



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-575

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

PUBLIC WORKS

CONTRACT INSPECTION

AGENCY This schedule supersedes Schedules # 377 & 466

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1	<p><u>SEWER, WATER, STORMDRAIN, PUBLIC BUILDING, HIGHWAY, BRIDGE AND CULVERT CONTRACT FILES (CAPITAL IMPROVEMENT, DEVELOPERS & PRIVATE)</u></p> <p>Files contain the notice of the award of the contract, the notice to proceed, contractor's monthly estimates, correspondence pertaining to the negotiation of inspector's daily reports, copies of the construction fund allotment sheets and request for supplemental allotments.</p>	<p>Retain for three (3) years after contract is finalized, then destroy.</p>
2	<p><u>CONSTRUCTION PROGRESS PRINTS - (CAPITAL IMPROVEMENTS, DEVELOPERS & PRIVATE)</u></p> <p>These files contain prints of sewer, storm-drain, water, public building, highway, bridge and culvert contract drawings containing a graphic record of materials installed at precise locations throughout the job sites during the course of construction.</p>	<p>Retain for three (3) years after contract is finalized, then destroy.</p>
3	<p><u>MATERIAL DELIVERY TICKETS - (CAPITAL IMPROVEMENTS, DEVELOPERS & PRIVATE)</u></p> <p>These files contain prints of sewer, storm-drain, water, public building, highway, bridge and culvert contract drawings containing a graphic record of materials installed at precise locations throughout the job sites during the course of construction.</p>	<p>Retain for three (3) years after contract is finalized, then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

2/25/87 Serald A. Lush
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

3/1/87 [Signature]
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

2/25/87 Ronald C. Lucas
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

2/16/87 [Signature]
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
4	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Files contain office copies of Goods Received Memorandums, Purchase Orders, Storeroom Requisitions, County Car Mileage Reports, Inspector's Payment Vouchers, Time Sheets, Radio Service Report (Charge), Inventory and Budget Print-outs.</p>	<p>Screen annually. Destroy that material no longer needed for current business.</p>
5	<p><u>GRANT PROJECTS - FEDERAL OR STATE AID CONSTRUCTION CONTRACTS</u></p> <p>Files contain construction contracts involving Federal or State Aid, administered by this division. They include all material originated by or addressed to the division with attachments and supporting documents not contained in any other known public records file.</p>	<p>Retain in office for two (2) years after contract is finalized, then purge non-record material (non contract related papers, notes, memo's etc.) and destroy.</p> <p>Remaining papers retain in office until final audit, then transfer to records center for three (3) years, then destroy.</p>
6	<p><u>CONSTRUCTION CONTRACTS (NON-STATE OR FEDERAL AID)</u></p> <p>Files contain construction contracts involving <u>no</u> Federal or State aid, administered by this division. They include all material originated by or addressed to the division with attachments and supporting documents not contained in any other known public records file.</p>	<p>Retain in office for two (2) years after contract is finalized, then purge non-record material (non contract related papers, notes, memo's etc) and destroy. Retain remaining papers for an additional three (3) years, then destroy.</p>



RECORDS RETENTION AND DISPOSAL SCHEDULE
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ITEM NO.	DESCRIPTION	RETENTION
7	<p><u>GRANT PROJECTS - INSPECTION OR MATERIALS TESTING SERVICES CONTRACTS</u></p> <p>These files contain contracts involving inspection or Materials Testing Services, administered by this division.</p>	<p>Retain in office for two (2) years after contract is finalized, then purge non-record material (non contract related papers, notes, memo's, etc.) and destroy.</p> <p>Remaining papers retain in office until final audit, then transfer to records center for three (3) years, then destroy.</p>