

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

SCHEDULE NO. **C-391**  
PAGE NO. **1**

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

2. Division or Bureau of Requesting Agency  
**RETIREMENT SYSTEMS**

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><u>ANNUITY SAVINGS CARDS - YELLOW</u></p> <p>Dates: 1953 to 1970 Quantity: Approx. 5 cu. ft. Size: 8 1/2" x 11" File Arrangement: Numerical</p> <p>These are posting cards showing retirement deductions for active members of the Retirement System. They show name of employee, address, birth date of employee, employee's department, date employed and are filed numerically by active account number. Retirement deductions are posted each pay to individual's cards and then to employee's department's control card. In 1970 Annuity Cards were replaced by IBM Retirement Reports.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS, THEN DESTROY.</p>	
2	<p><u>PAYROLL SUBMITTAL SHEETS - LIBRARY BOARD, REVENUE AUTHORITY, BOARD OF EDUCATION</u></p> <p>Dates: 1965 on Quantity: Approx. 2 cu. ft.</p>	

Approved for Baltimore County:

*Walter R. Anderson*

Director, Office of Finance

*[Signature]*

County Administrative Officer

7. Agency, Division or Bureau Representative

*Frank B. Stanton*

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.

*2/27/73*  
Date

*Morris L. Reedell*  
Archivist

*March 7, 1973*  
Date

*[Signature]*  
Secretary

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(Continuation Sheet)

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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.
	<p>Size: 8 1/2" x 11" File Arrangement: Numerical</p> <p><u>LIBRARY BOARD</u></p> <p>These are 8 1/2" x 11" sheets showing employees retirement deductions for active members under the Library Board. The Office of Finance receives these posting sheets each month and posts the retirement deductions to the employee's individual cards. They are filed under Library Board in folders by month.</p> <p><u>REVENUE AUTHORITY</u></p> <p>These are 8 1/2" x 11" sheets showing employees retirement deductions for active members under the Revenue Authority. The Office of Finance receives these posting sheets each month and posts the retirement deductions to the employee's individual cards. They are filed under Revenue Authority in folders by month.</p> <p><u>BOARD OF EDUCATION</u></p> <p>These are 8 1/2" x 11" IBM sheets showing employees retirement deductions for active members under the Board of Education. The Office of Finance receives these posting sheets each month and posts the retirement deductions to the employee's individual cards. They are filed under Board of Education in folders by month.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS, THEN DESTROY.</p>	
3	<p><u>RETIREMENT CHECK REGISTERS</u></p> <p>Dates: 1959 to present Quantity: Approx. 2 cu. ft. Size: 12" x 17" File Arrangement: Numerical</p> <p>These forms show the employee's retirement number, miscellaneous deductions, check numbers, amount of check, pension paid to date and totals. They are filed by calendar month and are classified as Police, Firemen's Widows, Teachers, Judges, Volunteer Firemen's Widows and Employees. Any changes made on Retirement System is included and is called File Maintenance. These files are for retired members of the Retirement System.</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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.
4	<p>RECOMMENDATION: RETAIN FOR TEN YEARS, THEN DESTROY.</p> <p><u>DATA PROCESSING ANNUITY SAVINGS ACCOUNTS - DETAILED REPORTS</u></p> <p>Dates: 1970 to present Quantity: Approx. 1 cu. ft. Size: 15" x 11" File Arrangement: Annual (In SS# order)</p> <p>These are IBM sheets showing retirement deductions for members of the retirement system. They show name of employee, payroll number, retirement rate, beginning year balances, current deductions, and the end of year balance. These annuity accounts are arranged in Social Security number order. The IBM Retirement Reports replace the Annuity Savings Cards.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS, THEN DESTROY.</p>	