

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

Agency Department of Health and Mental Hygiene

Division/Unit All Hospital  
 Centers (i.e. Centers,  
 Hospitals, Institutions)

General Schedule Personnel Records

Item No.	Description	Retention
1.	<p><b>PERSONNEL FOLDERS</b></p> <p>This series applies to Personnel Units within Maryland State Hospital Centers (i.e. Centers, Hospitals, Institutions) and includes all standard personnel forms as well as other personnel media which provide supporting data for both special and general personnel records.</p> <p>Upon selection for employment within a Hospital Center either as a new hire, transfer, reinstatement or temporary employee, a personnel folder is prepared. This folder may contain all or some of the following documents:</p> <ul style="list-style-type: none"> <li>A. Application</li> <li>B. Appointment Letter</li> <li>C. Correspondence Relating to New Appointment</li> <li>D. Personnel Payroll Form</li> <li>E. Personnel Position Action Request</li> <li>F. Personnel Recruitment Screening</li> <li>G. Personnel Transaction Form</li> <li>H. Retirement Form</li> <li>I. Coded List of Certification of Eligibles</li> </ul> <p>During continued employment, the folder may contain the following:</p> <ul style="list-style-type: none"> <li>a. Change of Address Forms</li> <li>b. Clearance File</li> <li>c. Charges for Removal</li> <li>d. Commendations</li> <li>e. Contractual Employment</li> </ul>	<p>Retain records for a period of ten(10) years after termination of employment. Records shall be retained in appropriate office for a minimum of three(3) years after termination of employment. Records may be kept in appropriate office for a longer period if desired. Transfer to State Records Center for remainder of ten(10) years, if desired. Destroy records ten(10) years after termination of employment.</p>

Schedule Approved by Department,  
 Agency,  
 or Division Representative.  
 Date 8/16/95  
 Signature G. Benjamin M.D. J.B.  
 Printed Name G. BENJAMIN, M.D.  
 Title DEPUTY SECRETARY, PHS

Schedule Authorized by State Archivist  
 Date SEP 12 1995  
 Signature Edward C. Pappert

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Item No.	Description	Retention
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- f. Counseling Sessions
- g. Disciplinary Actions
- h. Efficiency Ratings
- i. EOE Statistical Reports
- j. General Correspondence
- k. Grievance Actions
- l. Health Insurance Benefits Forms
- m. Leave Forms
- n. Orientation Program
- o. Position History
- p. Probation
- q. Promotions
- r. Resumes
- s. Suggestion File
- t. Summer Employment
- u. Suspension Actions
- v. Training

The final documents in the folder are a personnel payroll form and the following:

- i. Letter of Resignation
- ii. Retirement
- iii. Transfer
- iv. Dismissal

2. **PERSONNEL I.D. NUMBER (PIN)**

3. **STATUS CARD FILE**

Permanent. Transfer to MSA periodically. Retain for five(5) years, then destroy

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Division/Unit All Hospital  
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Item No.	Description	Retention
4.	<p><b>MEDICAL FOLDERS</b></p> <p>A medical folder is prepared for each employee as needed. This folder, may contain all of, some of the following documents or other documents regarding medical informaton:</p> <p>A. Advanced or extended sick leave requests with medical certificates            B. Referrals to the State Medical Director and the results of the evaluation.            C. Employer's First Report of Injury Forms and related documentation including medical certificates.            D. Applications of Disability Retirement            E. Letters to physicians inquiring about the cause or severity of an employee's disability and/or letter or documents describing prognosis or diagnosis of an employee's illness/disability            F. Records of Immunization (See Code of Federal Regulation (CFR) 1910.1030 of Title 29) (May be filed in separate medical folders)            G. Records of Exposure to Bloodborne Pathogens (See CFR 1910.1030) (May be filed in separate medical folders with above)            H. Investigation of Exposure to Bloodborne Pathogens (See CFR 1910.1030) (May be filed in separate medical folders with above)</p>	<p>Same as Item 1            The above applies to Item 4, Subsection A,B,C,D and E.</p> <p>Retain records for a period of thirty (30) years after termination of employment. Records shall be retained in appropriate office for a minimum of three(3) years after termination of employment.            (continued on next page)</p>

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Item No.	Description	Retention
5.	<p><b>RECRUITMENT FILES</b></p> <p>Those files contain all or some of the following documents:</p> <ul style="list-style-type: none"> <li>A. Candidate's interview sign-in sheets</li> <li>B. Authority sheets for release of information</li> <li>C. List of Candidates Notified of Vacancy</li> <li>D. Copies of Recruitment Letters to each Candidate and Responses</li> <li>E. Copy of Coded List of Certification of Eligibles</li> </ul>	<p>Records may be kept in appropriate office for a longer period if desired. Transfer to State Records Center for remainder of thirty (30) years. Destroy records thirty(30) years after termination of employment. The above applies to Item 4, Subsection F,G, and H.</p> <p>Retain for 2 years then destroy.</p>

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Item No.	Description	Retention
6.	<p><b>HISTORY CARD</b></p> <p>Upon being selected for employment with a Hospital Center either as new hire, transfer, reinstatement or temporary employee, a personnel history card is prepared.</p> <p>This card contains the following data:</p> <ol style="list-style-type: none"> <li>1. Name</li> <li>2. Address</li> <li>3. Social Security Number</li> <li>4. Telephone Number</li> <li>5. Race</li> <li>6. Sex</li> <li>7. Birthdate</li> <li>8. Increment Date</li> <li>9. EOD (Entry on Duty) Date</li> <li>10. Classification</li> <li>11. Effective Date of Classification</li> <li>12. Employment Status</li> <li>13. Salary</li> <li>14. Position Identification Number for employee</li> </ol> <p>Each reclassification, promotion, demotion, change in salary, extended probation, title change, change of address or telephone number is duly noted on the card. The last entry on the History Card would be one of the following:</p> <ol style="list-style-type: none"> <li>1. Resignation</li> <li>2. Retirement</li> <li>3. Transfer</li> <li>4. Dismissal</li> <li>5. Expiration</li> </ol>	Same as Item 1

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Item No.	Description	Retention
	The card would then be filed inside the personnel folder and filed in the inactive personnel file.	
7.	Worker's Compensation First Report of Injury Reports (May be filed with medical folders)	Same as Item 1
8.	Dept. of Personnel Part-time Quarterly Reports	Retain for 5 years then destroy
9.	Dept. of Personnel Annual Reports	Retain for 5 years then destroy
10.	Agency/Dept. Personnel Budget Reports	Retain for 5 years or until all audit requirements have been fulfilled, then destroy.