



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-710A^{1/2}

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

FINANCE

REVENUE

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
35.	<p>This Amendment changes the RETENTION ONLY for item # 35, Schedule C-710</p> <p><u>FILE COPIES OF CYCLE REFUND CHECKS</u> This is a copy of the original check mailed to the taxpayer for all cycle refunds due to over-payments on Real Property taxes. The original cashed checks are sent to the Auditor's Office, then maintained by the Finance/Payroll Division.</p>	Retain for fifteen (15) years, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

8-4-94 *Serald A. Turek*
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

8/15/94 *Marian E. Ke...*
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

8/1/94 *[Signature]*
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

9/22/94 *[Signature]*
DATE SIGNATURE