



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-596

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Baltimore County Public Library

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p><u>PERMANENT RECORDS:</u> Minutes of Board of Library Trustees meetings, Correspondence regarding legal matters, insurance records, books of original entry, general ledgers, annual financial statements, audit reports.</p>	Permanent
2.	<p><u>INTERMEDIATE RECORDS:</u> Accounts receivable, accounts payable, encumbrance ledgers, supporting schedules, inventory records, paid invoices, payroll records, time sheets, check stubs, bank statements, cancelled checks, expired contracts, leases, purchase orders.</p>	Retain seven (7) years, then destroy.
3.	<p><u>SHORT-TERM RECORDS:</u> Duplicate deposit slips, internal trial balance, petty cash vouchers, purchase order work sheets, delivery orders, receipts and receiving reports, expense reports, gasoline tickets, mileage reports.</p>	Retain two (2) years, then destroy.
4.	<p><u>BUDGET RECORDS:</u> Annual budget submissions, monthly budget reports budget work papers.</p>	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
5.	<p><u>PERSONNEL RECORDS:</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>	Screen annually and destroy the materials no longer needed for current reference. Retain remaining items for seven (7) years after terminations, then destroy.

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

11-20-87  
DATE

*Derald A. Lusch*  
SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

11/30/87  
DATE

*G. McKeel Cole*  
SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

11/24/87  
DATE

*Charles Robinson*  
SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

11/24/87  
DATE

*Derald A. Lusch*  
SIGNATURE



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

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ITEM NO.	DESCRIPTION	RETENTION
6.	<p><b>LEAVE &amp; TIME SHEETS - DEPT. RECORD:</b> These files contain <u>departmental copies</u> of employees annual leave and daily time recordings.</p>	Retain for one (1) year, then destroy.
7.	<p><b>GENERAL CORRESPONDENCE:</b> 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>	Screen annually and destroy that material no longer needed for current business. Directives, policies, and other materials related to the planning and policy that illustrate the development of the agency, retain permanently.