

RECORDS RETENTION AND DISPOSAL SCHEDULE

MARYLAND NATIONAL CAPITAL PARK AND PLANNING COMMISSION

DEPT. OF ADMINISTRATION

AGENCY

DIVISION

Item No.	Description	Retention
AMENDMENTS TO ADD TO SCHEDULE 954		
10.	<p><u>Employee's Personnel Folders</u> Files contain all information pertaining to the employee's work record. (Files are separated into active and inactive.)</p>	<p>Career employee records are retained until termination of employment and then microfilmed. Retain microfilm permanently in office and destroy hard copy. Non-career (temporary and intermittent) employee records, retain for three (3) years after termination and then destroy.</p>
24.	<p><u>Records of Employee Exposure to Specific Hazards</u> MOSHA compliance records for exposure to carcinogens, and other hazardous materials.</p>	<p>Retain for 30 years after termination of employee, then destroy.</p>
71.	<p><u>Master Plans</u> General Plan, Subregional Plans, Area Master Plans, Functional Plans, Special Treatment Area Plans and comprehensive Master Plans. Original text material, typewritten papers, and page-sized maps, original artwork for the large fold-out plans and maps.</p>	<p>Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office, security copy to State Archives.</p>
98.	<p>j) Call for Service Cards (DCN) k) Park Infractions l) Old accident photos</p>	<p>Retain for six (6) months, then destroy. Retain for three (3) years or until all audit requirements have been fulfilled, then destroy. Retain for three (3) years after date of accident, then destroy</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

11/8/84 Thomas H. Comtee, Jr. Exec. Dir.
Date Signature Title

1/22/85 Edward J. ...
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 954A

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Item No.	Description	Retention
99.	<p>m) 5x7 Arrest Cards</p> <p><u>Park Permit Office Files</u></p> <p>a) Receipt books</p> <p>b) Key deposit slips cancelled</p> <p>c) Permit correspondence</p> <p>d) Seasonal permit records</p> <p>e) Ballfield records</p> <p>f) Reports of attendance records</p> <p>g) Certificate of deposit and bank slips</p> <p>h) Monthly reports of collections</p> <p>i) Purchase orders copies and requisitions</p> <p>j) Reservation books - daily</p>	<p>Retain in office 25 years; after arrest, then destroy.</p> <p>Retain for five (5) years, then destroy.</p> <p>Retain for three (3) years, then destroy.</p> <p>Retain for two (2) years, then destroy.</p> <p>Retain for three (3) years, then destroy.</p> <p>Retain for three (3) years, then destroy.</p> <p>Retain for ten (10) years, then destroy.</p> <p>Retain for three (3) years, then destroy.</p> <p>Retain for six (6) years, then destroy.</p> <p>Retain for three (3) years, then destroy.</p> <p>Retain for five (5) years, then destroy.</p>
100.	<p><u>Property Management Office Files</u></p> <p>a) Former tenant files</p> <p>b) Budgetary and financial information</p>	<p>Retain for two (2) years, then destroy.</p> <p>Retain for three (3) years, then destroy.</p>
101.	<p><u>Correspondence - Files (Tickler, Day, Reading, etc.)</u></p> <p>Subject arrangement of copies of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes.</p>	<p>Retain for one (1) year, then destroy.</p>