



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-658

PAGE NO.

1 of 3

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

PUBLIC WORKS

PUBLIC SERVICES

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>GENERAL CORRESPONDENCE</u> Subject arrangement of reader file and original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	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.
2.	<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.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.
3.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts).	Retain for one (1) year, then destroy.
4.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

2-6-90  
DATE

*Donald A. Lusk*  
SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

2/8/90  
DATE

*Kenneth Robey, Jr.*  
SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

2-5-90  
DATE

*Robert E. Corahy*  
SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

3/23/90  
DATE

*[Signature]*  
SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE NO.

C-658

PAGE NO.

2 of 3

ITEM NO.	DESCRIPTION	RETENTION
5.	<p><b>GENERAL ACCOUNTING RECORDS</b> 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, meal reimbursement sheets, etc.</p>	<p>Retain for three (3) years, then destroy.</p>
6.	<p><b>FIXED ASSET FILE</b> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)</p>	<p>Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.</p>
7.	<p><b>BUILDING PERMITS (COMMERCIAL)</b> These files consist of legal size Permit files and an index card file. The files are arranged numerically by permit number and contain information, correspondence, comments, plans, inquiries, blue line prints and any miscellaneous, related information related to each specific project. The card files are arranged numerically by permit number and contain condensed status of the building permit file, serving as a quick reference resource for each project. They are partially duplicated in the Department of Permits and Licenses.</p>	<p><u>Building Permits</u>-when project is completed, send to Record Center and microfilm. Dispose of paper records after film is accepted. Retain film permanently, with one roll retained in the office and a security retained in Record center. ✖</p> <p><u>Index Cards</u>-after project is completed, send to Record Center and microfilm. Dispose of paper records after film is accepted. Retain film permanently, with one roll retained in the office and a security retained in Record center. ✖</p>



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE NO.

C-658

PAGE NO.

3 of 3

ITEM NO.	DESCRIPTION	RETENTION
8.	<p><u>BUILDING PERMITS (RESIDENTIAL)</u> These files consist of legal size Permit files and are in-house quick reference index card file. The files are arranged alphabetically by project name and contain information, correspondence, comments, plans, inquiries, blue line prints and any miscellaneous, related information related to each specific project. They partially duplicated in the Department of Permits and Licenses. The card files are arranged numerically by permit number and contain condensed status of the building permit file, serving as an expendable, duplicate quick reference resource for each project.</p>	<p><u>Building Permits</u>-after project is completed, send to Record Center and microfilm. Dispose of paper records after film is accepted. Retain film permanently, with one roll retained in the office and are a security copy retained in Record center. *</p> <p><u>Index Cards</u>- review annually and dispose of those cards no longer needed for current business.</p>
9.	<p><u>PROJECT FILES</u> These files cover all land development in Baltimore County and are arranged alphabetically. They contain information, correspondence, comments, plans, plats, construction drawings, inquiries and any related miscellaneous documents related to subject property developments.</p>	<p>After Project is completed, send to Record Center and microfilm. Dispose of paper records after film is accepted and retain film permanently, one roll to be retained in office and a security copy retained in the Record Center. *</p>
10.	<p><u>PRE-DEVELOPMENT CONFERENCE FORMS</u> These files contain all information concerning possible developments in Baltimore, presented prior to application for permits or development. They are filed alphabetically by project name and contain Blue Line Prints (24"x36") and all other proposals from developers and comments made by the department during PRE-DEVELOPMENT consultations including county specifications and requirements. If a developer proceeds with a project, after it is approved and appropriate permits are obtained, this file is incorporated into items #7,8 or #9, depending on the type of project.</p>	<p>Review annually and destroy all material no longer needed for current business.</p>

\* Transfer master negatives to State Archives