



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-634

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Building Services

All Divisions

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p><u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.</p>
2.	<p><u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.</p>	<p>Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.</p>
3.	<p><u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts).</p>	<p>Retain for one (1) year, then destroy.</p>
4.	<p><u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers</p>	<p>Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.</p>

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

1/11/89 *Gerald A. Turek*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

1/12/89 *J. M. H. J.*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

1-1-88 *[Signature]*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

2/7/89 *Edward J. [Signature]*  
DATE SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
5.	<p><u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods Received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders deposit slips, receipt books, etc.</p>	Retain for three (3) years, then destroy.
6.	<p><u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)</p>	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
7.	<p><u>BUILDING SERVICES REQUESTS/WORK ORDERS</u> These forms are filed numerically and logged into the Master Log by date of receipt. They detail services requested by various agencies for carpentry shop, painters, electricians, locksmiths and custodians. Custodial services forms are filed under the name of the custodian completing the work. They initiate the preparation of a work ticket/order.</p>	Retain in office for three (3) years after work completed, then destroy.
8.	<p><u>MASTER LOGS</u> These logs contain entries of Building Services Requests (#6) and emergency phone calls requesting services. These requests are logged in by date of receipt and are assigned the next number in the log for identification and tracking purposes. Each trade division of Building Services has its own log, including carpentry shop, plumbing services, electricians, painters, and locksmith and Maintenance</p>	Retain for four (4) years after date of last entry, then destroy.
9.	<p><u>MAINTENANCE (SERVICE) AGREEMENTS</u> In addition to a copy of the contract negotiated between the county and the contractor, this file contains the following documents: cost estimates, information sheets, project analyses, contractor's proposals, specifications, and bid sheets.</p>	Retain in office for three (3) years after completion, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
10.	<u>SPECIAL PROJECTS</u> These files contain copies of work orders, purchase orders (B.S.R.'s), correspondences, goods received and blanket orders for special and high priority jobs.	Retain in office for three (3) years after completion, then destroy.
11.	<u>ASBESTOS PROGRAM FILES</u> Contains documentation resulting from the administration of the Asbestos Program involving the survey and removal of asbestos in County buildings. Includes building completion reports, eminent health hazard reports, facility completion reports, agency completion reports, statewide final report, and various substantiating background papers. File also contains the contracts let for asbestos removal.	Retain permanently after finalization for eventual transfer to the State Archives.
12.	<u>CONTRACTS/BLANKET ORDERS</u> These files contain copies of contracts for work subcontracted to outside vendors and price agreements for specific services and related purchase orders. They also include blanket order (which are generated by B.S.R.'s or emergency phone calls) for materials, copies of goods received forms from various vendors for building and maintenance materials authorized as needed for specific jobs and stationary stores and central stores receipts, and copies of maintenance/service agreements.	Retain in office for eight (8) years, then destroy.
13.	<u>RADIO SERVICE REPORT/LOG</u> These logs are completed daily by the radio operator and record the departure times, destinations, and arrival times of staff from all divisions using radios.	Retain reports for three (3) years after completion, then destroy.
14.	<u>TEXAS REPAIR SHOP</u> <u>WORK REPAIR REQUESTS</u> These are IBM tabulations of repair work done by divisions for purposes of charging budget appropriations, analyzing repair costs, etc.	Retain for three (3) years then destroy.