



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-577

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Baltimore County Central Services

Central Communications

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<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 remaining items for (2) years after termination, then destroy.</p>
2.	<p><u>LEAVE AND TIME SHEETS</u></p> <p>This file contains office copies of employees annual leave and daily time recordings.</p>	<p>Retain for (1) one year, then destroy.</p>
3.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>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>

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

3/13/87 Serald A. Lusch  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

3/13/87 [Signature]  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

3/13/87 Theodore Wentland  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

4/2/87 [Signature]  
DATE SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
4.	<u>BUDGET RECORDS</u>  Annual Budget Submissions Monthly Budget printouts Workpapers Fixed Assests printouts	Retain annual submissions for (5) five years, then destroy. Retain all other papers for (2) two years, then destroy.
5.	<u>GENERAL ACCOUNTING RECORDS</u>  Office copies of:  Goods Received Memoranda  Expense/Travel Reports  Petty Cash Vouchers  Direct Payments  Purchase Orders  Requisitions  Mileage Reports	Retain in office for (2) two years, then destroy.
6.	<u>COMPLAINT AND COURT SUBPOENA FILES</u>  Initiated by individual citizens and the court system. Files are used for information in support of court appearances and in testimony as required.	Retain for (2) two years, then destroy.
7.	<u>POLICE, FIRE, EMS INCIDENTS</u>  Files document computer initiated incidents of emergency action required and are used to cross-check complaints and answer concerned agency inquiries.	Retain for (90) ninety days, then destroy.
8.	<u>ANI/ALI RECORDS</u>  Files document list numbers from which emergency calls were made (machine initiated). They are used to cross-check complaints, answer public safety agency inquiries, and in court cases.	Retain for (90) ninety days, then destroy.



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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ITEM NO.	DESCRIPTION	RETENTION
9.	<p><u>GEOGRAPHIC BASE FILE (GBF)</u></p> <p>This file is an on-line database listing all addresses in Baltimore County. Periodically this file is updated and a computer print tape is generated. This tape can be used to produce a printout or can be used to produce microfiche.</p>	<p>Retain database until updated or no longer needed, then erase. Retain printouts and/or microfiche until updated, then destroy.</p>