

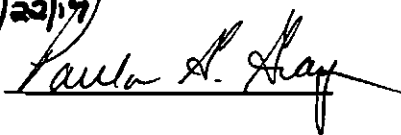
**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**


Schedule No. C1307

Page 1 of 3

**Agency** County Commissioners of Calvert County, MD      **Division/Unit** Human Resources-Benefits

Item No.	Description	Retention
1	<p><b>Employee Health Insurance and Retirement Records</b></p> <p>Employee and retiree health and retirement records.</p>	<p>Once record becomes inactive at separation, scan to Maryland State Archives standards and destroy paper original. Retain electronic version for 7 years after death of employee and beneficiary, then destroy.</p>
2	<p><b>Voluntary Benefit Records</b></p> <p>Long term disability, life insurance, flexible spending billing reconciliation records.</p>	<p>Retain 3 years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.  
 Date 9/22/17  
 Signature   
 Typed Name Paula G. Gray  
 Title Director, Human Resources

Schedule Authorized by State Archivist  
 Date 1-8-2018  
 Signature 

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

Schedule No. C1307

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**Agency**  
County Commissioners of Calvert County, MD

**Division/Unit**  
Human Resources-Benefits

Item No.	Description	Retention
3	<p><b>Pension Plan Records</b></p> <p>Documentation to include meeting minutes, plan documents, amendments, statements for pension and Other Post-Employment Benefits (OPEB) trust.</p>	Retain 100 years, then destroy.
4	<p><b>Pension Investment Records</b></p> <p>Documentation of investments for pensions and Other Post-Employment Benefits (OPEB) trust.</p>	Retain 5 years, then destroy.
5	<p><b>Executive Correspondence (Email Only)</b></p> <p>Incoming and outgoing business-related correspondence that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. The executive decision maker is the agency director.</p>	Permanent. Retain for 1 years, then transfer to the Maryland State Archives.
6	<p><b>Administrative Correspondence (Email Only)</b></p> <p>Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function of an associated series should follow the associated retention period.</p>	Retain for 1 year, then destroy or purge from email system.

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

Schedule No. C1307

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**Agency**  
County Commissioners of Calvert County, MD

**Division/Unit**  
Human Resources-Benefits

Item No.	Description	Retention
7	<p><b>Transitory Correspondence (Email Only)</b></p> <p>Incoming and outgoing correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</p>	<p>Retain until administrative need ends and then destroy.</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 <u>1</u> OF <u>7</u>	
1. Department/Agency Board of County Commissioners for Calvert County, MD		2. Division Department of Human Resources		3. Unit Benefits	
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 Health Insurance and Retirement Records				5. Earliest Year/Latest Year _1979 to 2017_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Employee and retiree health and retirement records. Inactive files are scanned to Maryland State Archives standards and maintained in electronic format for storage and retention.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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 checked="" type="checkbox"/> Other (specify) Electronic		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _38_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _Electronic Files_(PDF scan saved to restricted internal drive)	
		10. Annual Accumulation _Approx.2_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _Separation_ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Department of Human Resources, County Services Plaza, Suite 101			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No HIPAA			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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Once record becomes inactive at separation, scan to Maryland State Archives standards and destroy paper original. Retain electronic version for 7 years after death of employee and beneficiary, then destroy.		
19. Name and Title of Preparer Paula Grover Gray, Human Resources Director		20. Telephone Number 410-535-1600 ext. 2367		21. Date 8/15/2017	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>2</u> OF <u>7</u>	
1. Department/Agency Board of County Commissioners for Calvert County, MD		2. Division Department of Human Resources		3. Unit Benefits	
<b>DEFINITION: RECORD SERIES:</b> 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 Voluntary Benefit Records				5. Earliest Year/Latest Year _2012 to 2017_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Long term disability, life insurance, flexible spending billing reconciliation records.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _1_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation _Approx .25_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _3 year_ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Department of Human Resources, County Services Plaza, Suite 101			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 3 years, then destroy paper records.		
19. Name and Title of Preparer Paula Grover Gray, Human Resources Director		20. Telephone Number 410-535-1600 ext. 2367		21. Date 8/15/2017	

<p><u>Instructions</u> -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 <u>3</u> OF <u>7</u></p>
<p>1. Department/Agency  Board of County Commissioners for Calvert County, MD</p>	<p>2. Division  Department of Human Resources</p>	<p>3. Unit  Benefits</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  Pension Plan Records</p>		<p>5. Earliest Year/Latest Year  <u>1990 to 2017</u></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.)  Documentation to include meeting minutes, plan documents, amendments, statements for pensions and Other Post-Employment Benefits (OPEB) trust.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" 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 checked="" type="checkbox"/> Alphabetical</p> <p><input 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  <u>3</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation  Approx. 1 _____  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>NA</u>  Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Department of Human Resources, County Services Plaza, Suite 101</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <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  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  Retain 100 years, then destroy.</p>	
<p>19. Name and Title of Preparer  Paula Grover Gray, Human Resources Director</p>	<p>20. Telephone Number  410-535-1600 ext. 2367</p>	<p>21. Date  9/19/2017</p>

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-4)		<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>4</u> OF <u>7</u>	
1. Department/Agency Board of County Commissioners for Calvert County, MD		2. Division Department of Human Resources		3. Unit Benefits	
<b>DEFINITION: RECORD SERIES:</b> 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 Pension Investment Records				5. Earliest Year/Latest Year __2010 to 2017__	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Documentation of investments for pensions and Other Post-Employment Benefits (OPEB) trust.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume __3__ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation __Approx. 1__ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After __NA__ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Department of Human Resources, County Services Plaza, Suite 101			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 5 years, then destroy paper records.		
19. Name and Title of Preparer Paula Grover Gray, Human Resources Director		20. Telephone Number 410-535-1600 ext. 2367		21. Date 8/15/2017	

<b>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</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>5</u> of <u>7</u>	
<b>1 DEPARTMENT/AGENCY</b> County Commissioners of Calvert County, MD		<b>2 DIVISION</b> Department of Human Resources		<b>3 UNIT</b> Benefits	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Executive Correspondence				<b>5 EARLIEST YEAR/LATEST YEAR</b> 2015 TO Present	
<b>6 INPUT - Identify source of information to be entered</b> Email of employees			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Electronic mail		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b>  Incoming and outgoing business-related correspondence that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. The executive decision maker is the agency director.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> Only the owner of the e-mail account has access to the account.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Permanent. Retain for 1 year, then transfer to the State Archives.					
<b>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.</b> Email account					
<b>12 RECOMMENDED RETENTION</b> Permanent. Retain for 1 year, then transfer to the State Archives.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Paula Grover Gray		<b>14 TELEPHONE NUMBER</b> 410-535-1600 ext. 2368		<b>15 DATE</b> 8/3/2017	
<b>16 TITLE OF PREPARER</b> Human Resources Director					
DGS 550-6					



<b>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</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>6</u> of <u>7</u>	
<b>1 DEPARTMENT/AGENCY</b> County Commissioners of Calvert County, MD		<b>2 DIVISION</b> Department of Human Resources		<b>3 UNIT</b> Benefits	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Administrative Correspondence				<b>5 EARLIEST YEAR/LATEST YEAR</b> 2015 TO Present	
<b>6 INPUT - Identify source of information to be entered</b> Email of employees			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Electronic mail		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b>  Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated series should follow the associated retention period.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> Only the owner of the e-mail account has access to the account.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Retain for 1 year then purge from email system.					
<b>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.</b> Email account					
<b>12 RECOMMENDED RETENTION</b> Retain for 1 year then destroy or purge from email system.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Paula Grover Gray		<b>14 TELEPHONE NUMBER</b> 410-535-1600 ext. 2368		<b>15 DATE</b> 8/3/2017	
<b>16 TITLE OF PREPARER</b> Human Resources Director					
DGS 550-6					

<b>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</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>7</u> of <u>7</u>	
<b>1 DEPARTMENT/AGENCY</b> County Commissioners of Calvert County, MD		<b>2 DIVISION</b> Department of Human Resources		<b>3 UNIT</b> Benefits	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Transitory Correspondence				<b>5 EARLIEST YEAR/LATEST YEAR</b> 2015 TO Present	
<b>6 INPUT - Identify source of information to be entered</b> Email of employees			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Electronic mail		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b>  Incoming and outgoing correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> Only the owner of the e-mail account has access to the account.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Retain until administrative need ends and then destroy.					
<b>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.</b> Email account					
<b>12 RECOMMENDED RETENTION</b> Retain until administrative need ends and then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Paula Grover Gray		<b>14 TELEPHONE NUMBER</b> 410-535-1600 ext. 2368		<b>15 DATE</b> 8/3/2017	
<b>16 TITLE OF PREPARER</b> Human Resources Director					
DGS 550-6					