FORM RM-1 (11-55) RETAIN—PERM.

Authorization No. 504

REQUEST FOR RETENTION PERIOD

Department: Retirement Systems

Bureau:

To: Records Management Officer
Room 408, City Hall, Baltimore, 2, Md.

Record Identification

1. TITLE:	2. Form No. if available	3. Type—(cards, paper, etc.)
Active Membership Files	None	Cards & Papers

4. Dates	5. Volume accumulated yearly	6. Size of Record	7. Number of copies made
1926 on	----	various	One

8. Authorization Requested (check only one (1) of the squares below)

- [ ] A. Establish retention period for records which are accumulating daily.
- [ ] B. Dispose of present accumulation, no additional accumulation anticipated.
- [X] C. Microfilm and destroy originals.
- [ ] D. Microfilm and retain originals far length of time indicated below.

9. Recommended Retention Period			10. Equipment and space freed.	11. In your opinion does this record have any historical significance?
a. In Dept. Jacket Microfilm	b. In Storage Center Copy of Micro.	c. Total Micro. Permanent	Apprx 25 cabinets	YES [ ] NO [X]

12. DESCRIPTION OF RECORD: (describe accurately and show recommended retention period.)

The Active Membership File consists of the enrollment card, all correspondence regarding the account, plus job change documentation; the annuity card which is the service record for employees; also the history card showing the history of employee's contributions and interest. Included would be any additional records which may be considered a part of the Active Membership File.

We are recommending to the Records Committee that these files be microfilmed in a suitable format, with the use of microthin jackets and microfiche in an effort to realize more efficiency, good control, and faster information retrieval. This Schedule would supercede Schedule No. 11-E.

Any microfilming would be produced in a manner conforming to the standards prescribed by the City Records Management Officer.

RETENTION PERIOD REQUESTED: Microfilm in duplicate rolls, then produce a Microfiche format from one cut roll to be used for operational requirements, using the other uncut roll as security copy and stored off premises. Retain both copies of Microfilm permanently and destroy Original documents after filming.

Department or Bureau Approval [signature] Title: Administrator 2 April 1973 Date

Recommendation of Records Management Officer

13. Recommended Retention Period			14. Disposal Method		
a. In Dept. Jacket Microfilm	b. In Storage Center Copy of Microfilm	c. Total Microfilm permanent	A. [X] To be sold as scrap or waste paper	B. [ ] To be Burned or shredded	C. [ ] Historical, (to be transferred to Dept. of Legislative Reference.)

REMARKS:

[signature] Records Management Officer 4/2/73 Date

APPROVALS OF RECORDS DISPOSAL COMMITTEE

KINDLY RETURN TO: RECORDS MANAGEMENT OFFICER
ROOM 408, CITY HALL, BALTIMORE 2, MD.

Approved Subject to my qualifications attached by letter dated 5/22/73
[signature] 6/1/73
1. APPROVED: CITY AUDITOR

Approved Subject to audit
George L. Russell, Jr. 6/1/73
2. APPROVED: CITY SOLICITOR

[signature]
3. APPROVED: CITY COMPTROLLER

APPROVED SUBJECT TO CITY AUDITOR'S LTR OF 5/22/73
Lawrence B. Daley, Deputy Treas 6/2/73
4. APPROVED: CITY TREASURER

[signature] 6/18/73
5. APPROVED: DIRECTOR, DEPT. OF PUBLIC WORKS

[signature]
6. APPROVED: DIRECTOR OF THE MUNICIPAL MUSEUM

Appr. subject to final approval of City Solicitor, City Comptroller
7. APPROVED: DIRECTOR, DEPT. OF LEGISLATIVE REFERENCE

MDB 44799

Directions for use of Form RM-1 "Request for Retention Period"

DEPARTMENTAL RECORDS OFFICER

Prepare this form in duplicate. Submit both copies to the Records Management Officer. One copy will be returned to you with approvals and must be filed by Authorization number.

In the identification boxes in the upper right-hand corner of the form, identify the Department and Bureau, leave Authorization number blank as this will be inserted by the Records Management Officer.

1. Title of form, or name by which it is generally known.
2. Form number, if available.
3. Type—paper, cards, drawings, blueprints, etc.
4. Dates, period covered by entire file or all dates on hand.
5. Volume accumulated yearly, such as 3 lettersize or legalsize file drawers per year, linear feet of shelving required yearly, etc.
6. Size of Record, 8½ x 11, 11 x 17, 3 x 5, etc.
7. Number of copies made, ie. original, duplicate, etc.
8. Authorization requested, retention category.
9. Recommended Retention Period, departmental recommendation.
10. Equipment and space freed, such as, one 4 drawer 24" lettersize file cabinet, ten (10) linear feet of shelving, etc.
11. In your opinion does the record have any historical value.
12. Description of Record, describe fully.

RECORDS MANAGEMENT OFFICER

13. Proposed Retention Period.
14. Disposal method—designated method of disposition.

Daniel Paul, City Auditor

Department of Audits, 201 City Hall

Retirement Systems'
Records Retention
Schedule No. 504

5/22

Ref. Schedule No. 504

Mr. C. Frank Poole
Records Management Officer
Department of Legislative Reference
408 City Hall
City of Baltimore

Dear Mr. Poole:

Reference is made to the subject schedule and my disapproval thereof by letter of April 6, 1973.

Upon the request of Mr. M. F. Leslie, Administrator of the Retirement Systems, I have reconsidered the proposal to film then destroy active files and based on further discussion with him and various technical people, as well as more information obtained by observation of the microfilm/microfiche system in actual operation at the U. S. Fidelity and Guaranty Company, I am withdrawing my previous objection to Retention Schedule No. 504. It has my approval subject to the following conditions and/or modifications:

1. Legality of form - The records as maintained in microfiche or microfilm form and any reproductions thereof must be acceptable under the law as original documents. By copy of this letter to the Law Department I am requesting an opinion as to such acceptability.

2. Retention Period - Original documents are to be retained until the Department of Audits is satisfied that the conversion to film mode is being properly controlled and accurately performed, and that proper safeguards are being maintained over filmed records.

3. System Plan - Prior to the commencement of filming, the Employees' Retirement System shall submit to our office a detailed satisfactory plan inclusive of equipment requirements, procedures for original creation of filmed files, procedures for updating of established files, charts of the steps required in the various records retrieval situations for the Retirement Systems and other involved agencies, the flow of filmed records upon changes of status from active to inactive or vice-versa, and the personnel requirements to effect the foregoing.

Accordingly, Records Retention Schedule No. 504 is approved by me in principle subject to the foregoing qualifications and to any modifications that the microfilm/microfiche system plan submitted by the Retirement Systems may indicate.

Yours very truly,

Daniel Paul

City Auditor

FROM		
NAME & TITLE	Ernest J. Glinka, Administrator	CITY of BALTIMORE **MEMO**
AGENCY NAME & ADDRESS	RETIREMENT SYSTEMS - Room 640 City Hall	
SUBJECT	Storage of active retirement records	

DATE: 3/25/86

TO

Mr. Thomas Howllowak
Acting City Archivist & Records Management Officer
Baltimore City Archives
Records Management Office
Room 201
211 E. Pleasant Street

In April of 1973 M. F. Leslie, the Administrator at that time, had a retention schedule approved for active membership files. The membership files were to be microfilmed in duplicate with one copy being put in a microfiche format to be used for operational purposes. The duplicate was to be stored off premises and the original document was to be destroyed. That system was never implemented.

Currently, we are bringing that system up to a operational standard and as part of the testing of the system, instead of destroying the original document, want to store the original documents in Archives for at least one year. At the end of a year, subject to how the system has performed and our evaluation of same, the records could be destroyed (by burning or by other suitable means). Please note, the decision to destroy said records can only be made by this office. I have talked with Mr. Bernard Murphy, Director of the Department of Legislative Reference and he is in agreement with the aforesaid.

If you have any questions, please do not hesitate to contact me.

Ernest J. Glinka

Ernest J. Glinka

EJG/dsb
CC: Mr. Bernard Murphy