest Year: 97 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Incentive(s).

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 Filing Sequence

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

9. Volume

1 Number

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

10. Approximate Annual Accumulation

1 Number

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

11. File is Used

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

when needed

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room)
City Hall
1st Floor
Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [ ] Yes
- [x] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Recommended Retention: Retain for 10 Y, then destroy

19. Name and Title of Preparer: Stephanie Richards, Safety Asst.

20. Telephone Number: 301-694-1992

21. Date: 9/96 10/3/00 11/12/99

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Budget (Org. & Admin)

5. Earliest Year/Latest Year: 97 to 99.

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Budget Request, Office Requisitions, Salary Classification, City Owned Property Value,

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 Filing Sequence

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (specify)

9. Volume

1 Number

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

10. Approximate Annual Accumulation

1 Number

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

11. File is Used

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

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room)
City Hall
1st Floor
Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [x] Yes Finance info. systems.
- [ ] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Recommended Retention: Retain for 3 Y, then destroy.

19. Name and Title of Preparer: Stephanie Richards, Safety Asst.

20. Telephone Number: 301-694-1992

21. Date: 11/17/99
9/26 - 10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Correspondence

5. Earliest Year/Latest Year: 95 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Correspondence, sent; e-mail, sent, received; Faxes sent, recieved; MDSH Directory

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 Filing Sequence

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

9. Volume

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

1 Number

10. Approximate Annual Accumulation

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

1 Number

11. File is Used

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

12. File Becomes Inactive After

N/A

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

13. Current Location(s) (Bldg., Floor, Room)

City Hall
1st Floor
Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

Info Systems.

- [x] Yes
- [ ] No

15. Access Restrictions

- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s)

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Recomme

Review

Screen annually. Destroy material having no further 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 MD Archives.**

19. Name and Title of Preparer: Stephanie Richards, Safety Dept.

20. Telephone Number: x1992

11/17/99
9/26 - 10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Forms (blank

5. Earliest Year/Latest Year: 95 to 99

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/Incident Report, Attendance Roster, Auth. Med. Services, Check Request, Emergency Not. Form, Evaluation Questionnaire, Fax Cover, JSA, Logo Form, MOSH Form, Request Legal Opinion, Rk Safety Form, Safety Inspection Form, Workers Comp. 1st Report, Status

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 Filing Sequence

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

9. Volume

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

1 Number

10. Approximate Annual Accumulation

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

1 Number

11. File is Used

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

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room)
City Hall
1st Floor
Frederick, MD 21701

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)
Info. Systems.

- [x] Yes
- [ ] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s)

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Recommended Retention

19. Name and Title of Preparer: Stephanie Richards, Safety Asst.

20. Telephone Number: x1992

21. Date: 11/17/99
9/26-10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst.

2. Division:

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: City Procedures

5. Earliest Year/Latest Year: 95 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Eye Prescription, 6-Point Safety Program, Emergency Notification, Sanitation, Work on/near exposed Energized Parts.

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 Filing Sequence

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (specify)

9. Volume

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

Number: 1

10. Approximate Annual Accumulation

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

Number: 1

11. File is Used

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

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room): City Hall 1st Floor. Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [x] Yes: Info. Systems
- [ ] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Recommended Retention: Retain until updated or superceded. Keep one version of each safety procedure Perm.

19. Name and Title of Preparer: Stephanie Richards. Safety Asst.

20. Telephone Number: X1992

21. Date: 11/17/99

9/26 - 10/3/00

Transfer periodically to Md. Archives.

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Alphabetic Filing

5. Earliest Year/Latest Year: 95 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

FMH Newsletter, Health Orientation, ~~Investigations~~, MD Fire & Rescue Inst., MSIECA, Safety Council of MD Safety Tips (Holiday, Seasonal) Summer News & Info. Snow Rodeo.

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 Filing Sequence

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (specify)

9. Volume

1 Number

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

10. Approximate Annual Accumulation

1 Number

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

11. File is Used

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

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room): City Hall 1st Floor Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office): Info. Systems.

- [x] Yes
- [ ] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Recommended Retention: Review

Screen annually. Destroy material having no further 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 MD Archives.**

19. Name and Title of Preparer: Stephanie Richards, Safety Asst.

20. Telephone Number: X1992

11/17/99
9/96-10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Accident / Incident Reports.

5. Earliest Year/Latest Year: 96 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Record Keeping of Accidents & Incidents Reported.

7. Record Series Format(s)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☒ Other (specify): manilla folders.

8. Record Series Filing Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☒ Chronological
- ☐ Geographical
- ☐ Other (specify)

9. Volume

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

1 Number

10. Approximate Annual Accumulation

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

1 Number

11. File is Used: ☒ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After: N/A ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room): City Hall 1st Floor Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office): ☒ Yes (USHA Log) ☐ No

15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulations(s))

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: Below for 5 following the year to which they relate, then destroy

19. Name and Title of Preparer: Stephanie Richards, Safety Asst

20. Telephone Number: X1992

21. Date: 11/17/99 9/06-10/31/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Goverment Regulations

5. Earliest Year/Latest Year: _____ to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

ANSI Standards. OSHA Standards

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 Filing Sequence

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

9. Volume

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

1 Number

10. Approximate Annual Accumulation

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

1 Number

11. File is Used

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

12. File Becomes Inactive After

N/A [ ] Month(s) [ ] Year(s)

13. Current Location(s) (Bldg., Floor, Room)

City Hall
1st Floor
Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [ ] Yes
- [ ] No

15. Access Restrictions [ ] Yes [x] No
(If Yes, cite Law(s) & Regulations(s)

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
[ ] Yes [x] No

18. Recommended Retention

Until updated or superceded

19. Name and Title of Preparer

Stephanie Richards
Safety Asst

20. Telephone Number

x1992

21. Date

11/17/99
9/26-10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst.

2. Division:

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: CDL Licensed Drivers.

Record Keeping

5. Earliest Year/Latest Year: _____ 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.)

CDL Flagging System (all city employed CDL Drivers)

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 Filing Sequence

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

9. Volume

1 Number

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

10. Approximate Annual Accumulation

1 Number

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

11. File is Used

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

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room)
City Hall
1st Floor
Safety Dept

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [ ] Yes
- [ ] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s)

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Recommended Retention: Retain while active plus 3 Y, then destroy

19. Name and Title of Preparer: Stephanie Richards, Safety Asst.

20. Telephone Number: x1992

21. Date: 11/17/99
9/26-10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of
Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Physical Fit Tests

5. Earliest Year/Latest Year: 98 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Respiratory/Pulmonary Fit Tests of 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 Filing Sequence

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

9. Volume

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

Number: 1

10. Approximate Annual Accumulation

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

Number: 1

11. File is Used

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

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room)
City Hall
1st Floor
Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)
OHS.

- [x] Yes
- [ ] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s)

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Recommended Retention

19. Name and Title of Preparer
Stephanie Richards
Safety Asst.

20. Telephone Number
X1992

21. Date
11/17/99
9/26-10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Developing Projects

5. Earliest Year/Latest Year: 99 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Emergency Operations Plan, Lock Out/Tag Out, Rx Safety Eyewear, Fleet Safety, Water Plant SOP's

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 Filing Sequence

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (specify)

9. Volume

1 Number

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

10. Approximate Annual Accumulation

1 Number

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

11. File is Used

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

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room): City Hall 1st Floor Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office): info. systems

- [x] Yes
- [ ] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Recommended Retention: Until developed, then to Programs, update manuals as needed.

19. Name and Title of Preparer: Stephanie Richards, Safety Asst.

20. Telephone Number: x1992

21. Date: 11/17/99

Policies, Procedures or guidelines 9/26-10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Safety Training

5. Earliest Year/Latest Year: 95 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Training Record (Attendance, Literature, Guidelines)

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 Filing Sequence

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

9. Volume

1 Number

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

10. Approximate Annual Accumulation

1 Number

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

11. File is Used

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

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room)
City Hall
1st Floor
Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [ ] Yes
- [x] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s)

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
- [ ] Yes
- [x] No

18. Recommended Retention: Retain for 3 y after employee termination

19. Name and Title of Preparer: Stephanie Richards, Safety Asst.

20. Telephone Number: x1992

21. Date: 11/17/99
9/26-10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Training - Health, CPR, & Tests

5. Earliest Year/Latest Year: 95 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Health & CPR Tests, CPR (manuals etc.),

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 Filing Sequence

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

9. Volume

1 Number

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

10. Approximate Annual Accumulation

1 Number

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

11. File is Used

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

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room)
City Hall
1st Floor
Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

- [ ] Yes
- [x] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes
- [x] No

18. Recommended Retention: Below Until updated or superseded

19. Name and Title of Preparer: Stephanie Richards, Safety Asst.

20. Telephone Number: x1992

21. Date: 11/17/99, 9/26-10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Hazard Material Info

5. Earliest Year/Latest Year: _____ 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.)

Chemical List, MSDS, Hazard Communication Policy, Info on Substances & Regulations.

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 Filing Sequence

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

9. Volume

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

1 Number

10. Approximate Annual Accumulation

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

1 Number

11. File is Used

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

12. File Becomes Inactive After: N/A

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

13. Current Location(s) (Bldg., Floor, Room)
City Hall
1st Floor
Safety Dept

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)
individual Depts.
- [ ] Yes
- [ ] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s)

16. Audit Requirements

- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used?
(If yes, explain briefly and describe any hardware/software)
- [ ] Yes
- [x] No

18. Recommended Retention
Retain MSDS for 40Y after discontinued use of the specific Chemical, then destroy

19. Name and Title of Preparer: Stephanie Richards, Safety Asst

20. Telephone Number: X1992

21. Date: 11/12/99, 9/26/00-10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Catalogues

5. Earliest Year/Latest Year: 98 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Apparel, Awards, Boots, CD info, Education, First Aid, Manuals, Monitors, Promotional, Safety Equip., Training Material.

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 Filing Sequence

- ☒ Alphabetical by subject
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (specify)

9. Volume

1 Number
- ☒ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

10. Approximate Annual Accumulation

0 Number
- ☒ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify

11. File is Used: ☐ Daily ☒ Weekly ☐ Monthly

12. File Becomes Inactive After: N/A ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room): City Hall 1st Floor Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office): ☐ Yes ☒ No

15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulations(s))

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: Until updated or superseded

19. Name and Title of Preparer: Stephanie Richards. Safety Asst.

20. Telephone Number: X1992

21. Date: 11/17/99 9/26-10/30/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

1. Position: Safety Asst

2. Division:

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: Record Keeping Inoculations

5. Earliest Year/Latest Year: 94 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

~~Shot Record for each Dept~~

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 Filing Sequence
- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (specify) _____

9. Volume
- [x] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify)

1 Number

10. Approximate Annual Accumulation
- [x] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify

1 Number

11. File is Used
- [ ] Daily
- [x] Weekly
- [ ] Monthly

12. File Becomes Inactive After: N/A
- [ ] Month(s)
- [ ] Year(s)

13. Current Location(s) (Bldg., Floor, Room): City Hall 1st Floor. Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)
- [ ] Yes
- [x] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements
- [ ] None
- [ ] State
- [ ] Federal
- [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)
- [ ] Yes
- [x] No

18. Recommended Retention: Retain for 30 Y, then destroy.

19. Name and Title of Preparer: Stephanie Richards, Safety Asst.

20. Telephone Number: x1992

21. Date: 11/17/99 9/26 - 10/3/00

RECORDS INVENTORY
THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of Human Resources
101 N. Court St
Frederick, Maryland 21701

PAGE 3 OF 18

1. Position: Safety Asst

2. Division:

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: Record Keeping

5. Earliest Year/Latest Year: 95 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Statistical Report, (meeting minutes), workers comp checks received, manifests, OSHA "200" Log - 3yr?
incident rpts. + medical 30y (Respiratory) Investigations

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 Filing Sequence

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (specify)

9. Volume

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

1 Number

10. Approximate Annual Accumulation

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

1 Number

11. File is Used: [x] Daily [ ] Weekly [ ] Monthly

12. File Becomes Inactive After: N/A [ ] Month(s) [ ] Year(s)

13. Current Location(s) (Bldg., Floor, Room): City Hall 1st Floor Safety Dept.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office): Other meeting attendees (minutes) [x] Yes Info. Systems. [ ] No

15. Access Restrictions [ ] Yes [x] No (If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements: [ ] None [ ] State [ ] Federal [x] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) [x] Yes [ ] No
Alphabetical by item

18. Recommended Retention: 9/26 - 10/3/00

19. Name and Title of Preparer: Stephanie Richards, Safety Asst.

20. Telephone Number: 301-694-1992

21. Date: 11/17/99

Record Keeping

Includes:

Statistical Report (Incident Reports) Retain for 3 Y after resolution of incident.

OSHA Log - Retain in Human Resources custody for 5 Y following the year to which they relate, then destroy.

Meeting Minutes - Retain for 4 years, then destroy.

Workers Comp Checks Received - Retain for 5 Y, then destroy.

Manifests (Medical) - Retain for 30 Y, then destroy.

Investigations — Retain for 10 Y, then destroy.

RECEIVED
OCT 1 2001
MARYLAND STATE ARCHIVES