

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management Division  
Hall of Records Commission

1. Requesting Agency **BALTIMORE COUNTY**  
**DEPARTMENT OF PUBLIC WORKS**

2. Division or Bureau of Requesting Agency  
**DIVISION OF HIGHWAY INSPECTION**

3. Authorization Requested (Check only one of the squares below).

**A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

**B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

**C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p><u>ROAD CONTRACTS</u></p> <p>Size: 9" x 12"            Dates: 1960 to present            Quantity: 14.5 cubic feet annually            File Arrangement: Contract Number            Audit: Could be anytime within ten year period</p> <p>Correspondence, monthly estimates, deed request, notice of project started and completed, proposal, materials testing laboratory reports, extra work authorizations, bonds, photographs, grade sheets and final acceptance reports.</p> <p>RECOMMENDATION: RETAIN FOR TEN YEARS, THEN DESTROY.</p>	
2	<p><u>ROAD FINALS</u></p> <p>Size: 9" x 12"            Dates: 1960 to present            Quantity: 14.5 cubic feet annually            File Arrangement: Contract Number            Audit: Could be anytime within ten year period</p>	

Approved for Baltimore County:

*[Signature]*  
Chief, Highway Inspection 9/17/71

*[Signature]*  
County Administrative Officer

7. Agency, Division or Bureau Representative

*[Signature]* Records Management Officer  
Signature Title

November 11, 1971  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3-1-72 Merris L. Parrell  
Date Archivist

3/13/72 [Signature]  
Date Secretary

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>Bid tabulation, daily records taken from Inspectors daily reports as to amounts of material used. Monthly payments and final payments paid to contractor, copy of road plan and bituminous material reports.</p> <p>RECOMMENDATION: RETAIN FOR TEN YEARS, THEN DESTROY.</p> <p><u>DELIVERY TICKETS (MATERIALS)</u></p> <p>Size: 8" x 10" Dates: 1960 to present Quantity: 10.8 cubic feet annually File Arrangement: Development and Contract Number Audit: Could be anytime within ten year period</p> <p>Sand, gravel, stone and slag tickets furnished by supplier.</p> <p>RECOMMENDATION: RETAIN FOR TEN YEARS, THEN DESTROY.</p>	