



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-581

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RECORDS RETENTION AND DISPOSAL SCHEDULE

ECONOMIC DEVELOPMENT COMMISSION

All divisions/Tourism

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1	<p><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 bill forms, purchase orders, deposit slips, receipt books.</p>	<p>Retain Office copies for two (2) fiscal years, then destroy.</p>
2	<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>
3	<p><u>MEETING AND HEARING MINUTES</u> Minutes of meetings and hearings of boards, commissions, committees and councils which generally document their proceeding and actions.</p>	<p>Retain in office for three (3) years after transcription, then microfilm and retain film permanently. Transfer paper records to Archives.</p>
4	<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>
5	<p><u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual</p>	<p>Retain for one (1) year,</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

6/4/87 Serald A. Lusk
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

6/10/87 B. M. Cohen
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

6/3/87 Robert J. Hannon
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

7/2/87 Edward J. Gougeon
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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6	leave and daily time recordings.	then destroy.
	<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>
7	<p><u>PUBLICATIONS FILES (HISTORY FILES)</u> This file contains one (1) copy of each publication produced by the Economic Development Commission (including Tourism) Office and background material used in composition of same.</p>	<p>Retain one (1) copy permanently for eventual transfer to the Archives.</p> <p>Retain background material until no longer needed, then destroy.</p>
8	<p><u>COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENTS & EXPENDITURES</u> These files contain only executed original copies of Agreements with development corporations and Chambers of Commerce for CDBG funds which were approved by the County Council. Contain application submitted, detailed record of expenditures from each recipient and correspondence relating to grant. Also includes results of federal audits.</p>	<p>Retain for five (5) years after completion of grant, then dispose.</p>
9	<p><u>TAX EXEMPT FINANCING LEGISLATION</u> These files contain only executed copies available of Resolutions and Bills approved by the County Council for the issuance of Industrial Revenue Bonds and Maryland Industrial Development Financing Authority (MIDFA) loans. Attachments to documents include application completed by company or partnership and commitment letter from appropriate financial institution.</p>	<p>Retain for ten (10) years after closing date and repayment of bond, then dispose.</p>
10	<p><u>FIXED ASSETS</u> Fixed asset printouts (including vehicles) IRA Forms (Office Copy) Lost/stolen forms (office copy)</p>	<p>Retain Fixed Asset print-out for one (1) year, then destroy. All other</p>



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ITEM NO.	DESCRIPTION	RETENTION
10	<u>Continued</u> Surplus forms (Office Copy) Transfer forms (Office Copy)	completed forms retain for three (3) years, then destroy.