

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Human Resources</i>	Correspondence Files	All Offices	3 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Human Relations Records (Including Curricula, Training Materials, Workshops)	EEO	3 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Staff Development Records	EEO	3 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Requests for Reasonable Accommodations	EEO	One year from date of record or personnel action
<i>Department of Human Resources</i>	Equal Employment Opportunity (EEO) Files (Including Complaints, Cases, General Correspondence)	EEO	Permanent
<i>Department of Human Resources</i>	EEO-1 Reports	EEO	3 years
<i>Department of Human Resources</i>	Options Conference Files	EDR (Employment Dispute Resolution)	Permanent
<i>Department of Human Resources</i>	Management Referrals	EDR (Employment Dispute Resolution)	Permanent
<i>Department of Human Resources</i>	Unemployment	EDR (Employment Dispute Resolution)	5 years
<i>Department of Human Resources</i>	Investigative Reports	EDR (Employment Dispute Resolution)	Permanent

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

Revised: 02/25/16

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<i>Department of Human Resources</i>	Professional Staff Personnel File (Including Applications for Employment, Recommendations, Transcripts of Record, Credentials Evaluation and Interview Sheet, Contract, Verification of Former Employment, Verification of Unused Sick Leave, Application for Certification, State Certification, Record of Assignments, Course Approval Forms (Reimbursement), Evaluations, Letters of Commendation, Correspondence, Resignations)	HR Operations	Permanent
<i>Department of Human Resources</i>	Teacher Observation and Evaluation Reports	HR Operations	Permanent
<i>Department of Human Resources</i>	Classified Staff Personnel File (Including Applications for Employment, Recommendations, Health Certificates and Examination Reports, Personnel Action Forms, Change of Status Sheets, Evolutions, Letters of Commendation, Reassignments)	HR Operations	Permanent
<i>Department of Human Resources</i>	Form I-9 Employment Eligibility Verification Form	HR Operations	3 yrs. after date of hire or 1 yr. after date of termination, whichever is longer
<i>Department of Human Resources</i>	Para-Professional Staff Personnel File (Including Applications for Employment, Recommendations, Personnel Action Forms, Evaluations, Correspondence, Resignations)	HR Operations	Permanent

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<i>Department of Human Resources</i>	Personnel Action Notice File (Entries, Cut-offs and Changes)	HR Operations	Permanent
<i>Department of Human Resources</i>	Summer School Teachers File	HR Operations	3 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Correspondence Files	HR Operations	3 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Occupational Experience Resume (C&A 427 06-01/73)	HR Operations	Permanent
<i>Department of Human Resources</i>	In-service Activities Reports Form (C&A Form 427 05-01/73)	HR Operations	Permanent
<i>Department of Human Resources</i>	Applications for Summer Curriculum Workshop Positions (As Appropriate)	HR Operations	5 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Physical Exam of Maryland School Bus Drivers	HR Operations	10 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Custodial Staff Personnel Files (Including Applications for Employment, Recommendations, Health Certificates and Examination Reports, Notices of Appointments, Personnel Action Forms, Supervisors Reports, Correspondence, Resignations)	HR Operations	Permanent
<i>Department of Human Resources</i>	Grounds Personnel Files (Including Applications for Employment, Recommendations, Health Certificates and Examination Reports, Personnel Action Forms, Supervisors Reports, Correspondence, Resignations)	HR Operations	Permanent

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<i>Department of Human Resources</i>	Medical Records	HR Operations	Duration of Employment, plus 30 years
<i>Department of Human Resources</i>	COBRA Notification records	HR Operations	3 years
<i>Department of Human Resources</i>	Evaluation for Certification - All Areas	HR Staffing	Permanent
<i>Department of Human Resources</i>	Application for Certificate (Public School) (C&A Form 427 01-07/73)	HR Staffing	Permanent
<i>Department of Human Resources</i>	Staffing Reports	HR Staffing	10 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Substitute Teachers Personnel File (Including Application for Employment, Transcripts of Record, Correspondence)	HR Staffing	1 yr.
<i>Department of Human Resources</i>	Recruitment Documentation (Including Institutions and Agencies Contacted, Advertisements, Schedules)	HR Staffing	Permanent
<i>Department of Human Resources</i>	Applicant Files (Including Applications for Employment, Recommendations, Transcripts of Record, Credentials Evaluation and Interview Sheet, Correspondence, Rejection Letter)	HR Staffing	1 yr.
<i>Department of Human Resources</i>	Negotiations Files - Professional and Classified Staffs (Agreements, Arbitration Awards, Proposals, Federal Negotiations, State Negotiations, Impasse Mediation, Associations, Elections)	Staff Relations	20 yrs. or Permanent

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<i>Department of Human Resources</i>	Grievance Files	Staff Relations	Permanent
<i>Department of Human Resources</i>	Fingerprint and Background file	Office of Investigations and Records Management	5 yrs. after date of separation from BCPS
<i>Department of Human Resources</i>	Workmen's Compensation Records (Including Claims, Payments)	Risk Management	7 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Employee Accident Report File by Facility	Risk Management	7 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Correspondence File	Risk Management	3 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Reasonable Suspicion Records	Risk Management	5 years
<i>Department of Human Resources</i>	IDM Records	Risk Management	10 years
<i>Department of Human Resources</i>	Absence Management	Risk Management	10 years
<i>Department of Human Resources</i>	Fitness for Duty Reports	Risk Management	10 years
<i>Department of Human Resources</i>	Student Accident Reports	Risk Management	20 years
<i>Department of Human Resources</i>	OSHA Forms 301 and 300A	Risk Management	5 years
<i>Department of Human Resources</i>	Workman's Comp Records	Risk Management	Maintain records of workplace injuries/illnesses for 5 years following end of calendar year covered by these records

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