

CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. M-178
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HUMAN RESOURCES

Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy the material that is no longer needed for current business.
2.	Employee Files Record of current, former and retired employees. The record may include the following: employment application, payroll maintenance forms (personnel actions), employee performance evaluations, retirement information, social security and pension information and other pertinent data.	Retain employee history summary form (location card) for twenty-five years after termination then destroy. Retain employees record for five years after termination then destroy.
3.	Applications for Employment Application for employment purposes.	If not selected for employment - one year from date of application, then destroy.
4.	Test (promotional and applicant) Record of test for promotion in accordance with union contracts. Test for specific knowledge and ability of specific applicants.	Retain for three years after the administration of test, then destroy.
5.	Application Log Record of application for employment includes name, race, sex, position applied for, referral source, and date of application, date received.	Retain in office for five years, then destroy.

Approved by Department, Agency, or Division Representative: Date <u>09-10-09</u> Signature <u><i>Barbara B. Matthews</i></u> Print Name <u>Barbara B. Matthews</u> Title <u>City Manager</u>	Schedule Authorized by State Archivist. Date <u>12 Dec 08</u> Signature <u><i>Edward A. [unclear]</i></u>
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Item No.	Description	Retention
6.	Medical Records Record of legally required medical exam, lab work and drug screens. Exposure to hazardous material.	Retain for thirty years beyond termination, then destroy.
7.	Advertising Files File includes advertisements for City of Takoma Park job openings. (Placed in newspapers/journals). In-house postings for job openings.	Retain for one year, then destroy.
8.	Union Contracts Collective bargaining agreements.	Retain four years beyond the life of the agreement, then destroy.
9.	Employee Benefit Plans Benefit contracts.	Retain four years beyond the life of the agreement, then destroy.
10.	Equal Employment Opportunity (EEO) Files Case files.	Retain for five years after the case is resolved, then destroy.
11.	Grievances Case files.	Retain for five years after termination of employee, then destroy.
12.	Severance Agreements Case files.	Retain for five years beyond the life of the agreement, then destroy.

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Item No.	Description	Retention
13.	Injured Workers Case files.	Inactive files are kept five years and then destroyed. Active files are kept until the case is resolved and retained for five years after termination of employee, then destroy.