

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **C-390**

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1. Requesting Agency **BALTIMORE COUNTY**
OFFICE OF FINANCE

2. Division or Bureau of Requesting Agency
GENERAL ACCOUNTING

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>EMPLOYEE'S W-2 FORM</p> <p>Dates: 1965-1971 Quantity: about 3 cubic feet Annual Accumulation: 1 cubic foot File Arrangements: numerical by payroll number Audit: not audited</p> <p>This is currently a 7" x 3 5/8" printout form on which is listed the employees total payroll earnings and tax withholding for the calendar year. The form contains the following information:</p> <p>Federal Identification Number - Employer Employer's Social Security Identification Number Employer's Name and Address Employee's Name and Address Employee's Social Security Number Federal Income Tax Withheld Total Wages Earned FICA Employee's Tax Withheld Total FICA Wages paid State Income Tax Withheld</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	

Approved for Baltimore County:

Walter P. ...

Director, Office of Finance

[Signature]

County Administrative Officer

7. Agency, Division or Bureau Representative

[Signature]

Signature

Records Management Officer

Title

January 3, 1973

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

2/29/73

Date

Mervin E. Dardell

Archivist

March 7, 1973

Date

[Signature]

Secretary