



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.
C-616

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Office of Central Services

Safety and Accident Prevention

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</p>	<p>Retain for one (1) year, then destroy.</p>
4.	<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>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

1/12/88 Derald G. Lureh
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

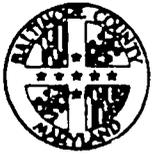
1/18/88 Stanley Smith
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

1-12-88 M. L. [Signature]
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

2/3/88 Edward [Signature]
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
5.	<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.	Retain for three (3) years, then destroy.
6.	<u>SPECIAL ACCOUNTING RECORDS</u> Audit Reports (Internal or external, financial or program).	Retain one (1) copy permanently for eventual transfer to the Archives.
7.	<u>FIXED ASSETS FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office Copy) Lost/stolen forms (office copy) Surplus forms (office copy) Transfer Forms (office copy)	Retain fixed asset Print-out for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
8.	<u>PUBLICATIONS HISTORY FILES</u> This file contains (1) one copy of each publication produced by the agency.	Retain permanently for eventual transfer to the Archives.
9.	<u>INSPECTION, COMPLAINT, AND INVESTIGATION FILES</u> Files contain case history of safety inspections and investigations conducted, as well as complaints handled.	Retain in paper form for ten (10) years, then microfilm and destroy paper. Retain microfilm in office permanently.
10.	<u>HAZARDOUS AND TOXIC SUBSTANCES FILES (M.O.S.H.)</u> Files contain information concerning manufacturers M.S.D.S. (Material Safety Data Sheets), employers generated chemical lists with M.S.D.S. attached and information distributed to employees to make them aware of where chemicals are used and protection to be used when working with these chemicals.	Retain for forty (40) years, then destroy.
11.	<u>OSHA, MOQA.(WORKMANS COMPENSATION) FILES</u> Files contain information on safety violation, personal injury, general safety for the Bureau of Labor Statistics. (State and Federal Agencies)	Retain M.O.S.A. records for seven (7) years, then destroy. Retain O.S.H.A. records for ten (10) years, then destroy.