



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-560A

PAGE NO.

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Baltimore County Health Department

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
3.	<p>This item is an addition to Schedule C560.</p> <p><u>Coordinated Data System Source Document</u></p> <p>CDS-31 Day Sheet for Public Health School Nurse.</p> <p>These sheets are childrens' health suite activity sheets and are used as computer input documents. The information taken from the sheets is used for statistical purposes.</p>	<p>Retain for one (1) year after input into computer, then destroy.</p>

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

10-20-86 Serald A. Lueck  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

10/23/86 B. M. Burdick  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

9 m 4 ntr  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

02/10/88 Edward L. ...  
DATE SIGNATURE