



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.
C-592

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Office of Central Services

Purchasing

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p><u>REJECTED VENDOR BID:</u> Files contain all bid documents submitted and rejected for various reasons.</p>	<p>Retain in office for one (1) year after rejection then send to Records Center for additional one (1) year , then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

11-13-87
DATE

Gerald A. Turek
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

11/17/87
DATE

[Signature]
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

11/13/87
DATE

Joanne Deitz
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

12/7/87
DATE

[Signature]
SIGNATURE