



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-595

PAGE NO.

1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Community Development

Housing Office

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p><u>TENANT FILES</u> Files are case files containing all the eligibility and occupancy information for each tenant on this program.</p>	<p>Retain in Office for two (2) years after dropped (inactive), then send to records center for an additional one (1) year, then destroy.</p>
2.	<p><u>GENERAL CORRESPONDENCE AND ADMIN. 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.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p>
3.	<p><u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers</p>	<p>Retain for two (2) years then destroy.</p>
4.	<p><u>UNOFFICIAL PERSONNEL FILES</u> These files contain information on current employees. Files may contain but 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 of employment, then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

10-20-87
DATE

Gerald A. Turch
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

10/27/87
DATE

D. Michael
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

10/22/87
DATE

Clean Mill
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

11/3/87
DATE

J. [Signature]
SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

C-595

PAGE NO.

2 of 2

ITEM NO.	DESCRIPTION	RETENTION
5.	<u>TIME SHEETS AND LEAVE REQUESTS</u> This file contains office copies of employees annual leave and daily time recordings.	Retain for one (1) year, then destroy.
6.	<u>GENERAL ACCOUNTING RECORDS</u> Annual financial reports to local, and State agencies. Bankbooks, statements and deposit slips cancelled checks, and check stubs, receipt and disbursement journals, reconciliations and trial balance sheets.	Retain for three (3) years, or until all audit requirements have been fulfilled, then destroy. Retain for six (6) years, after the termination of the ACC., then destroy.
7.	<u>SPECIAL ACCOUNTING RECORDS</u> Books of final entry - general ledgers, audit reports.	Retain permanently for eventual transfer to the Archives.
8.	<u>MISCELLANEOUS ACCOUNTING RECORDS</u> Office copies of Goods Received Memoranda Expense/Travel Reports, Petty Cash Vouchers, Direct Payment forms, Purchase Orders, Requisitions, Mileage Reports.	Retain office copies for two (2) fiscal years, then destroy.
9.	<u>WAITING LISTS</u> Binders containing lists of eligible clients.	Retain for two (2) years after generation, then destroy.
10.	<u>HUD FINANCIAL REPORTS (ACC)</u> (ANNUAL CONTRIBUTION CONTRACTS) Requisition for partial payments of the ACC., estimate of total required annual contributions, applications and approvals of the Annual Contributions contract, management reviews, HAP and check registers, applicant waiting lists.	Destroy six (6) years after the termination of the ACC.