BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. C-636A-2

Baltimore County Office of Personnel — AGENCY

Executive/Administrative — DIVISION

ITEM NO.	DESCRIPTION	RETENTION
	THIS IS AN AMENDMENT TO SCHEDULE #C636	
11.	GRIEVANCES These letter size files contain copies of Grievances and related forms such as Initiation Forms, correspondence, and Grievance dispositions, and Grievance Appeal forms. They are files by assigned log numbers and, prior to 1990, are filed in employee's Official Personnel files. Access is restricted by the Federal Privacy Act.	Retain in office for one (1) year, then send to Record Center for three (3) years. Then destroy.

SCHEDULE APPROVED BY RECORDS MANAGEMENT OFFICER	SCHEDULE APPROVED BY COUNTY ADMINISTRATIVE OFFICER
8/19/91 (DATE) Gerald A. Turk (SIGNATURE)	8/26/91 (DATE) [signature] (SIGNATURE)
SCHEDULE APPROVED BY AGENCY, OR DIVISION REPRESENTATIVE	**SCHEDULE APPROVED BY STATE ARCHIVIST**
6-6-91 (DATE) [signature] (SIGNATURE)	9/30/91 (DATE) [signature] (SIGNATURE)