DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. M262 Page 1 of 4
Agency City of Cumberland	**Division/Unit** Human Resource

Item No.	Description	Retention
1	WORKERS COMPENSATION REPORTS These documents include copies of Annual Loss Run Reports and Quarterly Workers Compensation Expense Reports. These reports are on a fiscal year basis.	Retain for a period of Five (5) years, then destroy
2	WORKERS COMPENSATION CLAIMS These documents include first reports of injury, correspondence, wage information, copies of workers compensation checks and wage adjustment documentation, medical information, invoices, legal documents, notices and workers compensation commission awards, hearing notes and various related documents.	Retain notice of claim until no further action plus five (5) years, then destroy
3	OPEN WORKERS COMPENSATION CLAIMS These documents include workers compensation claims and related documents that remain open/on-going, for both active and retired employees	Retain claims and related documents for a period of seven (7) years after the claim is settled, then destroy
4	ANNUAL OSHA REPORTS These reports are OSHA Reports and include information from all City departments (300 and 300A reports)	Retain for a period of ten (10) years, then destroy

Schedule Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist
Date 7-30-09	Date 3 Sep 09
Signature	Signature
Typed Name Jeffrey E. Repp	
Title City Administrator	

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. M262 Page 2 of 4
Agency City of Cumberland	**Division/Unit** Human Resource

Item No.	Description	Retention
5	ACTIVE EMPLOYEE PERSONNEL RECORDS These records were previously on schedule M-18, item no. 9, titled Civil Service Files. These records include employment application, W-4 and State Tax Forms, letter of hire, promotion, disciplinary actions, wage attachments, payroll deductions, new hire registry, and all other employee related and payroll authorization records for both active and seasonal employees. These records are filed alphabetically under the department or division to which the employee is assigned	Retain personnel folders for six (6) years after retirement, resignation, or termination of service, then destroy by shredding or burning
6	POSITION POSTINGS AND NOTICE OF EXAMINATIONS These records include posting notifications of vacant or new positions, notice of examination, applications for positions, and examination records. Applications are null and void after a period of two years	Retain for a period of Two (2) years, then destroy
7	EMPLOYEE RETIREMENT RECORDS These records include employee enrollment application for membership in the Retirement System, application for retirement and related correspondence. These files include records for the State of Maryland Retirement System, State of Maryland Alternate Contributory Pension System, LEOPS (Law Enforcement Officers Pension System), and the Police Widows Supplement Retirement provided by the City	Retain for a period of Three (3) years after the death of retiree, then destroy by shredding or burning
8	HEALTH INSURANCE These records include employee enrollment forms and invoices for insurance for employees covered by the City's health insurance plan for both active and retired employees	Retain for a period of Three (3) years and until all audit requirements have been fulfilled, then destroy by shredding or burning

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. M262 Page 3 of 4
Agency City of Cumberland	**Division/Unit** Human Resource

Item No.	Description	Retention
9	MEDICAL RECORDS These files include doctor certificates, alcohol/random drug testing, FMLA, sick bank, and extended leave bank records.	Retain for a period of Three (3) years after retirement, resignation, or termination, then destroy by shredding or burning
10	EMPLOYEE GRIEVANCE RECORDS These files include all forms, correspondence, and hearing information related to grievances filed by employees	Retain for a period of 12 years after the claim is settled, then destroy by shredding or burning
11	PAYROLL RECORDS These records are kept in PDF format and include hours, deduction, benefits, and check registers and any other files needed to generate pay checks for City employees	Retain for a period of three (3) years and until all audit requirements have been met, then destroy
12	UNEMPLOYMENT INSURANCE The City is self-insured. These files include a summary from the Employee Tax Service on a quarterly basis listing those employees qualifying for unemployment benefits as well as an invoice from the State of Maryland listing the amount of the benefit to be paid. Invoices are processed and forwarded by Finance for payment. Summary reports are maintained in Human Resource	Retain for a period of one (1) year and until all audit requirements have been requirements have been fulfilled, then destroy by shredding or burning
13	CITY-WIDE POLICIES AND PROCEDURES These records are maintained in PDF format and includes all policies and procedures adopted by the Mayor and City Council	Permanent. Retain until superseded, then periodically transfer to the Maryland State Archives
14	UNION FILES These filed include Union Contracts adopted by the Mayor and City Council for all bargaining units as well as notes from negotiation sessions and related correspondence	Retain Contracts permanently, and transfer periodically to the State Archives. Screen related materials annually and retain permanently all material which serves to document the origin, development, functions and accomplishments of the agency, destroying all other material having no further legal, administrative, fiscal or operational value

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. M262 Page 4 of 4
Agency City of Cumberland	**Division/Unit** Human Resource

Item No.	Description	Retention
15	EMPLOYEE PERFORMANCE EVALUATIONS These files include evaluations performed by department supervisors for employees under their direction as well as related correspondence.	Retain for Six (6) years after retirement or termination of the employee from the employment of the City, then destroy by shredding or burning
16	LIFE INSURANCE RECORDS These files include enrollment forms and copies of billings from the Insurance Agency	Retain for a period of Three (3) years, then destroy by shredding or burning
17	SUBJECT FILES These files include Internet Computer Use, employee verification, union dues authorization forms, surveys and miscellaneous correspondence	Retain for a period of Three (3) years after retirement or termination of the employee from the employment of the City, then destroy by shredding or burning
18	MINUTES OF PROCEEDINGS OF THE CIVIL SERVICE COMMISSION These records include a summary of the proceedings of the meetings and all business transacted by the Civil Service Commission. The Civil Service Commission was abolished by Charter Amendment Resolution No. 133 09/20/2005, effective 11/09/2005	Retain permanently, transfer periodically to the State Archives

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 1 OF 18

1. Department/Agency: City of Cumberland

2. Division: City Administrator

3. Unit: Human Resources

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: Workers Compensation Reports

5. Earliest Year/Latest Year: _____ to _____

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

- Annual Loss Run Reports (Policy Year 7/01-6/30)
- Qtrly W.Comp Expense Reports (cc: Repp/Rhodes - original to Finance 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 Sequence

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

9. Volume

.2 cu ft. (Number)

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

1 file

10. Annual Accumulation

.2 cu ft. (Number)

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

1 per year (folder)

11. File is Used

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

Other - Seldom

12. File Becomes Inactive After

5 (Number)

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

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

HR Dept.

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

- [x] Yes
- [ ] No

Orig. to Comptroller
City Administrator, Dir. Adm. Services

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- [x] Yes
- [ ] No

Personal Information

16. Audit Requirements

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

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

- [ ] Yes
- [x] No

18. Recommended Retention

5 years

COPY

Name and Title of Preparer: Vicki Cassell

20. Telephone Number: 301-759-6402

21. Date: 4/16/09

S 550-4 (Rev. 1/93)

gure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division	3. Unit
City of Cumb.	City Administrator	Human Resource

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title: Worker's Comp Claims

5. Earliest Year/Latest Year: _____ to 2009

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

1st Rpts. of Injury, Correspondence, wage information, copies of checks and wage adjustment documentation, medical information, invoices, legal documents, notices and Workers Comp Commission awards, hearing notes, and related documents.

7. Record Series Format(s)

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

8. Record Series Sequence

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

9. Volume

9 cu. ft, Number — 6 [x] File Drawer(s) [ ] Microfilm Reel(s) [ ] Computer Tape(s) [ ] Other (specify)

10. Annual Accumulation

1.5 cu ft Number — 1 [x] File Drawer(s) [ ] Microfilm Reel(s) [ ] Computer Tape(s) [ ] Other (specify)

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

12. File Becomes Inactive After: _____ Number [ ] Month(s) [ ] Year(s) — Claim is settled

13. Current Location(s) (Bldg., Floor, Room): HR 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) & Regulation(s)) Personnel Info

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

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

Report # by year

18. Recommended Retention: 5-10 yr.

Name and Title of Preparer	20. Telephone Number	21. Date
Vicki Cassell	301-759-6402	4/16/09

S 550-4 (Rev. 1/93)

gure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 3 OF 18

1. Department/Agency: City of Cumberland

2. Division: City Administrator

3. Unit: Human Resources

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: Open Workers Comp Claims (Charge/Individual)

5. Earliest Year/Latest Year: ____ to 2009

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

Workers comp claims that remain open, on-going, for active and retired employees

7. Record Series Format(s)
- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (specify) ____

8. Record Series Sequence
- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (specify) ____

9. Volume
3 Cuft. (Number)
2 [x] File Drawer(s)
[ ] Microfilm Reel(s)
[ ] Computer Tape(s)
[ ] Other (specify)

10. Annual Accumulation
5-7 ft (Number)
[x] File Drawer(s)
[ ] Microfilm Reel(s)
[ ] Computer Tape(s)
[ ] Other (specify)

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

12. File Becomes Inactive After Closed/Deceased
____ (Number) [ ] Month(s) [ ] Year(s)

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

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) & Regulation(s)) Personnel Information

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

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

18. Recommended Retention
Retain until closed Seven yrs. after claim is settled.

Name and Title of Preparer: Vicki Cassell

20. Telephone Number: 301-759-6402

21. Date: 4/16/09

S 550-4 (Rev. 1/93)
gure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 4 OF 18

1. Department/Agency: City of Cumberland

2. Division: City Administrator

3. Unit: Human Resources

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: Annual OSHA Reports

5. Earliest Year/Latest Year: 1999 to 2009

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

Large annual OSHA Report that includes information from all City departments 300 + 300A reports.

7. Record Series Format(s)

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

8. Record Series Sequence

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

9. Volume: .7 cu. ft. (Number)

- [x] File Drawer(s) 1/2
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify)

10. Annual Accumulation: 1 file (Number)

- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [x] Other (specify) 1 file

11. File is Used

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

Yearly

12. File Becomes Inactive After: 10 (Number)

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

- [x] Yes
- [ ] No

Personal Info.

16. Audit Requirements

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

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

- [ ] Yes
- [x] No

18. Recommended Retention

10 yr.

Name and Title of Preparer: Vicki Cassell

20. Telephone Number: 301-759-6402

21. Date: 4/16/09

S 550-4 (Rev. 1/93)

gure 1

Instructions Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 5 OF 18

1. Department/Agency: City of Cumb.

2. Division: City Administrator

3. Unit: Human Resource

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 Records

5. Earliest Year/Latest Year: ? to Current

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

These records include employment application, W-4 and State Tax Forms; letter of hire, promotion, disciplinary actions, wage attachments and recorded payroll deductions, and all other employee related and payroll authorization records. New Hire Registry

7. Record Series Format(s) List all

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

8. Record Series Sequence

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

9. Volume

- [x] File Drawer(s) 7
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify)

10.5 Number Cu.ft.

10. Annual Accumulation

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

Number

11. File is Used

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

12. File Becomes Inactive After

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

After employee retires/terminated

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

City Hall Room 201

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 requirements

- [ ] Yes
- [x] No

18. Recommended Retention

Retain for a period of Six yrs. after retirement, resignation, or termination, then destroy

19. Name and Title of Preparer

20. Telephone Number

21. Date

GS 550-4 (Rev. 1/93)

Was Schedule M-18 #9

Instructions Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 6 OF 18

1. Department/Agency: Cumb.

2. Division: City Adm.

3. Unit: Human Resource

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: Position Postings and Notice of Exam.

5. Earliest Year/Latest Year: 2006 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.)

File includes posting notification of vacant or new positions, notice of examination, applications for position, examination

7. Record Series Format(s) List all

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

8. Record Series Sequence

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

9. Volume

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

Number 3 cu. ft.

10. Annual Accumulation

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

Number

11. File is Used

☐ Daily ☐ Weekly ☐ Monthly ☐ Annually

Files are used in the event of job opening on.

12. File Becomes Inactive After

2 Number ☐ Month(s) ✓ Year(s)

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

Room 201

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 requirements

☐ Yes ✓ No

Access by Human Resource personnel, City Administrator, and/or Dept. Head only

18. Recommended Retention

Retain for 2 yrs., then destroy. Shred applications, other does land fill.

19. Name and Title of Preparer

20. Telephone Number

21. Date

GS 550-4 (Rev. 1/93)

Instructions: Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

1. Department/Agency

2. Division

3. Unit

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: Employees' Retirement Records

5. Earliest Year/Latest Year: _____ to Current

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

Enrollment / Applic. for retire. and related corresp.

7. Record Series Format(s) List all

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

8. Record Series Sequence

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

9. Volume

- [x] File Drawer(s) 1
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify)_____

1.5 Number Cu. ft.

10. Annual Accumulation

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

_____ Number

11. File is Used

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

As needed

12. File Becomes Inactive After

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

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

City Hall Room 201

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))

- [x] Yes
- [ ] No

Confidential / PIA.

16. Audit Requirements

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

17. Is an Index System used? If yes, explain briefly and describe requirements

- [ ] Yes
- [x] No

18. Recommended Retention

3 Yrs. after death of retiree, then destroy shred / burn.

19. Name and Title of Preparer

20. Telephone Number

21. Date

GS 550-4 (Rev 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 8 OF 18

Department/Agency	2. Division	3. Unit

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 Insurance

5. Earliest Year/Latest Year: FY05-06 to Current

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

Billing invoice for employees covered by City health ins. plan. Enrollment Forms

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

9. Volume: 3 (4 1/2 cu. ft.) Number
- [x] 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
- [x] Monthly

12. File Becomes Inactive After: 1 (Number)
- [x] Month(s)
- [ ] Year(s)

13. Current Location(s) (Bldg., Floor, Room): Room 201

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) & Regulation(s)) HIPPA
Info. includes confidential info

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

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

18. Recommended Retention

Retain for a period of 3 years and until all audit requirements are fulfilled then destroy Shred or burn.

Name and Title of Preparer	20. Telephone Number	21. Date

S 550-4 (Rev. 1/93)

ure 1

Instructions Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 9 OF 18

1 Department/Agency: City of Cumberland

2 Division: City Administrator

3. Unit: Human Resources

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: Medical Records

5. Earliest Year/Latest Year: ____ to Current

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

Dtr. Cert., Random drug testing, FMLA, Sick Bank, and extended leave bank

7. Record Series Format(s) List all

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

8. Record Series Sequence

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

9. Volume

- [x] File Drawer(s) 1
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify)____

1.5 Number Cu.Ft

10. Annual Accumulation

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

____ Number

11. File is Used

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

As needed

12. File Becomes Inactive After

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

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

H. R. Office, City Hall

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))

- [x] Yes
- [ ] No

Confidential / PIA

16. Audit Requirements

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

17. Is an Index System used? If yes, explain briefly and describe requirements

- [ ] Yes
- [x] No

18. Recommended Retention

3 Yrs. after retirement / resignation

19. Name and Title of Preparer

20 Telephone Number

21. Date

GS 550-4 (Rev 1/93)

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 10 OF 18

1. Department/Agency

2. Division

3. Unit

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 Grievance Records

5. Earliest Year/Latest Year: _____ to Current

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

Forms, correspondence, hearing information, and related documents.

7. Record Series Format(s) List all

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

8. Record Series Sequence

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

9. Volume

- [X] File Drawer(s) 1
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify)_____

1.5 cu. ft.
Number

10. Annual Accumulation

- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify) 1 file folder

_____ Number

11. File is Used

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

As needed

12. File Becomes Inactive After

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

When case settled

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

H. R. - City Hall

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))

- [X] Yes
- [ ] No

Confidential / PIA

16. Audit Requirements

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

17. Is an Index System used? If yes, explain briefly and describe requirements

- [ ] Yes
- [X] No

18. Recommended Retention

12 Yrs. after claim is settled, then destroy by shredding or burning.

19. Name and Title of Preparer

20. Telephone Number

21. Date

GS 550-4 (Rev. 1/93)

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 11 of 18
1 DEPARTMENT/AGENCY	2 DIVISION H.R	3 UNIT

DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR
Payroll Records - Hrs. Req, Ck Req. deduction, benefits,	2007 TO Current

6 INPUT - Identify source of information to be entered	7 OUTPUT - Identify the use/s of information generated by system
From pay edits created in various depts.	To create payroll checks.

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Hours req, ded. req, benefits, register and check rg. The purpose is to generate pay check and payments for payroll deductions. A folder is created for each pay period and all doc. are placed in that folder

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.

* Attached

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Payroll function performed bi-wkly. Once completed changes cannot be made, No one has authority to make chgs. to payroll documents once ~~they are posted~~ payroll is completed and posted.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

*

12 RECOMMENDED RETENTION

3 Yrs, and until all audit requirements have been met, then destroy.

13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE

16 TITLE OF PREPARER	

DGS 550-6

ATTACHMENT

CITY OF CUMBERLAND, MARYLAND
CITY OWNED COMPUTER USE POLICY

Introduction

The City of Cumberland's computer and information network is a continually growing and changing resource that supports many users and systems. These resources are vital for the provision of government services to Cumberland citizens. In order to ensure a reasonable and dependable level of service, it is essential that each employee and elected official must exercise responsible, ethical behavior when using these resources.

Scope

This policy applies to employees and elected officials of the City of Cumberland and to the use of any and all City of Cumberland owned or managed computer-related equipment, computer systems, and interconnecting networks, as well as all information contained therein. For the purposes of this policy, "employee" means both employees and elected officials.

For the purposes of this policy, "computer resources" mean all City of Cumberland owned or managed computer-related equipment, computer systems, and interconnecting networks, as well as all information contained therein.

Unacceptable Uses

Unacceptable uses of City of Cumberland computer resources include:

- Violation of the privacy of other users and their data. For example, users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user.
- Use for illegal or unlawful, or immoral purposes or to support or assist such purposes. Examples of this would be the transmission of violent, threatening, defrauding, obscene or otherwise illegal or unlawful materials.
- Violation of the legal protection provided by copyright and licensing laws applied to programs and data.
- Violation of the integrity of computing systems. For example, users shall not intentionally develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.
- Malicious or disruptive use, including use of city computer resources in a manner that precludes or significantly hampers its use by others. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms or viruses, and use of city computer resources to make unauthorized entry to any other machine accessible via the network.

COPY

- Use of city computer resources for recreational games.
- Display of materials that may be interpreted as harassing to specific individuals, or a class of individuals.
- Use in conjunction with for-profit activities.
- Misrepresentation of one's self, an agency, or the City of Cumberland when using city computer resources.

Security

The MIS Department grants access as appropriate for each user. MIS and the department manager will base each access on the employee's need.

Once an employee receives a user ID to access the city computer resources, they are responsible for all actions taken by that user ID. Since each user's access is unique, it is not recommended that an employee share his/her user ID and password with another person. In the event that an employee shares a user ID and password, that employee will be equally responsible for the actions of the person using their ID.

Monitoring

The MIS Department will implement and enforce administrative procedures to assure the internal security of computerized data and networks. The City of Cumberland may have cause to monitor employee usage to ensure proper working order, appropriate use by employees, and the security of City of Cumberland data. The City has the right to access each and any computer at any time. Users of city computer resources are therefore advised of this potential monitoring and agree to this practice.

Education

To promote the efficient use and to avoid misuse of city computer resources, a copy of this policy statement will be distributed to all employees having access to computer systems. Employees should familiarize themselves with the contents of this policy. Each department manager is responsible for the activity of its employees and for ensuring that its employees are familiar with this policy.

Should a violation of this policy occur, the individual who committed the violation shall be personally liable for his/her actions. Lack of knowledge of or familiarity with this policy shall not release an individual from such liability.

Enforcement

Each department manager is responsible for the activity of its employees and for ensuring that its employees are familiar with this policy. Failure to comply with this policy may constitute grounds for disciplinary action. Depending on the severity of the violation, employees may be subject to disciplinary action from written warnings through to

employee termination. The City of Cumberland also retains the right to report any illegal violations to the appropriate authorities.

Disclaimer

The City of Cumberland will not be responsible for any misuse of City of Cumberland computer systems. Persons found to be misusing the City of Cumberland's computer systems will be responsible for any costs or damages sustained by the City of Cumberland or a third party and those persons will be required to indemnify the City of Cumberland for any claim against the City of Cumberland by a third party.

EMPLOYEE AGREEMENT ON USE OF CITY COMPUTER RESOURCES

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the City of Cumberland's computer resources. I understand that I have no expectation of privacy when I use any of the computer resources. I understand that the City may access each and any computer at any time. I am aware that violations of this guideline on appropriate use computer resources may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of computer resources may reflect on the image of the City of Cumberland to our customers and suppliers and that I have responsibility to maintain a positive representation of the City. Furthermore, I understand that this policy can be amended at any time.

Date _____

_____

[Signature]

_____

[Printed name]

[For MIS use only]

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

1. Department/Agency

2. Division

3. Unit

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: Unemployment Ins.

5. Earliest Year/Latest Year: 2008 to 2009

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Self-Insured Qtrly
Includes Summary from Employm Tax Service along with a bill from the St. of MD. The bill is processed for pymt. and forwarded to Acct'g. - Summary Rpts are maintained in HR

7. Record Series Format(s) List all
- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Audio Tape
- [ ] Floppy Disk
- [ ] Bound Book
- [ ] Video Tape
- [ ] Other (specify)

8. Record Series Sequence
- [ ] Alphabetical
- [ ] Numerical
- [x] Chronological
- [ ] Geographical
- [ ] Other (specify)

9. Volume
- [x] File Drawer(s) 1/3 drawer
- [ ] 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
- [x] Monthly
- [ ] Annually

12. File Becomes Inactive After
1 Number
- [x] Month(s)
- [ ] Year(s)

13. Current Location(s) (Bldg., Floor, Room)
HR office, City Hall

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)
- [x] Yes
- [ ] No

HIPPA

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

17. Is an Index System used? If yes, explain briefly and describe requirements
- [ ] Yes
- [x] No

18. Recommended Retention
1 Yrs and until all audit requirements have been fulfilled, then destroy by shredding or burning.

19. Name and Title of Preparer

20. Telephone Number

21. Date

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 13 of 18
1 DEPARTMENT/AGENCY	2 DIVISION	3 UNIT H.R

DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR
City-wide policies and procedures	_____ TO Current

6 INPUT - Identify source of information to be entered	7 OUTPUT - Identify the use/s of information generated by system
Adopted policies and procedures by MOCC	Review and use by City Employees

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Includes all policies and procedures adopted by the MOCC For use in administering policies and procedures related to all employees

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.

=

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Revisions are made periodically by the MOCC based on need and employment law changes.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

=

12 RECOMMENDED RETENTION

Retain until superseded

13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE

16 TITLE OF PREPARER	

DGS 550-6

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 14 OF 18

1. Department/Agency: Cumberland

2. Division: Dept. of City Admin.

3. Unit: Human Resource

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: Union Records

5. Earliest Year/Latest Year: _____ to _____

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

Those files include, Union Contract as well as notes from negociation session and related Correspondence.

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

9. Volume

4.5 Number

- [x] File Drawer(s) 3
- [ ] 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

As needed.

12. File Becomes Inactive After

_____ Number

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

New contracts adopted

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

HR 201

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

- [x] Yes
- [ ] No

Contracts only

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- [x] Yes
- [ ] No

Notes - Confidential

16. Audit Requirements

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

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

- [ ] Yes
- [x] No

18. Recommended Retention

Retain permanently all adopted contracts. Screen related material annually

Name and Title of Preparer

20. Telephone Number

21. Date

S 550-4 (Rev. 1/93)

ure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

partment/Agency	2. Division	3. Unit

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: Performance Evaluations

5. Earliest Year/Latest Year: _____ to Current

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

These files include evaluations of employees performed by their supervisor as well as any related correspondence

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
1.5 cu.ft. 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

As needed

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
- [x] Yes
- [ ] No

(If Yes, cite Law(s) & Regulation(s)
PIA

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

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

18. Recommended Retention
Retain for 6 yrs. after retirement or termination, then destroy by shredding or burning.

Name and Title of Preparer	20. Telephone Number	21. Date

S 550-4 (Rev. 1/93)

gure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

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

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1. Department/Agency

2. Division

3. Unit

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: Life Insurance Records

5. Earliest Year/Latest Year: 2005 to Current

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

These files include enrollment forms and copies of billings from Insurance Agency.

7. Record Series Format(s)
- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [x] Audio Tape
- [ ] Video Tape
- [ ] Other (specify)

8. Record Series Sequence
- [ ] Alphabetical
- [ ] Numerical
- [x] Chronological
- [ ] Geographical
- [ ] Other (specify)

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

Number: 1.5 cu. ft

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

Number: 1 folder

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

12. File Becomes Inactive After
Number: 1
- [x] Month(s)
- [ ] Year(s)

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

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

Orig. invoices in Finance.

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

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

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

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

18. Recommended Retention

Retain for 3 yrs, then destroy — shred/burn

Name and Title of Preparer

20. Telephone Number

21. Date

S 550-4 (Rev. 1/93)

gure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

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

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:partment/Agency	2. Division	3. Unit

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
Subject Files

5. Earliest Year/Latest Year
_____ to _____

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.
These files include Internal Computer Use forms, employment verification, union dues authorization forms.

7. Record Series Format(s)
- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [x] Audio Tape
- [ ] Video Tape
- [ ] Other (specify) _____

8. Record Series Sequence
- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (specify) _____

9. Volume
15 cu ft.
Number
- [x] 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

Periodically

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

When superseded or employee leaves

13. Current Location(s) (Bldg., Floor, Room)
H. R. office City Hall

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

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

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

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

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

18. Recommended Retention
Retain for 3 yrs. after employee leaves City, destroy shred/ burn.

Name and Title of Preparer	20. Telephone Number	21. Date

S 550-4 (Rev. 1/93)
gure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 18 OF 18

1. Department/Agency	2. Division	3. Unit

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: Minutes of Proceedings of the Civil Service Com.

5. Earliest Year/Latest Year: 1919 to 2002

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

CSC abolished. CAR No. 133 9/20/2005 effective 11/09/2005
(8 Books) 1919 - 9/10/2002 Reg. Session
(3 Books) 1976 - 2002 Executive Session

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
11 Number
- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☒ Other (specify) Bound Books

10. Annual Accumulation
N/A 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)
Pub. Safety Bldg. (3rd floor storage room)
20 Bedford St.

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

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

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

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

18. Recommended Retention
Permanant.

Name and Title of Preparer	20. Telephone Number	21. Date

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