

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	1687A
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Agency Information

Department / Agency	Maryland Department of Health
Division / Unit	All Hospital Centers, Personnel
Mission Statement/Link to division/unit website	https://health.maryland.gov/Pages/facilities.ASPX

Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	1687

Preparer Information

Name of Preparer	Walter Zerlaut
Title of Preparer	Records Officer Designee
Preparer Email Address	walter.zerlaut@maryland.gov
Preparer Telephone Number	410-767-3598
Date	6/15/22

Agency Approval

Name of Agency Director	Greer Dorsey
Agency Director Signature	<i>Greer A. Dorsey</i>
Date	6/16/2022

State Archivist Approval

State Archivist Signature	<i>[Signature]</i>
Date	9/21/22

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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>PERSONNEL FOLDERS</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"> A. Application B. Appointment Letter C. Correspondence Relating to New Appointment D. Personnel Payroll Form E. Personnel Position Action Request F. Personnel Recruitment Screening G. Personnel Transaction Form H. Retirement Form I. Coded List of Certification of Eligibles <p>During continued employment, the folder may contain the following:</p> <ul style="list-style-type: none"> a. Change of Address Forms b. Clearance File c. Charges for Removal d. Commendations e. Contractual Employment 	<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.
 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
	<ul style="list-style-type: none"> 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 <p>The final documents in the folder are a personnel payroll form and the following:</p> <ul style="list-style-type: none"> i. Letter of Resignation ii. Retirement iii. Transfer iv. Dismissal 	
2.	PERSONNEL I.D. NUMBER (PIN)	Permanent. Transfer to MSA periodically.
3.	STATUS CARD FILE	Retain for five(5) years, then destroy

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Item No.	Description	Retention
4.	<p>MEDICAL FOLDERS</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>RECRUITMENT FILES</p> <p>Those files contain all or some of the following documents:</p> <ul style="list-style-type: none"> A. Candidate's interview sign-in sheets B. Authority sheets for release of information C. List of Candidates Notified of Vacancy D. Copies of Recruitment Letters to each Candidate and Responses E. Copy of Coded List of Certification of Eligibles 	<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>HISTORY CARD</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"> 1. Name 2. Address 3. Social Security Number 4. Telephone Number 5. Race 6. Sex 7. Birthdate 8. Increment Date 9. EOD (Entry on Duty) Date 10. Classification 11. Effective Date of Classification 12. Employment Status 13. Salary 14. Position Identification Number for employee <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"> 1. Resignation 2. Retirement 3. Transfer 4. Dismissal 5. Expiration 	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.