



**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

Schedule No.

C-778

Page No.

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY** DEPT. OF PUBLIC WORKS

**DIVISION** F/A: PERSONNEL

Item No.	Description	Retention
1	<p><u>POLICIES, PROCEDURES AND DIRECTIVES</u>  Files consist of policies, procedures and directives set forth by the Department designed to influence and determine decisions, actions and other matters pertaining to the overall operation of the Department including studies and reports conducted within the Department.</p>	<p>Retain Permanently,  Microfilm periodically  Upon verification of film, destroy paper.  Transfer to State Archives periodically.</p>
2	<p><u>FLSA TIME SHEETS</u>  For Personnel Division of Finance/Admin.</p>	<p>Mandatory 3-year retention &amp; then destroy</p>

Schedule Approved by  
Records Management Officer

3/8/96  
Date

*Jacqueline Ryan*  
Signature

Schedule Approved by  
Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Schedule Approved by  
Agency, or Division Representative

2/28/96  
Date

*[Signature]*  
Signature

Schedule Approved by  
State Archivist

DEC 20 1996  
Date

*Edward C. Papenfuss*  
Signature

\_\_\_\_\_  
Signature

1. DEPARTMENT/AGENCY Anne Arundel County	2. DIVISION Dept. of Public Works	3. UNIT Finance/Administration
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DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE Policies, Procedures and Directives	5. EARLIEST YEAR / LATEST YEAR _____ TO _____
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Policies, procedures and directives set forth by the Department designed to influence and determine decisions, actions and other matters pertaining to the overall operation of the Department including studies, and reports conducted within the Department

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input type="checkbox"/> File Drawers(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1 binder</u> Number
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tapes(s) <input type="checkbox"/> Other (Specify) _____ <u>n/a</u> Number

11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>n/a</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2662 Riva Rd., 4th floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Copies in all Divisions</u> <input type="checkbox"/> No
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15. ACCESS RESTRICTIONS (If yes, cite laws) & regulations) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <u>System/36</u> <input type="checkbox"/> No	18. RECOMMENDED RETENTION Permanently - Periodically transfer to Md. State Archives
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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1. DEPARTMENT/AGENCY ANNE ARUNDEL COUNTY DEPT. OF PUBLIC WORKS	2. DIVISION FINANCE/ADMIN.	3. UNIT PERSONNEL
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DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE FLSA TIME SHEETS	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> to <u>1994</u>
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

FEDERAL LABOR STANDARDS ACT TIME SHEETS FOR THE PERSONNEL SECTION OF THE FINANCE/ADMIN. DIVISION

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numeral <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number
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11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2662 Riva Road, Annapolis, MD - 2nd Floor - Personnel	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION MANDATORY THREE (3) YEAR RETENTION, THEN DESTROY.
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19. NAME AND TITLE OF PREPARER ANNA D. BARAN, PERSONNEL MANAGER	20. TELEPHONE NUMBER 410-2227528	21. DATE 5/11/94
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