



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-574

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RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY, OFFICE OF CENTRAL SERVICES

ADMINISTRATION

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
	<p>This schedule supersedes schedules numbered C 282, and C 325.</p> <p style="text-align: center;"><u>DIRECTOR AND DEPUTY DIRECTOR'S OFFICES</u></p>	
1	<p><u>GENERAL CORRESPONDENCE/ADMINISTRATIVE FILES</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, projects, 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 planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.</p>
2	<p><u>MEETING MINUTES</u></p> <p>Minutes of meetings which generally document their proceedings, and actions. Includes minutes from energy committee, and space committee.</p>	<p>Retain in office for (3) three years, after transcription, then microfilm and retain film permanently. Transfer paper records to Archives.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

3/26/87 Derald A. Lurch
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

3/28/87 [Signature]
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

3/27/87 Adam W. Phillips
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

4/20/87 [Signature]
DATE SIGNATURE



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ITEM NO.	DESCRIPTION	RETENTION
3	<u>BUDGET RECORDS (AGENCY)</u> Annual Budget Submission Monthly Budget printouts Workpapers	Retain annual submissions for (3) three years, then destroy. Retain all other paper for (2) two years, then destroy.
4	<u>CONTRACT FILES</u> This file contains contracts & price agreements administered by the Office of Central Services.	Retain until contract or price agreement completed then destroy.
5	<u>GENERAL ACCOUNTING RECORDS</u> Goods Received Memoranda Expense/Travel Reports Petty Cash Vouchers Direct Payments Purchase Orders Requisitions Mileage Reports Paid Bills, Vouchers and Invoices Office copies of time & leave forms <u>ADMINISTRATIVE SERVICES</u> <u>PERSONNEL ADMINISTRATIVE SECTION</u>	Retain in office for (3) three fiscal years, then destroy.
6	<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.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for (3) three years after termination, then destroy.
7	<u>LEAVE AND TIME SHEETS</u> This file contains agency copies of employees annual leave and daily time recordings.	Retain for (2) two years, then destroy.



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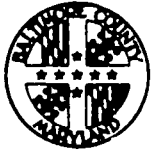
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ITEM NO.	DESCRIPTION	RETENTION
8	<u>PDF & PRF FILES</u> Files contain position description form and requests to fill a position forms, justifications and related materials.	Retain for (2) two years, then destroy.
9	<u>POSITIVE PAYROLL FORMS</u> Department copies of positive payroll forms which are completed by the various sections of Central Services and sent to the Office of Finance for processing.	Retain for (2) two years, then destroy.
10	<u>CERTIFICATION LIST FILES</u> Copies of candidate certification list & related material obtained from Department of Personnel when filling open position in Central Services.	Retain for (2) two years, destroy.
11	<u>ANNUAL REVIEWS</u> These files are the annual requests from divisions for changes in job classifications, new classifications, reclassifications.	Retain for (5) five years after submission, then destroy.
12	<u>SICK ANALYSIS REPORTS</u> This report is submitted monthly by each division which has personnel with or close to 10 days sick leave taken during the current year.	Retain for (2) two years, then destroy.
13	<u>PERSONNEL PRINTOUTS</u> Leave Reports (Beginning year report only) Computation of Pay Increases Merit Increase Certification Longevity Certification	Retain for (2) two years, then destroy. Retain in office until no longer needed, then destroy.
14	<u>VEHICLE ASSIGNMENT COMMITTEE FILES</u> a. Vehicle justification form b. Vehicle assignments c. Minutes & Agenda (transcribed)	Retain until vehicle re-assigned, then destroy. Retain in office for (2) two years, then microfilm and retain film permanently. Transfer paper records to Archives



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ITEM NO.	DESCRIPTION	RETENTION
15	<p><u>FIXED ASSETS SECTION</u></p> <p><u>INVENTORY PRINTOUTS</u></p> <p>These printouts are received monthly and update the fixed assets inventory of Baltimore County.</p> <ul style="list-style-type: none">a) Inventory Statusb) New Acquisitions & Deletesc) File Maintenance Journald) Recap of fixed assets acquisition from financial system disbursementse) Edit Reportsf) Tag Run (received every 3 months)g) Certification Reports (received yearly)	<p>Retain until new update is received, then destroy.</p> <p>Retain all monthly reports for (5) five years, then destroy.</p> <p>Retain all monthly reports for (5) five years, then destroy.</p> <p>Retain all monthly reports for (5) five years, then destroy.</p> <p>Retain for (2) two months then destroy.</p> <p>Retain until new update is received, then destroy</p> <p>Retain for (3) three years, then destroy.</p>
16	<p><u>CHANGE FORMS</u></p> <p>These forms are completed when a change to an agency's fixed assets is needed.</p> <ul style="list-style-type: none">a) Surplus Declaration Formsb) Loss Formsc) Transfer Formsd) IRA Forms (inventory records affirmation)e) Auto Auction - Sales Forms	<p>Retain for (5) five years after end of fiscal year in which form is completed then destroy.</p>



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ITEM NO.	DESCRIPTION	RETENTION
	<u>BUDGET ADMINISTRATION</u>	
17	<u>BUDGET MANAGEMENT REPORT</u> This is a computer printout showing year-to-date appropriations, expenditures, encumbrances, and funds available by line item, object of expenditure, and program. This printout covers the entire Office of Central Services.	Retain for ten (10) years then destroy.
18	<u>BUDGET TRANSACTION REPORT</u> This a computer printout showing expenditures by program and line item for a particular month. Report gives information on each transaction such as purchase order number, DP number, or journal entry number to allow tracking of expenditures. This printout covers the entire Office of Central Services.	Retain for seven (7) years, then destroy.
19	<u>BUDGET DETAIL REPORT</u> This is a computer printout showing expenditures by program and line item for a particular month. This printout is similar to Budget Transaction Report but originates from finance.	Retain for five (5) years then destroy.
20	<u>DETAILED PERSONNEL SCHEDULE</u> This computer printout is used as the basis for preparing salary schedules for each year's budget requests and has three sections. One section shows individual employees merit and longevity increase rates, their current salary steps, title, separated by program for each operating and working capital division of Central Services. Section two shows each employee's actual prior year, projected current year, and projected future year salaries by job classification and program for each division of Central Services' section three recaps total salaries by program and job classification.	Retain for five (5) years then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
21	<p><u>CENTRAL GARAGE MOTOR POOL CHARGES, DISTRIBUTION OF ACCOUNTS</u></p> <p>This printout is a vehicle operations report which lists motor pool transactions for Central Services, Purchasing and Administration by date, vehicle number, and cost.</p>	Retain for one (1) year, then destroy.
22	<p><u>STATEMENT OF EXPENDITURES AND ENCUMBRANCES COMPARED WITH APPROPRIATIONS</u></p> <p>This Office of Finance printout summarize appropriations, expenditures, and unencumbered balances by program and object. This report also provides total operating budget figures.</p>	Retain for three (3) years, then destroy.
23	<p><u>RESERVE FOR ENCUMBRANCE DETAIL EXPENDITURES STATEMENT - PRIOR YEAR</u></p> <p>This Office of Finance printout summarizes prior year encumbrance activity by program, object, and specific transaction for a specific month.</p>	Retain for one (1) year, then destroy.
24	<p><u>STATEMENT OF RESERVE FOR ENCUMBRANCES - PRIOR YEAR</u></p> <p>This Office of Finance printout summarizes prior year encumbrance activity by program and object totals. The report is very general.</p>	Retain for one (1) year, then destroy.
25	<p><u>CENTRAL SERVICES OPERATING BUDGET</u></p> <p>This is the yearly budget submission for the Office of Central Services which details all budget requests by program, object of expenditure, and line item. It includes totals by program and agency as well as justifications for each line item. This report also includes totals of prior year expenditures, current year appropriations, current year projections, and future year requests.</p>	Retain for ten (10) years then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
26	<p><u>WORKING CAPITAL FUND FINANCIAL STATEMENTS</u></p> <p>These are quarterly income and expense statements and balance sheets for each working capital fund. The reports originate in the Office of Finance and are used to analyze the financial status of Central Services' working capital funds.</p> <p><u>TELEPHONE PROGRAM</u></p>	Retain for ten (10) years, then destroy.
27	<p><u>TELEPHONE SERVICE MODIFICATION REQUEST FORMS</u></p> <p>Retained in binders by date. Forms show requesting agency, address, contact person, type of service required, justification, authorized signature.</p>	Retain for one (1) year, then destroy.
28	<p><u>TELEPHONE TROUBLE REPORTS</u></p> <p>Retained in binders by date, forms show person calling, phone number, date phone number out of order, current date, type of phone, address, station number, billing number, AT&T; C&P, telephone ticket number, date to be repaired, trouble explanation, check back date, name of person taking information.</p>	Retain for one (1) year, then destroy.
29	<p><u>TIME AND INVENTORY INVOICES</u></p> <p>Files contain copies of AT&T invoices for work completed.</p>	Retain for two (2) years, then destroy.
30	<p><u>TELEPHONE SERVICE REQUEST RECORD</u></p> <p>File contains forms which show request for service from AT&T and/or C&P, forms indicate date, agency, description, order number, date due, date completed, and remarks.</p>	Retain for two (2) years, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
<u>BUILDINGS ADMINISTRATION</u>		
31.	<u>FIXED ASSETS INVENTORY</u> Department printouts of fixed assets for the administration.	Retain for one (1) year; then destroy.
32.	<u>RISK MANAGEMENT MANUAL</u> File consists of a listing of real property owned by Baltimore County. It is maintained for the purpose of fire insurance coverage. It reflects the (100%) estimated replacement costs and includes all the personal property and fixes assests contained in the buildings.	Retain until superseded or updated, then destroy.
33.	<u>MASTER BUILDING REFERENCE LISTING</u> These printouts are a record of all buildings and property owned or leased by Baltimore County. Data is accumulated from Public Works, Land Acquisition.	Retain until superseded or updated, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
<u>UTILITIES CONTROL</u>		
34	<u>AT & T LEASE EQUIPMENT BILL</u> Files contains copies of monthly bills and related payment documents for leased AT&T telephone equipment.	Retain for one (1) year, then destroy.
35	<u>C&P CENTREX BILLS</u> Files contain copies of monthly bills and copies of related payment documents for C&P telephone equipment and calls.	Retain for two (2) months, then destroy.
36	<u>C&P LMB SERVICE BILLS</u> Files contain ledger sheets, and related payment documents for C&P telephone equipment and calls. Original bills are sent to Finance for processing.	Retain for two (2) years, then destroy.
37	<u>WATER BILLS</u> Files contain ledger sheets and related payment documents for water usage in county buildings or for which the county is responsible. Original bills are sent to Finance for processing.	Retain for two (2) years, then destroy.
38	<u>LONG DISTANCE CALL BILLS (MCI, etc)</u> Files contain ledger sheets and management reports as well as related payment documents for long distant calls placed through other then AT&T. (MCI, SPRINT, etc.) Original bills are sent to Finance for processing.	Retain for two (2) years, then destroy.
39	<u>REAL PROPERTY TAX BILLS</u> File contains copies of bills and related payment documents for county owned property.	Retain for one (1) year, then destroy.
40	<u>BALTIMORE GAS AND ELECTRIC COMPANY BILLS</u> Files contains ledger sheets and related payment documents for natural gas usage at various county owned buildings. Original bills are sent to Finance for processing.	Retain for two (2) years, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
41	<p><u>REVENUE ACCOUNT POSTINGS</u></p> <p>File contains copies of central billing invoice, and receipts for the sale of metal, steel drums, etc. Originals and checks are sent to Finance for processing.</p>	Retain for one (1) year, then destroy.
42	<p><u>C&P REFUND CHECK FILES</u></p> <p>Files contain copies of central billing invoice. Originals and checks are sent to Finance for processing.</p>	Retain for one (1) year, then destroy.
43	<p><u>LONG DISTANCE REIMBURSEMENT CHECK/CASH FILES</u></p> <p>Files contain copies of Office of Finance miscellaneous cash receipts and related documents for payment from employees for personal long distance calls.</p>	Retain for one (1) year, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
	<u>CENTRAL ELECTRONIC SERVICES</u>	
44	<u>GENERAL ACCOUNTING RECORDS</u> Goods Received Memoranda Expense/Travel Reports Petty Cash Vouchers Direct Payments Purchase Orders Requisitions Mileage Reports Price Agreement	Retain for one (1) year after receipt of goods, end of contract or agreement, then destroy.
45	<u>GENERAL ADMINISTRATIVE AND CORRESPONDENCE FILES</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.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
46	<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, interview papers, sick analysis reports, etc	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for (2) years after termination, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
47	<u>BUDGET FILES</u> Annual Budget Submissions Monthly Budget printouts Workpapers	Retain annual submissions for (5) five years, then destroy. Retain all other papers for (2) two years, then destroy.
48	<u>LEAVE AND TIME RECORDS</u> This file consists of office copies of employee annual leave forms, daily time sheets (positive payroll), daily work schedule.	Retain for one (1) year, then destroy.
49	<u>FCC LICENSE FILES</u> This file contains all FCC Licenses allowing for the use of radio equipment in Baltimore County vehicles.	Retain until recinded, reissued, or no longer needed, then destroy.
50	<u>CLAIM CHECKS FILES</u> This file contains both portions of forms which are completed when a piece of radio equipment is left for repair. The form shows date received, type and serial number of equipment, complaint, date repaired, etc. The bottom portion is used as a claim ticket when picking up repaired equipment.	Retain for one (1) year, then destroy.
51	<u>BILLING RECORDS</u> These files contain copies of central billing invoices and a copy of the appropriate distribution by accounts reports (printouts). Billing records are for equipment repair and beeper rental (lease).	Retain for two (2) years, then destroy.



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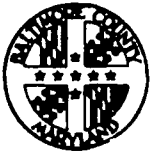
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ITEM NO.	DESCRIPTION	RETENTION
52	<u>EQUIPMENT HISTORY FILES</u> Files contain a history of repairs made to all the radio equipment in use in Baltimore County. Files contain but are not limited to yellow copies of Radio Service Reports, and MFG Cards with serial numbers.	Purge files of radio service reports over seven (7) years old and destroy. Retain remaining records until equipment is taken out of service, then destroy.
53	<u>FIXED ASSET PRINTOUTS</u> Field Certification Report Declaration of Inventory Loss Surplus Declarations Inventory Records Affirmation	Retain for (3) three years, then destroy.
54	<u>PARTS INVENTORY RECORDS</u> a. Material Acquisition Form (reorder cards) b. Commodity Database - Data Entry Form (input for new items) c. <u>DAILY PRINTOUTS</u> Inventory transaction Database backup Inventory exception reports Inventory activity edit d. <u>MONTHLY PRINTOUT</u> Location sequence stock status report. e. <u>ANNUAL PRINTOUT</u> Physical inventory over/under report.	Retain until ordered and entered into inventory Database, then destroy. Retain until revised, updated or no longer needed, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
	<u>RECORDS MANAGEMENT DIVISION</u>	
55	<p><u>GENERAL CORRESPONDENCE FILES</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, and other materials related to the administration of the division.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies and other material related to planning and policy that illustrate the development of the division, retain permanently for eventual transfer to the Archives.</p>
56	<p><u>GENERAL ADMINISTRATIVE FILES</u></p> <p>Subject arrangement of office copies of memoranda, studies, reports, directives, policies, precedures, current manuals, & other miscellaneous papers relating to the administration of the Records Management Division.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives policies and other material related to planning and policy that illustrate the development of the division, retain permanently for eventual transfer to the Archives.</p>
57	<p><u>RECORDS TRANSMITTAL & RECEIPT SHEETS</u></p> <p>This is the primary County Records Center control file. A form is prepared in triplicate for each separate group of records received by the Records Center. One copy serves as the agency's receipt and the remaining copies, serve as location and disposal controls. The file maintained for location control is the official transmittal file for the division.</p>	<p>Retain until the destruction or transfer of the corresponding records is logged in the Accession and Disposal Log Book, then destroy. If records destroyed, a disposal certificate is filed, with the state & a copy filed in the County's <u>Disposal Certificate File.</u></p>



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ITEM NO.	DESCRIPTION	RETENTION
58	<p><u>RECORDS RETENTION SCHEDULE CENTRAL FILE & LOG</u></p> <p>A Records Retention Schedule is an official document on which all of the records series of the County's agencies and offices are listed and described. The schedule provides a public office with the authority either to have their records destroyed after a specified period of time or to have them transferred to a Record Center or Archives for temporary or permanent retention. To become effective a schedule must be signed by the County Administrative Officer, the Records Management Officer, and State Archivist. In addition to record copies of all active Records Retention Schedules, this file also contains a log documenting the tracking of the schedule during the signature gathering phase.</p>	<p>Retain schedules until superseded, transfer to closed file for five (5) years, then destroy. Retain log 1 year, then destroy.</p>
59	<p><u>COMPLETED REFERENCE REQUEST FORMS & DAILY RECORD TAGS</u></p> <p>These files contain daily accumulations of Reference Request forms and attached Daily Record tags; they provide a statistical summary of reference, disposal, & storage services provided by Baltimore County Records Management to County agencies.</p>	<p>Retain for 1 year, then destroy.</p>
60	<p><u>DISPOSAL CERTIFICATE FILES</u></p> <p>This file contains Baltimore County's copies of disposal certificate is filed with the state Records Management Center. For accessions or other records destroyed by the County Records Management Division. A copy of the disposal letter (30 day notice of pending destruction) is sent by the Records Management Office to an agency and is also maintained in this file, along with copies of transmittals for accessions and/or disposals/involved.</p>	<p>Retain permanently in office.</p>
61	<p><u>EQUIPMENT REQUISITION FILES</u></p> <p>This file documents the review by the Records Management Division of requisitions for file and microfilm equipment. It contains a copy of the requisition, the RMD requisition review report or letter of recommendation, and any related correspondence. Logs summarizing the requisition reviews are included in Records Management Operation Log.</p>	<p>Retain files for five (5) years, then destroy.</p>



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ITEM NO.	DESCRIPTION	RETENTION
62	<p><u>BUDGET FILES</u></p> <p>These files contain Annual Budget Submissions, Monthly Budget Printouts, workpapers, fixed asset, certification printouts & related material.</p>	<p>Purge annually, destroy all material no longer needed for current business.</p>
63	<p><u>UNOFFICIAL PERSONNEL FILES</u></p> <p>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 (1) one year after terminations, then destroy.</p>
64	<p><u>LEAVE AND TIME SHEETS</u></p> <p>This file contains office copies of employees annual leave form, daily time recordings and copies of the positive payroll.</p>	<p>Retain for (1) one year, then destroy.</p>
65	<p><u>HISTORY FILES</u></p> <p>This file contains one copy of all current and non-current manuals, Atlas, Baltimore County Archival location indexes and includes transmittals of records sent to State Archives from the County.</p>	<p>Retain file permanently except indexes. Retain indexes until records transferred to State Archives, then destroy.</p>
66	<p><u>ACCESSION & DISPOSAL LOG BOOK</u></p> <p>These logs are used for statistical and control purposes in the County Records Center. The Accession Logs show the agency, title of the record, the number of containers, location information & disposal dates. It also indicates when records were sent to The State Archives.</p>	<p>Retain permanently.</p>
67	<p><u>RECORDS MANAGEMENT OPERATION LOG</u></p> <p>This record contains various reports of Records Management Operations including Microfilm Inventory & Processing Logs, Equipment Requisition & Proposal Log, Appraisal Log.</p>	<p>Purge annually, destroy all material no longer needed for current business.</p>



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ITEM NO.	DESCRIPTION	RETENTION
68	<p><u>ACCOUNTING FILES</u></p> <p>Files contain office copies of P.O.'s, Requisitions, goods received memo, material contract, price agreements.</p>	<p>Retain for 1 year after receipt of goods, end of contract or agreement, then destroy.</p>