



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-594

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of Planning and Zoning

Current Planning and Development

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 planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.</p>
2.	<p><u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers</p>	<p>Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, 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>UNOFFICIAL PERSONNEL FILES</u> These 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 of employment, then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

10-22-87
DATE

Bernard G. Lusch
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

10/27/87
DATE

B. M. ...
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

10/23/87
DATE

Gary L. Kerns
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

10/21/87
DATE

Edward ...
SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
5.	<u>GENERAL ACCOUNTING RECORDS</u> Office copies of Goods Received Memoranda, Expense/Travel Reports, Petty Cash Vouchers, Direct Payment forms, Purchase Orders, Requisitions, Mileage Reports.	Retain office copies for two (2) fiscal years then destroy.
6.	<u>SUBDIVISION FILES</u> Preliminary, tentative, final development, grading, landscaping plans and plats; planners comments on CRG (County Review Group) plans, minutes of CRG meetings, comments from pre-development meetings, copies of incoming and outgoing letters, copies of Storm Water Management reports, copies of Environmental reports, results of perc tests, waivers of local open space, landscaping, etc..	Screen annually and destroy all non-record material no longer needed for current business. Retain remaining record material permanently either in paper form or on microfilm. Transfer periodically to State Archives.
7.	<u>WAIVER FILES</u> Files contain waiver request form (22-43), site plan, aerial photographs, letter documenting justification of request.	Retain in paper form for 75 years or until microfilmed, then destroy. Retain microfilm permanently.
8.	<u>COMMERCIAL PERMITS</u> Files contain permits, site plans, incoming and outgoing correspondence, revised plans, landscape plans.	Retain permanently either in paper form or on microfilm. Transfer periodically to State Archives.
9.	<u>RESIDENTIAL BUILDING PERMITS</u> Files contain building permit application, site plan record plat, copy of deed (Validity of lot).	Retain permanently either in paper form or on microfilm. Transfer periodically to State Archives.
10.	<u>LANDSCAPE FILE</u> Files contain landscape plan, certification letter that landscaping has been completed.	Retain in paper form for 75 years or until microfilmed then destroy. Retain microfilm permanently.