

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Baltimore County  
Office of Finance

General Accounting

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><b>EMPLOYEES' CREDIT UNION PAYROLL DEDUCTION AUTHORIZATION FORMS</b></p> <p>These are forms showing employee's name, account number, payroll number, Social Security number, amount to be deducted, effective date and employee's signature. Also, changes of increases or decreases in deductions.</p> <p>File Arrangement: Alphabetical</p>	<p>Retain for three years after termination, then destroy.</p>
2	<p><b>EMPLOYEE'S GROUP LIFE INSURANCE PLAN ACCEPTANCE AND PAYROLL DEDUCTION AUTHORIZATION FORM</b></p> <p>These are forms showing employee's payroll number, employee's name, department, date of employment, beneficiary's name, relationship and address, optional type date and signature.</p> <p>File Arrangement: Alphabetical</p>	<p>Retain for three years after termination, then destroy.</p>
3.	<p><b>EMPLOYEES' UNITED STATES SAVINGS BOND DEDUCTION AUTHORIZATION FORM</b></p> <p>These are forms showing employee's Social Security number, name, payroll number, amount to be deducted from pay, denomination of bond and the name, address the bond is to be registered and beneficiary's name Date and signature.</p> <p>File Arrangement: Alphabetical</p>	<p>Retain for three years after termination, then destroy.</p>
<p>Approval for Baltimore County:</p> <p><i>Frank R. Thornton</i> 2-24-78 Records Management Officer</p>		

Schedule approved by Department, Agency or Division Representative

*Walter Richardson*

Director of Finance

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

MAR 17 1978

*Shirley A. ...*

Date

Archivist

Date

Secretary

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	Description	Retention
4	<p><b>EMPLOYEES' ANNUAL CHARITY CONTRIBUTION DEDUCTION AUTHORIZATION FORMS</b></p> <p>These are forms showing employee's name, Social Security number, amount of deduction to be made from payroll, signature of employee and date form filed. The authorization for this deduction is required annually.</p> <p><b>File Arrangement: Alphabetical</b></p>	<p>Retain for three years after the year in which the deductions were authorized, then destroy.</p>