



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.
C-620

PAGE NO.
1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Office of Personnel

Records Management Division

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p><u>GENERAL CORRESPONDENCE</u> 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>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.</p>
2.	<p><u>UNOFFICIAL PERSONNEL FILES</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>	<p>Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.</p>
3.	<p><u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings</p>	<p>Retain for one (1) year, then destroy.</p>
4.	<p><u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget printouts Workpapers</p>	<p>Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

1/27/88 *Serald G. Lumb*
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

1/29/88 *Stanley G. Smith*
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

1-20-88 *JML*
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

2/2/88 *Edward J. ...*
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.
C-620

PAGE NO.
2 of 3

ITEM NO.	DESCRIPTION	RETENTION
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	<u>SPECIAL ACCOUNTING RECORDS</u> Audit Reports (Internal or external, financial or program)	Retain one (1) copy permanently for eventual transfer to the Archives.
7.	<u>FIXED ASSETS FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen forms (office copy) Surplus forms (office copy) Transfer forms (office copy)	Retain fixed asset print-out for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
8.	<u>PUBLICATIONS HISTORY FILES</u> This file contain one (1) copy of each publication produced by the agency.	Retain permanently for eventual transfer to the Archives.
9.	<u>ORIGINAL AND COPIES OF POSITION REQUISITION FORMS (PRF)</u> Forms completed in order to initiate the process of filling vacant and new positions.	Retain for one (1) year, then destroy.
10.	<u>PAYROLL CHANGE LETTER LOG</u> Log book copies of payroll change letters. Other copies maintained in personnel file.	Retain for one (1) year, then destroy.
11.	<u>VERIFICATION LOG</u> Handwritten log of employment verifications received and disposition.	Retain for one (1) year, then destroy.
12.	<u>PAYROLL ATTENDANCE RECORD CARBONS</u> Carbons of all County agencies payrolls. (Originals are maintained by the Office of Finance)	Retain for two (2) years, then destroy.
13.	<u>OFFICIAL PERSONNEL FILES (BALTIMORE COUNTY)</u> Files contain information on active and inactive County employees. Files contain but are not limited to applications for employment, copies of waivers or applications for retirement, performance evaluation, copies of personnel transaction tickets, accident reports, copies of grievances and their disposition, copies of payroll change letters, disciplinary actions, commendations and awards.	Retain for three (3) years after termination of employment, then destroy. Those deemed not suitable for re-hire microfilm, and destroy paper records, retain microfilm for 20 years, then destroy.



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

C-620

PAGE NO.

3 of 3

ITEM NO.	DESCRIPTION	RETENTION
14.	<p><u>EMPLOYMENT RECORD CARD (ROSTER CARD)</u> Contains dated history of salary, classifications, agency and program changes, etc. (i.e. promotions, reclassifications, step increases, general increases). Maintain by agency on all current employees. Maintain alphabetically for all terminated employees.</p>	<p>Retain in office for fifty (50) years after termination of employment, then destroy.</p>