



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.
C-580

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RECORDS RETENTION AND DISPOSAL SCHEDULE

CENTRAL SERVICES

PURCHASING SERVICES

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
<u>PURCHASING ADMINISTRATION</u>		
1	<u>PURCHASE ORDERS (GREEN COPIES)</u> The files are maintained numerically and may contain but are not limited to the green copy of the Purchase Order, original copies of the bid documents, requests for price quotes, purchase requisitions, copies of Goods Received Memoranda, vendor invoices and sub-order releases.	Retain in office until closed, then send to Records Center for three (3) years; then destroy.
2	<u>PURCHASE ORDERS (GOLDEN ROD COPY)</u> The files are maintained by vendor name sequence and may contain but are not limited to original Golden Rod Copy of Purchase Order and payment posting sheets.	Retain in office until closed, then send to Records Center for three (3) years. Then destroy.
3	<u>GENERAL CORRESPONDENCE/ADMINISTRATIVE FILES</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other material 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 the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
4	<u>GENERAL ACCOUNTING RECORDS</u> Files consist of office copies of: Purchase Requisitions Goods Received Memoranda Expense/Travel Reports	Retain office copies for two (2) years, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

6/9/87 Serald A. Lusch
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

6/10/87 [Signature]
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

6/9/87 Joanne S. Dutz
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

7/2/87 [Signature]
DATE SIGNATURE



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ITEM NO.	DESCRIPTION	RETENTION
4 cont.	Petty Cash Vouchers Direct Payment Forms Purchase Orders Mileage Reports	
5	<u>CERTIFICATES OF PREQUALIFICATION</u> Prequalifies vendors (contractors) to perform work on County projects. These are retained as proof of Certification and are renewed yearly on the anniversary of issuance.	Screen annually and destroy those that are two (2) years old.
6	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget printouts Workpapers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
7	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings.	Retain for one (1) year, then destroy.
8	<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 two (2) years after termination, then destroy.
9	<u>PUBLICATION HISTORY FILE</u> This file contains one (1) copy of each publication produced by this section.	Retain permanently for eventual transfer to the Archives.

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ITEM NO.	DESCRIPTION	RETENTION
10	<p><u>CENTRAL STORES/STATIONARY STORES/SURPLUS</u></p> <p><u>GENERAL CORRESPONDENCE/ADMINISTRATIVE 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 this section.</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 this section: retain permanently for eventual transfer to the Archives.</p>
11	<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>
12	<p><u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings.</p>	<p>Retain for one (1) year, then destroy.</p>
13	<p><u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget printouts Workpapers</p>	<p>Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.</p>
14	<p><u>FIXED ASSETS</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/stolen forms (office copy) Surplus forms (office copy) Transfer forms (office copy)</p>	<p>Retain Fixed Asset printouts for one (1) year, then destroy. All other completed forms retain for three (3) years, then destroy.</p>
15	<p><u>GENERAL ACCOUNTING RECORDS</u> These files consist of office copies of: Purchase Requisitions Purchase Orders Goods Received Memoranda Mileage Reports Expense and Travel Reports Petty cash Vouchers Direct Payment Forms</p>	<p>Retain in office for two (2) years, then destroy.</p>



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ITEM NO.	DESCRIPTION	RETENTION
16	<u>MONTHLY BILLING</u> Files contain copies of billing information. May contain but are not limited to Monthly printouts (01-6250), copy of Storeroom Requisition, copy of invoice.	Retain for two (2) years, then destroy.
17	<u>MONTHLY PRINTOUTS</u> Stock Status Report Distribution Report	Retain for two (2) months or until updated, then destroy.
18	<u>MATERIAL ACQUISITION FORM FILES (RELEASE ORDERS)</u> These forms are issued by Data Processing or are hand written to cover order items needed from a vendor, for stock or immediate use. This form also used by Purchasing Office to record items received (green copy) or on order.	Retain for two (2) years, then destroy.
19	<u>STOREROOM REQUISITION</u> This form is used to request items from stock. It shows item, Budget Code charged, Approval for Purchase, Stock Number and quantity issued.	Retain storeroom copy for two (2) years, then destroy.
20	<u>STOREROOM CREDIT</u> This form is used to check stock status on returns for credit to a Baltimore County Warehouse. Forms show Budget Codes, Stock Number, Approval Signature.	Retain office copy for two (2) years, then destroy.
21	<u>SURPLUS PROPERTY FILES</u> Forms show disposition of surplus property controlled by this division.	Retain for one (1) year, then destroy.
22	<u>BATCH HEADER FORMS</u> The daily Batch Transmittal forms are made out and sent to Inventory Control (Purchasing) along with tickets or vendor receipts, copy of release order form, and storeroom credits or Requisitions to be processed through the computer. They are then returned for referencing.	Retain for one (1) year, then destroy.

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ITEM NO.	DESCRIPTION	RETENTION
23	<p><u>CENTRAL PRINTING</u></p> <p><u>GENERAL CORRESPONDENCE/ADMINISTRATIVE 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 this section.</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>
24	<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>
25	<p><u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings.</p>	<p>Retain for one (1) year, then destroy.</p>
26	<p><u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget printouts Workpapers</p>	<p>Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.</p>
27	<p><u>MISCELLANEOUS ACCOUNTING RECORDS</u> Fixed Assets</p> <p>Machine Maintenance Contracts (office copy)</p>	<p>Retain for one (1) year, then destroy.</p> <p>Retain for one (1) year after completed, then destroy.</p>
28	<p><u>CENTRAL PRINTING REQUISITION</u> Office copies of Central Printing Requisition which are completed by agencies and used to bill them for jobs completed by Printing. One copy is sent to Data Processing to input into computer for billing to agency accounts.</p>	<p>Retain white copy for one (1) year, then destroy.</p>



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ITEM NO.	DESCRIPTION	RETENTION
29	<u>DISTRIBUTION OF ACCOUNTS PRINTOUTS</u> These files consist of a listing of accounts billed through Item # 28.	Retain for one (1) year, then destroy.
30	<u>GENERAL ACCOUNTING RECORDS</u> Files consist of office copies of: Purchase Requisitions Goods Received Memoranda Expense/Travel Reports Petty Cash Vouchers Direct Payment Forms Purchase Orders Mileage Reports.	Retain office copies for two (2) years, then destroy.