

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

Schedule No. 2424 – 15

Page 1 of 5

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Correction
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Item No.	Description	Retention
I.	<p>This schedule supersedes Schedule No. 1406 – 15.</p> <p><u>PERSONNEL AREA:</u></p> <p>PERSONNEL FOLDERS:</p> <p>All or some of the following documents:</p> <ul style="list-style-type: none"> A. Application B. Appointment Letter C. Correspondence Relating to New Appointment D. Maryland New Hire Registry Reporting Form E. Form I-9: Employment Eligibility Reporting Form F. Code of Fair Employment Practices and Sexual Harassment Policy G. Standards of Conduct H. Maryland Substance Abuse Policy I. Personnel Payroll Form: IRS Tax Withholding Form J. Personnel Transaction Form K. Health Insurance Form (separate file – <u>Employee Health</u> folder) L. CPB Form: Central Payroll Bureau Direct Deposit Form M. Governor’s Policy on Substance Abuse N. Investigation Form – separate file, <u>Recruitment</u> folder O. Retirement Enrollment Form P. Change of Address Form Q. Charges for Removal – separate file 	<p>Retain ten (10) years after the termination of employment, then to State Records Center ten (10) years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date 6/15/08
 Signature J. Michael Stouffer
 Typed Name J. Michael Stouffer
 Title Commissioner

Schedule Authorized by State Archivist
 Date 31 Jan 09
 Signature Edward C. [Signature]

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

Schedule No. 2424 – 15

Page 2 of 5

Agency Department of Public Safety and Correctional Services		Division/Unit Division of Correction
Item No.	Description	Retention
I. (cont'd)	<ul style="list-style-type: none"> R. Counseling Sessions – separate file S. Disciplinary Actions T. Efficiency Ratings: PEP Performance Planning and Evaluation Program U. General Correspondence V. Grievance Action – separate file, <u>Employee Grievance</u> W. Leave Forms – separate file, <u>Employee Sick Leave Folder</u> X. Medical Information – separate file, <u>Employee Sick Leave folder</u> Y. Probation (same as PEP) Z. Promotions AA. Accident Leave – separate file, <u>Employee Accident</u> BB. Reclassifications CC. Résumés' DD. Suspension File – separate file, <u>Employee Grievance</u> EE. Training FF. Letter of Resignation GG. Letter of Intent to Retire HH. Transfer II. Dismissal 	Retain ten (10) years after termination of employment, then send to State Records Center ten (10) years, then destroy.
II.	POSITION CONTROL CARDS:	Retain five (5) years after position abolished, then destroy.
III.	<p>HISTORY CARDS: On employment with DOC, either as new hire, transfer, reinstatement, or temporary employee, a card is prepared, with the following data:</p>	

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

Schedule No. 2424 – 15

Page 3 of 5

Agency
Department of Public Safety and Correctional Services

Division/Unit
Division of Correction

Item No.	Description	Retention
<p>III. (cont'd)</p>	<p>A. Name B. Address C. Social Security Number D. Telephone Number E. Race F. Sex G. Date of Birth H. Increment Date I. Entry on Duty (EOD) Date J. Classification K. Employment Status L. Salary M. Position Identification Number (PIN) for Employee N. Resignation or Retirement.</p>	<p>Retain ten (10) years, then destroy.</p>
<p>IV.</p>	<p>EMERGENCY INFORMATION CARDS:</p> <p>A. Name B. Date C. Address D. Telephone Number E. Emergency Notification</p> <p>1. Names of two (2) persons 2. Relationship of each person to employee 3. Phone Numbers for each person</p> <p>a. Home or business phone b. Cell phone</p>	<p>Retain ten (10) years after the termination of employment, then destroy.</p>

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

Schedule No. 2424 – 15

Page 4 of 5

Agency
Department of Public Safety and Correctional Services

Division/Unit
Division of Correction

Item No.	Description	Retention
V.	BACKGROUND INVESTIGATIONS: Criminal investigations of each DOC employee. A. CJIS fingerprint card kept in a separate folder. B. CJIS/MVA Card kept in the recruitment folder.	Retain three (3) years after termination, then destroy.
VI.	OSHA ANNUAL REPORT: Federal government statistical report on nature and number of on-the-job injuries.	Retain five (5) years, then destroy.
VII.	EEO – DISCRIMINATION COMPLAINT FILE: Files of employment discrimination complaints filed against the agency by employees.	Retain three (3) years after resolution of complaint, then destroy.
VIII.	EEO – QUARTERLY REPORTS: A. Data Regarding Termination and Rejection on Probation B. Statistical Reports C. Written Reprimand Reports D. Promotion Reports	Retain three (3) years, then destroy.
IX.	LEAVE REPORT: Quarterly report of statistics on leave used by employees.	Retain three (3) years, then destroy.
X.	WORK FORCE CHARACTERISTICS: Semiannual report on statistics on number of employees in various types of jobs by sex and race.	Retain three (3) years, then destroy.

**DEPARTMENT OF GENERAL SERVICES
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(Continuation Sheet)**

Schedule No. 2424 – 15

Page 5 of 5

Agency
Department of Public Safety and Correctional Services

Division/Unit
Division of Correction

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XI.	VACANCY REPORT: Monthly report of statistics on number and types of vacancies throughout agency. Information on length of vacancy and recruitment efforts.	Retain three (3) years, then destroy.
XII.	ELIGIBILITY LISTS: SELECTIONS MADE: Information on persons contacted from the Department of Budget and Management eligibility list and selected to fill positions in agency (kept in the Recruitment file).	Retain five (5) years, then destroy.
XIII.	PERSONNEL TRANSACTION (Form MS 310): Records on personnel actions: reclassifications, promotions, inter- and intra-agency transfers, position abolition, etc.	Retain at HQ five (5) years after position abolished, then destroy.
XIV.	CLASSIFICATION FILES: Requests to reclassify positions and disposition of requests.	Retain five (5) years, then destroy.
XV.	EMPLOYEE ASSISTANCE PROGRAM (EAP) FILE: Records of referrals to the State Employees' Assistance Program.	Retain three (3) years after termination of employment, then destroy.
XVI.	EMPLOYEE LEAVE RECORDS AND TIMESHEETS: Records indicating days each employee worked, took leave, type of leave taken, and accrued balances of types of leave.	Retain five (5) years, then destroy.