

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Operations

Office of Human Resources

SECRETARIAT

OFFICE / ADMINISTRATION / BOARD

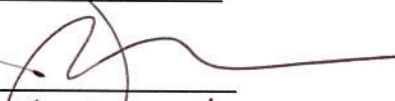
Item No.	Description of Records Series (from Inventory Form) Supersedes schedules 917, 930 (item 1D) & 1690	Authorized Retention Period & Instructions
1.	Personnel files for inactive employees contain all standard personnel forms and data accumulated over a period of employment. The file generally includes documents relating to initial appointment, performance during employment, payroll, leave and benefit, and information relating to termination of employment through resignation, retirement, transfer or other removal.	Retain for three (3) years after termination of employment, then retain in State Records Center for two (2) years and then destroy.
2.	Medical files contain all pertinent employee medical information such as Employee Assistant Program, Accident Leave, Injured Workers Insurance Fund, referral to State Medical Director and results, Family and Medical Leave Act, application for disability retirement, leave bank, and other related documentation.	Retain for two (2) years after termination of employment, then retain in State Records Center for three (3) years and then destroy.
3.	Recruitment and testing files include recruitment activities such as eligibility criteria, testing information, employment applications, rating sheets to evaluate education and experience, job announcements, selection information, position selection plans, panel notes and evaluation criteria, inactive applications, etc.	Retain for two (2) years after recruitment closes then retain in State Records Center for one (1) year and then destroy.
4.	Grievance files contain records pertaining to first, second or third step grievances filed by DHMH employees. Records may include grievance forms, documentary evidence, decisions, and correspondence.	Retain for five (5) years after the grievance process has been completed, then destroy.
5.	Training and tuition reimbursement files includes outservice training and tuition reimbursement files for DHMH employees and may include applications, obligated service agreements, work release forms, invoices, and career development plans.	Retain for two (2) years after completion of training or obligated service, whichever is longer, then destroy.
6.	Time and payroll accounting records includes payroll exception time reports, payroll positive time reports, payroll accounting records, overtime reports, biweekly timesheets, leave registers, etc.	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
7.	Special Payments Payroll Contracts include all records pertaining to DHMH contractual employment.	Retain for two (2) years after termination of employment, retain in State Records Center for three (3) years, then destroy.

APPROVED BY: (DHMH Official)

DATE:

7-2-12

SIGNATURE:



Janet Nugent
Director, Office of Human Resources

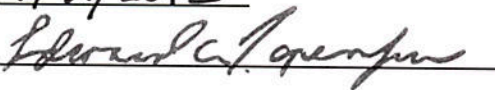
NAME/TITLE:

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE:

7/31/2012

SIGNATURE:


NAME/TITLE: EDWARD C PAPENFUSE, JR., STATE ARCHIVIST