DGS-550-1
REV. 6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. C-481

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RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY — AGENCY

HUMAN RELATIONS — DIVISION

Item No.	Description	Retention
1	CORRESPONDENCE Files contain general information, letters, duplicate copies of memoranda distributed and received.	RETAIN FOR TWO (2) YEARS, THEN DESTROY.
2	ANNUAL REPORTS File includes copies of the Commission's Annual Report which summarizes year-end activities and pamphlets identifying the structure of the Human Relations Office.	RETAIN FOR TWO (2) YEARS, THEN DESTROY.
3	MINUTES & SPECIAL REPORTS File includes monthly minutes of Commission meetings and reports written on special projects.	Retain permanently.
4	COMPLAINT CASES File contains cases of discrimination filed by county residents and are confidential.	RETAIN FOR THREE (3) YEARS, THEN DESTROY.

Schedule Approved by Department, Agency, or Division Representative

Date	Signature	Title
1/2/85	Robert L. Neely	

Schedule Authorized by Hall of Records Commission

Date	State Archivist

PS-943