

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. M320

Page 1 of 4

Agency MAYOR AND CITY COUNCIL OF LAUREL	Division/Unit BUDGET AND PERSONNEL SERVICES/PERSONNEL
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Item No.	Description	Retention
1	<p><u>General Correspondence:</u></p> <p>Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>- Screen annually and destroy material that is no longer needed for current business with the following exceptions: Transfer a copy to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of this office and has continuing administrative, fiscal, legal, or historical value.</p>
2	<p><u>General Files:</u></p> <p>Includes advertisements, Equal Employment Opportunity Commission (EEOC) reports, perfect attendance, sick leave balances for retirement.</p>	<p>- Screen annually and destroy material that is no longer needed for current business with the following exceptions: Transfer a copy to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of this office and has continuing administrative, fiscal, legal, or historical value.</p>
3	<p><u>Electronic Mail:</u></p> <p>Incoming or outgoing electronic messages.</p>	<p>-Retain 3 years and destroy; any e-mail that is an elemental part of what has been classified by this retention/ disposal schedule as a record will be printed out and retained according to the time periods specified herein.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date 7/16/2013
 Signature *Michele Saylor*
 Typed Name Michele Saylor
 Title Department Director

Schedule Authorized by State Archivist
 Date 10-3-13
 Signature *Tim Boh*

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. M320

Page 2 of 4

Agency		Division/Unit
MAYOR AND CITY COUNCIL OF LAUREL		BUDGET AND PERSONNEL SERVICES/PERSONNEL
Item No.	Description	Retention
4	<p><u>Advertising Files:</u></p> <p>Advertisements for City of Laurel job openings placed in newspapers/journals or web sites and in-house postings for job openings.</p>	-Retain for (1) one year and destroy.
5	<p><u>Applications for Employment:</u></p> <p>Application for employment meeting federal definition.</p>	-If not selected for employment, (1) one year from date of application and then destroy. If selected for employment, retain in employee file.
6	<p><u>Testing:</u></p> <p>(Applicant and Promotional) - Tests for specific knowledge, skills and ability of specific applicants and tests to determine eligibility for promotion.</p>	-Retain for (3) three years after the administration of the test and destroy.
7	<p><u>Employee Files:</u></p> <p>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.</p>	-Retain employee history summary form for (30) thirty years after termination and then destroy. Retain employee record for (7) seven years after termination then destroy.
8	<p><u>Medical Records:</u></p> <p>Records of legally required medical exams, lab work and drug screens. Claims of exposure to hazardous material.</p>	-Retain for (30) thirty years beyond termination and then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. M320

Page 3 of 4

Agency MAYOR AND CITY COUNCIL OF LAUREL	Division/Unit BUDGET AND PERSONNEL SERVICES/PERSONNEL
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Item No.	Description	Retention
9	<p><u>Health and Dental Insurance Records:</u></p> <p>Includes group renewal changes, billing statements/payments, membership applications, manual payments, monthly billing, change and enrollment forms.</p>	-Retain for (5) five years after payment and then destroy.
10	<p><u>Group Long-Term Disability Insurance Plans:</u></p>	- Screen annually and destroy material that is no longer needed for current business with the following exceptions: Transfer a copy to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of this office and has continuing administrative, fiscal, legal, or historical value.
11	<p><u>Group Life Insurance Plans:</u></p>	- Screen annually and destroy material that is no longer needed for current business with the following exceptions: Transfer a copy to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of this office and has continuing administrative, fiscal, legal, or historical value.
12	<p><u>Supplemental Insurance:</u></p> <p>AFLAC, bills, premium statements</p> <p><i>Continue to page 4</i></p>	- Screen annually and destroy material that is no longer needed for current business with the following exceptions: Transfer a copy to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of this office and has continuing administrative, fiscal, legal, or historical value.

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RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. M320

Page 4 of 4

Agency		Division/Unit
MAYOR AND CITY COUNCIL OF LAUREL		BUDGET AND PERSONNEL SERVICES/PERSONNEL
Item No.	Description	Retention
13	<p><u>Drug Program:</u></p> <p>Includes testing program, personnel with positive results, and quarterly reports for CDL random testing.</p>	-Retain for (5) five years and then destroy.
14	<p><u>Retirement Plan:</u></p>	-Retain for the length of post-termination benefit plus (7) seven years; then destroy.
15	<p><u>Worker's Comp Claims:</u></p>	-Until conclusion of action plus (5) five years; then destroy. Settlement (notice of claim with lawsuit filed) until conclusion of action plus seven years; then destroy.