

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M289 Page 1 of 2
Agency City of Gaithersburg		Division/Unit Human Resources
Item No.	Description	Retention
1	Position Description Questionnaire	Retain 3 years from action on Questionnaire, then destroy
2	Employment Agreement Personnel Files	Retain 3 years from separation of employment, then destroy
3	Personnel Files – Full Time Employees	Retain 3 years from separation of employment, then destroy
4	Employment Applications	Retain 1 year from filling the position, then destroy
5	Personnel Files – Part Time Employees	Retain 3 years from separation of employment, then destroy
6	Performance Evaluations	Retain 3 years from separation of employment, then destroy
7	Personnel Files - Retirees	Retain 3 years from termination of benefits, then destroy
Schedule Approved by Department, Agency or Division Representative. Date <u>8/23/2011</u> Signature <u>Margaret Daily</u> Typed Name <u>Margaret Daily</u> Title <u>Director of Human Resources</u>		Schedule Authorized by State Archivist Date <u>10/5/11</u> Signature <u>Edward C. Lopez</u>

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. M289

Page 2 of 2

Agency
City of Gaithersburg

Division/Unit
Human Resources

Item No.	Description	Retention
8	Workers Compensation	Retain 3 years from closing of claim, then destroy
9	Employee Medical Records	Retain 3 years from separation of employment, then destroy