



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-655

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF RECREATION AND PARKS - ALL DIVISIONS

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
<u>ADMINISTRATION and All DIVISIONS</u>		
1.	<p><u>GENERAL AND ADMINISTRATIVE CORRESPONDENCE</u> These files include Directors General Correspondence, Department area files, County Agency Files. They are subject arrangements 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 the planning and policy that illustrate the development of the agency retain permanently for eventual transfer to the Archives.</p>
2.	<p><u>DIRECTORS UNOFFICIAL PERSONNEL FILES</u> These files are arranged chronologically and alphabetically by name. They contain information on current and past employees. Some, but not all, are duplicated in the office of Personnel. They include records of Department Administrative Staff, Superintendents and former Directors dating from 1964 to present, Maintenance, Summer, and Temporary personnel, copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, health clinic reports resumes, biweekly, monthly and Alternate Recreation entry, change and termination ticket, etc.</p>	<p>Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

11/8/89 *Serald A. Leneh*
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

11/24/89 *Leah R. Kopp*
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

11/14/89 *Charles J. Huber*
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

12/20/89 *Edna R. [Signature]*
DATE SIGNATURE



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ITEM NO.	DESCRIPTION	RETENTION
3.	<p><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, absence from duty requests, agency leave reports and leave records).</p>	Retain for one (1) year in office, then destroy.
4.	<p><u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers</p>	Retain for five (5) years, then destroy.
5.	<p><u>GENERAL ACCOUNTING RECORDS</u> 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, etc.</p>	Retain for three (3) years, then destroy.
6.	<p><u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)</p>	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
7.	<p><u>FACILITY CONSTRUCTION DATA FILES</u> These files contain all information pertaining to construction and maintenance of each facility at each park, school, or Project Open Space site including Construction Inspection report forms and Program Open Space Applications and construction files (Item 18 after construction begins). Note: These files are duplicated in the Department of Public Works office of Construction Inspection and may be subject to Federal and State Regulations.</p>	Retain in office until project is completed. After completion, screen files annually and dispose of all material not needed for current business.
8.	<p><u>ACCIDENT REPORTS</u> These files are arranged chronologically and contain Master copies of Maintenance Personnel accident reports. Copies of these forms are also retained in the departmental personnel file and in the Insurance Division of Central Services.</p>	Retain in office for 10 (ten) years from date of accident, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
9.	<p><u>REQUEST FOR ASSISTANCE FORMS (RFA forms)</u> These forms are filed chronologically. They are filed through the Citizens Assistance Office by property owners or tenants requesting maintenance of county owned properties and also contain department responses to same.</p> <p style="text-align: center;"><u>FACILITIES OPERATION AND SUPPORT SERVICES</u></p>	Retain in office for 1 (one) year from date form is filed, then destroy.
10.	<p><u>CARETAKER'S LOG</u> These files are arranged chronologically. They contain reports from Caretakers and detail their daily duties including schedules, log of tasks and activities completed during the work day. They are filed monthly with the Administrative division of Parks and Recreation.</p>	Retain log book in office for two years from date last form is completed, then destroy.
11.	<p><u>PROPERTY DAMAGE FILES</u> These files are arranged alphabetically by site, then chronologically. They contain reports of damage at schools or parks.</p>	Retain in office for 2 (two) years after date of repair, then destroy.
12.	<p><u>GRIEVANCES</u> These files are arranged alphabetically. They contain but are not limited to grievance forms, correspondence, hearing notes, disposition information and all related incoming and outgoing correspondence.</p>	After Grievance is resolved, screen annually and dispose of all material no longer needed. Retain remaining material for 3 (three) additional years, then destroy.
13.	<p><u>MAINTENANCE WORK ORDERS</u> These files are arranged numerically. They contain but are not limited to forms documenting records of maintenance tasks performed by department personnel. They are filed by the Community or center supervisor and are completed by the maintenance division of Parks and Recreation when work is completed or sublet. They originate in the field office and are then sent to the Superintendent of Maintenance in the Towson Office, to be finally forwarded to the shop until completed.</p>	Retain in office for 1 (one) year after date work is completed, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
14.	<p><u>RECREATION AND PARKS COUNCIL FUND</u> These files consist of computer printouts detailing all "in and out" accounts for various Recreation Councils for funding of all County Wide special events and promotions. They include all funds collected and deposited in this fund and disbursements for supplies purchased and fees paid by each Council for special events. They are duplicated in the Office of Finance.</p>	Retain until update received, then destroy previous report. Retain cumulative year end report for 3 (three) years, then destroy.
15.	<p><u>REVENUE ACCOUNTS - (SELF SUSTAINING PROGRAMS)</u> These files detail all incoming funds obtained from Self Sustaining Programs including facility rentals (gyms, surplus schools, etc.), % fees received from authorized concessioners and other miscellaneous receipts. They also include invoices and deposit slips, summary ledgers, daily cash reconciliations, and monthly reports.</p> <p><u>CAPITAL PROJECTS & PLANNING SECTION</u></p>	Retain for 1 year in office, then 5 years in Record Center, then destroy.
16.	<p><u>ZONING ADVISORY FILES</u> These are sent to the Administrative division of and Parks Recreation by the Office of Planning and Zoning for evaluation and recommendations. They are filed chronologically and contain department copies of listings of current rezoning petitions. They are reviewed and comments are made to Planning and Zoning, recommending or disputing petitions.</p>	Retain for 1 (one) fiscal year from date received, then destroy.
17.	<p><u>ROAD CLOSINGS</u> These files contain but are not limited to memos from the Office of Law regarding road closings, replies from this office including comments and copies of plats. They are filed chronologically and duplicated in the Office of Law.</p>	Retain in office for 2 (two) years, then destroy.
18.	<p><u>LOCAL OPEN SPACE FILES</u> These files contain all related documentation on county owned open lots including, but not limited to memos, plats, correspondence, etc. May be subjected to audit. Acquisition records are duplicated in Baltimore County Department of Public Works, Office of Land Acquisitions.</p>	Retain for 15 (fifteen) years from date closed, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
19.	<p><u>MARYLAND HISTORIC TRUST, COASTAL RESOURCES, COMMUNITY DEVELOPMENT, AND WATER IMPROVEMENT RECORDS</u></p> <p>These files contain applications to the Department Of Natural Resources (DNR) for renovation or preservation of selected sites of historic or geographic value. They are filed alphabetically by site as project files and include but are not limited to funding reports, resources, copies of deeds, shoreline enhancement and Easement documents. May be subjected to audit. Acquisition records are duplicated in Baltimore County Department of Public Works, Office of Land Acquisitions.</p>	Retain for 10 (ten) years then destroy.
20.	<p><u>PROGRAM OPEN SPACE APPLICATIONS & ACQUISITIONS</u></p> <p>These project files contain office copies of all denied or approved applications and all related documents submitted to the Department of Natural Resources. The applications are for acquisition of properties to be developed or held by the County. These files are incorporated into #7 if construction is planned and executed. May be subjected to audit. Acquisition records are duplicated in Baltimore County Department of Public Works, Office of Land Acquisitions.</p>	Screen after audit and destroy all material no longer needed for current business. Retain remaining papers for 5 years after final audit, then destroy.
21.	<p><u>SURPLUS PROPERTY FILES</u></p> <p>These files contain correspondence, plats, copies of deeds and all related and completed forms on surplus (unused) property, which is undeveloped or unused by the county for various reasons. They are filed numerically and designated to be held or released by the county. Acquisition documents are duplicated in Baltimore County Department of Public Works, Office of Land Acquisitions.</p>	Retain in office until property is developed or disposed of. Send to record Center for ten (10) years, then destroy.