

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

DEPT/AGY Environmental Resources DIVISION Environmental Management SUBDIVISION Office of Recycling

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	* Retention Schedule	Retain as current until superceded; retain in the Transitory Files for one (1) year then destroy.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. A.	* Transitory Files * Superceded Documents	Retain for one (1) year then destroy	Administrative Office Files

SUBMITTING: Dennis O. Bigley, Div. Chief
OFFICIAL Name/Title

Dennis O. Bigley
Signature/Date

10/20/93 Supercedes Document Dated: ORIGINAL

REVIEWING: Gregory P. Harrod, Chief
OFFICIAL Name/Title
Admin. Services, OCS

Gregory P. Harrod
Signature/Date
7/22/93

APPROVAL: Edward C. Papenfuse
OFFICIAL Name/Title
State Archivist

Edward C. Papenfuse
Signature/Date

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

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 (Continuation Sheet)

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ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
3.	General Correspondence	Screen annually; destroy material no longer needed.	Office File
4.	Delivery Records. This file consist of but is not limited to: a. Replacement Bins b. New Home Deliveries c. Other Delivery Records as Appropriate	Retain in office for 1 year; thereafter destroy.	Section File
5.	Blue Sticker File (Identifies Special Collection for Handi- capped Residents)	Retain in-office 23 years; thereafter destroy.	Section File
6.	Contracts This file consists of, but is not limited to: a. Residential Collections b. Commercial Collections c. Vendors to Operate MRF d. Multi-family Collections e. Other contracts as appropriate.	Retain original for term of contract. Upon expir- ation of contract, forward to Section File and retain in office for 1 year; thereafter destroy.	Admin. File Section File
7.	Monthly Reports: This file consists of, but is not limited to: a. Section Statistics for Collection Activity b. Weight Reports for Recyclables Collected	Retain in office 1 year; thereafter destroy.	Admin. File

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ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
7.	Con't c. Monthly Status of on-going Projects d. Objectives as designated by the Director. (Varies) e. Other monthly reports as appropriate.		
8.	County Grants	Retain in office 3 years; thereafter destroy.	Section File