

PRINCE GEORGE'S COUNTY GOVERNMENT
COUNTY RECORDS CENTER
RECORDS RETENTION SCHEDULE

DEPT/AGY: Management & Budget DIVISION: Budget & Management Analysis SUBDIVISION N/A

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
1.	*Retention Schedule	Retain as current until superceded; retain in the Transitory Files for one (1) year then destroy.	Administrative Office Files
2.	*Transitory Files		
A.	*Superceded Documents	Retain for one (1) year then destroy.	Administrative Office Files
B.	Personnel Information		
	Employee Files	Retain for the employee's tenure; destroy upon separation.	Administrative Office Files
	Personnel Job Specifications	Retain permanently or until superceded.	Administrative Office Files
	Miscellaneous personnel information	Retain for three (3) years then destroy.	Administrative Office Files
C.	General Correspondence Files	Retain for three (3) years, forward to the Records Center for two (2) years, then destroy.	Administrative Office Files; Records Ctr.
D.	Agency Files (Departmental files pertaining to budget issues)	Retain for three (3) years forward to the Records Center for two (2) years, then destroy.	Administrative Office Files; Records Ctr.
E.	Miscellaneous OMB Administrative Files (Monthly charges; various special files, etc.)	Retain for three (3) years, forward to the Records Center for two (2) years, then destroy.	Administrative Office Files; Records Ctr.

SUBMITTING: *[Signature]* 10/19/92 Supercedes Document
 OFFICIAL Name/Title Signature/Date Dated: 6/13/83

REVIEWING: Gregory P. Harrod *[Signature]* 10/28/92
 OFFICIAL Name/Title Signature/Date

APPROVAL: _____
 OFFICIAL Name/Title Signature/Date Page 1 of 1

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* Mandatory items on all Prince George's County Government Retention Schedules.

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SUBMITTING: *Marta [Signature]* 10/19/92 Supercedes Document
 OFFICIAL Name/Title Signature/Date Dated: 6/13/83

REVIEWING: Gregory P. Harrod *[Signature]* 12/28/92
 OFFICIAL Name/Title Signature/Date

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