

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. C-609

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
ANNE ARUNDEL COUNTY DEPT. OF UTILITIES		OPERATIONS BUREAU ADMINISTRATION
Item No.	Description	Retention
BUREAU OF OPERATIONS...ADMINISTRATION		
1.	<u>FLSA TIME SHEETS</u> File contains daily time sheets as required by Fair Labor Standards Act. Files are dated from 1986 to present.	RECOMMENDATION: MANDATORY THREE YEAR RETENTION.
2.	<u>CORRESPONDENCE</u> Memorandums, letters and reports written by Chief, Bureau of Operations. Contains files from 1986 to present.	RECOMMENDATION: RETAIN FIVE YEARS IN OFFICE, THEN DESTROY.
3.	<u>PLANT OPERATING RECORDS</u> Copies of monthly operating reports and flows for all water reclamation facilities. Files are dated from 1983 to present. Originals remain at each facility.	RECOMMENDATION: RETAIN FIVE YEARS, THEN DESTROY.
4.	<u>WATER RECLAMATION FACILITIES</u> Correspondence, drawings, specs and other data related to individual water reclamation facilities. Files are dated from 1983 to present.	RECOMMENDATION: PERMANENT RECORDS.
5.	<u>SAFETY</u> Correspondence, inspections, projects, Safety Spotter Minutes, and training regarding safety program. Files are dated from 1983 to present.	RECOMMENDATION: RETAIN FIVE YEARS IN OFFICE, THEN DESTROY.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

4-22-87 *[Signature]*
Date Signature Title

1/8/87 *[Signature]*
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
6.	<p><u>TRAINING</u> Data related to Department's training and 5 Year Training Program. Files are dated from 1983 to present.</p>	<p>RECOMMENDATION: SEVEN YEARS IN OFFICE, THEN DESTROY.</p>
7.	<p><u>GENERAL FILES - BUREAU OF OPERATIONS</u> Miscellaneous administrative information relative to various ongoing activities of the Bureau. Files are dated from 1983 to present.</p>	<p>RECOMMENDATION: RETAIN MATERIAL HAVING CONTINUING ADMINISTRATIVE OR LEGAL VALUE TO THE OPERATION OF THE OFFICE UNTIL SUCH VALUE CEASES. OTHERWISE, RETAIN FIVE YEARS, THEN DESTROY.</p>
8.	<p><u>BUDGET</u> Budget preparation data. Files are dated 1986 to present.</p>	<p>RECOMMENDATION: RETAIN THREE YEARS IN OFFICE, THEN DESTROY.</p>
9.	<p><u>PURCHASING/FINANCE</u> Copies of Purchasing Documents, requisitions, etc., and invoices processed for payment. Purpose is to be able to easily access back up information when problems arise with ordering of supplies and materials and equipment or in the payment of invoices to check authorization for payment has been processed. Also used for back up supporting documentation on budgetary matters.</p>	<p>RECOMMENDATION: RETAIN CURRENT FISCAL YEAR AND ONE PRIOR FISCAL YEAR, THEN DESTROY, UNLESS INCOMPLETE.</p>