



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-636

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Office of Personnel, Executive/Administrative

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, legal opinions, letters of advice, personnel County Council bills, 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, policy and interpretations 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>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

4/13/89
DATE

Derald A. Tunt
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

4/17/89
DATE

Paul H. Robey, Jr.
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

3-28-89
DATE

J. Miller
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

6/7/89
DATE

Edward J. ...
SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

C-636

PAGE NO.

1 of 2

ITEM NO.	DESCRIPTION	RETENTION
4.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget printouts Workpapers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
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 printout for three (3) years, then destroy. Retain all other completed forms for three (3) years, then destroy.
8.	<u>PUBLICATIONS HISTORY FILES</u> This file contains one (1) copy of each publication produced by the agency.	Retain permanently for eventual transfer to the Archives.
9.	<u>OFFICIAL PERSONNEL FILES (BALTIMORE COUNTY)</u> Files contain information on active and inactive Department Heads and Office of Personnel Staff only. Files contain but are not limited to 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 rehire microfilm, and destroy paper records, retain microfilm for 20 years, then destroy.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>9</u>	
1. DEPARTMENT/AGENCY PERSONNEL		2. DIVISION EXECUTIVE/ADMINISTRATIVE		3. UNIT	
DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Administrative and General Correspondence				5. EARLIEST YEAR/LATEST YEAR _____ TO _____	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>SUBJECT</u>		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) NUMBER <u>1</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) NUMBER <u>1</u>			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <u>111 TOWSON, MD</u> <u>407 W. CHESAPEAKE AVE</u>			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) <u>DEPT PROC EQMT.</u>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <u>X</u> NO <u>J.K.</u>		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
19. NAME AND TITLE OF PREPARER <u>JOANNE KINCER, ASSISTANT</u>		20. TELEPHONE NUMBER <u>3120</u>		18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business. 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.	
				21. DATE <u>3/28/89</u>	

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 9

1. DEPARTMENT/AGENCY

PERSONNEL

2. DIVISION

EXECUTIVE/ADMINISTRATIVE

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

UNOFFICIAL PERSONNEL FILES

5 EARLIEST YEAR/LATEST YEAR

____/____

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

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.

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- NUMBER 1

10. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- NUMBER 1

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER 1 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

111 W. CHESAPEAKE AVE
TOWSON, MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

LAST NAME

18. RECOMMENDED RETENTION

Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two years after termination, then destroy.

9. NAME AND TITLE OF PREPARER

JOANNE KINCER, ASSISTANT

20. TELEPHONE NUMBER

3120

21. DATE

3/28/89

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

PERSONNEL

EXECUTIVE/ADMINISTRATIVE

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

5 EARLIEST YEAR/LATEST YEAR

LEAVE AND TIME SHEETS

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

This file contains office copies of employees annual leave and daily time recordings.

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- NUMBER 1

10. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- NUMBER 1

11. FILE IS USED

- DAILY WEEKLY MONTHLY
- LESS THAN

12. FILE BECOMES INACTIVE AFTER

- NUMBER 1 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

111 W. CHESAPEAKE AVE
TOWSON, MD.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

PAYROLL

15. ACCESS RESTRICTIONS YES NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

18. RECOMMENDED RETENTION

Retain for one year, then destroy.

BY DEPARTMENT & AGENCY

9. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

JOANNE KINCER, ASSISTANT

3120

3/28/89

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PERSONNEL

2. DIVISION
EXECUTIVE/ADMINISTRATIVE

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
BUDGET RECORDS

5 EARLIEST YEAR/LATEST YEAR
_____/_____
/

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Annual Budget Submissions
Monthly Budget printouts
Workpapers

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)
FISCAL YEAR (FY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
1
NUMBER

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
1
NUMBER

11. FILE IS USED **MORE THAN**
 DAILY WEEKLY

LESS THAN
 MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
**III W. CHESAPEAKE AVE
TOWSON, MD**

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

BUDGET

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

ALSO COUNTY

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

BY BUDGET CODE.

18. RECOMMENDED RETENTION
Retain annual submissions for five years, then, destroy. Retain all other papers for two years, then destroy.

9. NAME AND TITLE OF PREPARER
JOANNE KINCER, ASSISTANT

20. TELEPHONE NUMBER
3120

21. DATE
3/28/89

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

PERSONNEL

2. DIVISION

EXECUTIVE/ADMINISTRATIVE

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

GENERAL ACCOUNTING RECORDS

5 EARLIEST YEAR/LATEST YEAR

 /

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

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.

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 1
NUMBER

10. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 1
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1 MONTH(S) YEAR(S)
- NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

111 W. CHESAPEAKE AVE
TOWSON, MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

PURCHASING & FINANCE

15. ACCESS RESTRICTIONS YES NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

AND COUNTY

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

18. RECOMMENDED RETENTION

Retain for three years, then destroy.

BY FORM

9. NAME AND TITLE OF PREPARER

JOANNE KINCER, ASSISTANT

20. TELEPHONE NUMBER

3120

21. DATE

3/28/89

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PERSONNEL

2. DIVISION
EXECUTIVE/ADMINISTRATIVE

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Special Accounting Records

5 EARLIEST YEAR/LATEST YEAR

_____/_____
/

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Audit Reports (internal or external, financial or program)

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
NUMBER

10. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL (S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

111 W. CHESAPEAKE AVE
TOWSON, MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

FINANCE

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

AND COUNTY

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

18. RECOMMENDED RETENTION

Retain one (1) copy permanently for eventual transfer to the Archives.

BY REPORT TITLE

9. NAME AND TITLE OF PREPARER

JOANNE KINCER, ASSISTANT

20. TELEPHONE NUMBER

3120

21. DATE

3/28/89

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PERSONNEL

2. DIVISION
EXECUTIVE/ADMINISTRATIVE

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
FIXED ASSETS FILE

5 EARLIEST YEAR/LATEST YEAR
_____/_____
/

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Fixed asset printouts (including vehicles)
IRA Forms (office copy)
Lost/stolen forms (office forms)
Surplus forms (office forms)
Transfer Forms (office forms)

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
NUMBER 1

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL (S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER 1 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
111 W. CHESAPEAKE AVE
TOWSON, MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)
CENTRAL SERVICES + FIXED ASSETS DIV.

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Retain fixed asset Printout for one year, then destroy.
Retain all other completed forms for three years, then destroy.

BY DEPARTMENT, AGENCY + BUDGET CODES.

9. NAME AND TITLE OF PREPARER
JOANNE KINCER, ASSISTANT

20. TELEPHONE NUMBER
3120

21. DATE
3/28/89

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PERSONNEL

2. DIVISION
EXECUTIVE/ADMINISTRATIVE

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
PUBLICATIONS HISTORY FILES

5 EARLIEST YEAR/LATEST YEAR
_____/_____

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

This file contains (1) one copy of each publication produced by the agency.

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
1
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
111 W. CHESAPEAKE AVE
TOWSON, MD

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Retain permantly for eventual transfer to the Archives.

9. NAME AND TITLE OF PREPARER
Joanne Kincer, Assistant

20. TELEPHONE NUMBER
3120

21. DATE
3/28/89

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 9 OF 9

1. DEPARTMENT/AGENCY
PERSONNEL

2. DIVISION
EXECUTIVE/ADMINISTRATIVE

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

OFFICIAL PERSONNEL FILES (BALTIMORE COUNTY)

5 EARLIEST YEAR/LATEST YEAR

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Files contain information on active and inactive Department Heads and Office of Personnel staff only. 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.

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 1
NUMBER

10. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL (S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 1
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1 MONTH(S) YEAR(S)
- NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

111 W. CHESAPEAKE AVE
TOWSON, M.D.

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)
- IN PAYROLL

15. ACCESS RESTRICTIONS YES NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT
- AND COUNTY

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

BY LAST NAME

18. RECOMMENDED RETENTION

Retain for three (3) years after termination of employment, then destroy. Those deemed not suitable for rehire, microfilm and destroy paper records, retain microfilm for 20 years, then destroy.

9. NAME AND TITLE OF PREPARER

JOANNE KINCER, ASSISTANT

20. TELEPHONE NUMBER

3120

21. DATE

3/28/89