

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

**Schedule No. 1651A**

Page 1 of 2

**Agency**  
Military Department, State of Maryland

**Division/Unit**  
Military Personnel Archives

Item No.	Description	Retention
1.	<p>Amend schedule #1651, Item 1</p> <p>Military <u>Personnel Folders</u></p> <p>This series applies to military personnel records including standard federal forms as well as other personnel media providing support data.</p> <p>Upon appointment or enlistment within the Maryland National Guard a personnel folder is prepared. The folder may contain all or some of the following documents:</p> <ul style="list-style-type: none"> <li>A. Appointment orders</li> <li>B. Enlistment contract</li> <li>C. Assignment orders</li> <li>D. Promotion/demotion orders</li> <li>E. Transfer orders</li> <li>F. Discharge orders</li> <li>G. Efficiency reports</li> <li>H. Commendations/awards</li> <li>I. Security clearance</li> <li>J. Verification of retirement points</li> <li>K. Other related documents</li> </ul>	<p>Retain for 10 years, then transfer to the State Records Center and retain for an additional 60 years from the date of transfer, then transfer to the Maryland State Archives for permanent retention.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature Matthew J. Cary

Typed Name Matthew J. Cary

Title Maryland Military Department

Schedule Authorized by State Archivist

Date

2-26-16

Signature

Timothy D. Bal

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

Schedule No. 1651

Page 2 of 2

**Agency**  
Military Department, State of Maryland

**Division/Unit**  
Military Personnel Archives

**Item  
No.**

**Description**

**Retention**

2.

Index  
Alphabetical Index

Retain for 10 years, then  
transfer a copy to the  
Maryland State Archives for  
permanent retention.

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF <sup>2</sup><sub>7</sub></p>
<p>1. Department/Agency  Military Department, State of Maryland</p>	<p>2. Division  Military Personnel Archives</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Personnel Files</p>	<p>5. Earliest Year/Latest Year  1960 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series applies to military personnel records including standard federal forms as well as other personnel media providing support data.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) State Records Boxes</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) State Records Boxes</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p> <p>As requested</p>	<p>12. File Becomes Inactive After</p> <p>_____ <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p>	<p>14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (if Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>1974 Privacy Act</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>State Database. Database can be used to produce a hard copy or pdf file of individuals alphabetically.</p>	<p>18. Recommended Retention</p> <p>Retain for 10 years, then transfer to the State Records Center and retain for an additional 60 years from the date of transfer, then transfer to the Maryland State Archives for permanent retention.</p>	
<p>19. Name and Title of Preparer</p> <p>Matthew Gary Maryland Military Department Archivist</p>	<p>20. Telephone Number</p> <p>410-576-6120</p>	<p>21. Date</p> <p>01/21/16</p>

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 2 OF 2	
1. Department/Agency  Military Department, State of Maryland		2. Division  Military Personnel Archives		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  Index			5. Earliest Year/Latest Year  1960 to Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Alphabetical index derived from state database					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Book Per Decade  10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) State Records Boxes	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No State Database maintained by DoIT		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  1974 Privacy Act			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 10 years, then transfer to the State Archives.		
19. Name and Title of Preparer  Matthew Gary Maryland Military Department Archivist		20. Telephone Number  410-576-6120		21. Date  02/18/16	