



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-559

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Bureau of Traffic Engineering

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
<u>ADMINISTRATION</u>		
1.	<u>Directors General Correspondence/Administrative Files</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other material relating to the functions of this department.	Retain for three (3) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of this department. Retain permanently for eventual transfer to Archives.
2.	<u>Deputy Directors General Correspondence/Administrative Files</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other material relating to the functions of this department.	Screen annually. Retain for three (3) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of this department. Retain permanently for eventual transfer to Archives.
3.	<u>General Administrative Files</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, general personnel files and other miscellaneous papers relating to the administration of this department.	Screen annually. Retain for three (3) years, then destroy. Directives and other material relating to planning and policy

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

6/3/86 Gerald A. Lusk
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

6/10/86 G. M. ...
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

6/5/86 R. H. E. ...
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

7/2/86 Edward ...
DATE SIGNATURE



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ITEM NO.	DESCRIPTION	RETENTION
3.	<u>General Administrative Files (Cont.)</u>	that illustrate the development of this department. Retain permanently for eventual transfer to Archives.
4.	<u>Directors Budget Files (Active and Inactive)</u> Files contain budget forms, correspondence, and reports.	Retain for five (5) fiscal years, then destroy.
5.	<u>Budget and Equipment Files</u> Files contain equipment (vehicles) maintenance, purchasing and budget information.	Screen annually and destroy that material no longer needed because of vehicle replacement and/or disposal.
6.	<u>Purchasing Files</u> Retained in binders. Files may contain but are not limited to copies of closed purchase orders, closed requisitions, and previous department budgets and budget information.	Retain for five (5) fiscal years, then destroy.
7.	<u>Personnel Files (unofficial Department)</u> Files contain information on current employees. This information includes but is not limited to copies of doctor's slips, health clinic reports, and accident reports. Reprimands, disciplinary actions, applications, resumes, etc.	Screen annually. Destroy that material which is no longer needed for current information.
8.	<u>Payroll Attendance Files (Printouts)</u> Files consist of payroll attendance records, leave reports, pay increase printouts, and employee longevity and retirement printouts. These are the department's copies.	Retain for three (3) years, then destroy.
9.	<u>Attendance Files</u> Files consist of bi-weekly attendance sheets, and flex time daily attendance sheets for each employee of the department.	Retain for one (1) year, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
10.	<u>Leave Files</u> Files consist of completed compensatory leave forms, (earned and used), and completed leave request forms, for each employee of this department.	Retain for one (1) year, then destroy.
11.	<u>Overtime Compensation Files</u> File consists of completed overtime compensation forms for each eligible person in this department.	Retain for one (1) year, then destroy.
12.	<u>Direct Payment Files</u> File consist of completed direct payment logs and forms.	Retain for one (1) year, then destroy.
13.	<u>Fire Lane Files</u> Files consist of reference material on the County designated fire lanes. Files are used by traffic investigators and when writing work orders for replacement of signs, etc.	Screen annually. Destroy that material which is no longer needed for current reference.
14.	<u>Baltimore Gas and Electric Co. Files</u> Files consist of completed forms showing amounts of money paid for electricity used by various school flashers in Baltimore County.	Retain for three (3) years, then destroy.
15.	<u>Monthly Report Files</u> Files consist of reports to this office showing quantities of signs produced, installed, costs, etc. by councilmanic district. Also includes information on amount of signs produced and installed, miles of roads painted, and material on hand and/or pending delivery.	Retain for one (1) year, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
16.	<p><u>PLANNING AND DESIGN OFFICE</u></p> <p><u>Signal Files</u></p> <p>These files are general files containing information on every intersection in Baltimore County with an automated traffic signal. May contain but not limited to drawings, correspondence, work orders, original cost and modification cost information.</p>	<p>Retain all nonessential materials such as correspondence and work orders for seven (7) years, then destroy. Remaining material retain in office until signal completely removed, then destroy.</p>
17.	<p><u>Commercial Building Plans</u></p> <p>These files consist of copies of written comments on building permits and subdivision plans reviewed at the request of the Department of Public Works, Baltimore County.</p>	<p>Retain for three (3) years, then destroy.</p>
18.	<p><u>Traffic Regulation (Control) Files</u></p> <p>This file contains written documents dealing with the traffic flow regulation on Baltimore County streets.</p>	<p>Retain in office permanently.</p>
19.	<p><u>Traffic Investigation Files</u></p> <p>These files may contain but are not limited to citizen correspondence, a copy of traffic regulation documents, investigation reports.</p>	<p>Screen every three (3) years. Destroy that material no longer needed.</p>
20.	<p><u>Capacity Studies</u></p> <p>Files consist of road traffic capacity studies and may include but are not limited to the following: raw data, summary reports.</p>	<p>Retain raw data for four (4) years from date collected, then destroy. Retain summary reports for seven (7) years from date completed, then destroy.</p>
21.	<p><u>Special Project Files</u></p> <p>Files are maintained by project and consist of, but are not limited to comments on and copies of plats, plans reviewed by this bureau at the request of other agencies.</p>	<p>Retain files for three (3) years after date review completed, then destroy.</p>



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	<u>SIGNAL SHOP</u>	
22.	<u>Signal Maintenance Report Files</u> Maintained in binders these files reflect all calls answered by this shop on traffic signal malfunctions throughout Baltimore County. These files contain copies of maintenance work orders and other information dealing with each signal malfunction.	Retain in office for seven (7) years from date work order initiated, then destroy.
23.	<u>Stock Room Disbursement Files</u> Files consist of forms requesting supplies and materials for work in progress. Used for input into computerized inventory system and filed with work order forms.	Retain for two (2) years from date work completed, then destroy.
24.	<u>Data Processing Inventory Reports</u> These forms contain information used as input to the computer which maintains a perpetual inventory of materials on hand and used in the signal shop.	Retain until printouts are verified as correct, then destroy.
25.	<u>Personnel Files (Unofficial)</u> Files contain information on current employees. This information includes but is not limited to copies of doctor's slips, health clinic reports, and accident reports.	Screen annually. Destroy that material which is no longer needed for current information.
26.	<u>Information Files</u> This file consist of vendor, contractor, and manufacturer's information on signal systems used or considered for use by Baltimore County.	Retain until no longer needed, updated, or superseded, then destroy.
27.	<u>Signal Construction Work Order Files</u> These files contain information on work performed, labor and materials used and costs. (The forms, one each per location, provide information for billing when appropriate). These forms also document inventory charged out during work.	Retain for seven (7) years from completion of work, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
28.	<p><u>General Correspondence and Administrative Files</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, materials, directives, procedures and other miscellaneous papers relating to the daily operations of the signal shop.</p>	<p>Screen annually. Destroy that material no longer needed for current business. Directives and procedure relating to the operation of the signal shop, retain until updated or superseded, then destroy.</p>
29.	<p><u>Purchase Order and Requisition Files</u></p> <p>These files consist of signal shop copies of purchase orders and requisitions.</p>	<p>Retain for one (1) year after date merchandise received, then destroy.</p>
30.	<p><u>Manual Inventory File</u></p> <p>This file is a card file containing a perpetual inventory of material used and in stock. (This file is a supplement to the computerized inventory).</p>	<p>Screen annually. Destroy those cards which are no longer needed for current business. (Discontinue manual inventory after computerized inventory system completed and functional.</p>
31.	<p><u>Signal Timing Card File</u></p> <p>File consist of records of signal timing at all Baltimore County intersections regulated by a traffic signal. Cards show timings for lights, at what date they were set, any changes, and name of intersection.</p>	<p>Retain current card until filled or replaced. Retain filled or replaced card for three (3) years after last entry date, then destroy.</p>
32.	<p><u>Signal Controller Information File</u></p> <p>These files contain maintenance guidelines, drawings, etc. for repairing the traffic control system(s) used by Baltimore County.</p>	<p>Screen annually. Destroy that material which has been updated, superseded, or no longer needed.</p>



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ITEM NO.	DESCRIPTION	RETENTION
33.	<p><u>Monthly Report Files</u></p> <p>Files consist of reports to administration showing quantities of signs produced, installed, costs, etc. by councilmanic district. (Also includes information on amount of signs produced and installed, miles of roads painted, and material on hand and/or pending delivery.</p>	<p>Retain for one (1) year, then destroy.</p>



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	<p><u>SIGN SHOP</u></p>	
34.	<p><u>Weekly Inventory Control Sheet</u></p> <p>These forms are used to maintain a manual perpetual inventory of material used and on hand.</p> <ul style="list-style-type: none">- One copy maintained by sign shop.- One copy sent to Central Services for input into computerized inventory.	<p>Retain office copy until computer inventory print-out verified and accepted as correct, then destroy.</p>
35.	<p><u>Release Order</u></p> <p>This file consists of forms filled out weekly notifying Central Services of volumes and types of signs produced by the sign shop. (Information from these forms are entered into the computerized and manual inventory systems).</p>	<p>Retain until computer inventory printout verified and accepted, then destroy.</p>
36.	<p><u>Materials Acquisition Forms</u></p> <p>This form is used to notify Central Services of materials received. Information is used for input into computerized and manual perpetual inventory systems.</p>	<p>Retain until computerized inventory printout verified and accepted as correct, then destroy.</p>
37.	<p><u>Manual Inventory File</u></p> <p>This file is a card file containing a perpetual inventory of material used and in stock.</p>	<p>Screen annually. Destroy these cards which are no longer needed for current business. (Discontinue manual inventory after computerized inventory completed and functional).</p>
38.	<p><u>Pavement Marking Workorder file</u></p> <p>File contains forms which document all pavement marking completed in Baltimore County. Information on form includes but is not limited to the date work completed, description of work, and location of work.</p> <ul style="list-style-type: none">- One copy maintained in sign shop.- One copy sent to Administration Office.	<p>Retain sign shop copy for three (3) years after date marking completed, then destroy.</p>



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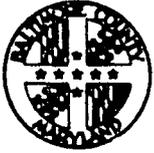
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ITEM NO.	DESCRIPTION	RETENTION
39.	<u>Road Marking Record Card</u> Files consist of cards which show the date, name of road, type of marking, length, width, etc. on all Baltimore County roads marked. This information is transferred from the pavement marking work orders.	Retain for three (3) years after date of last entry, then destroy.
40.	<u>Road Marking Weekly Report Files</u> Files contain weekly reports on work completed by sign shop and are used to complete monthly reports. Reports also provide information on productivity of road marking crews, materials used, on hand, and purchased.	Retain for one (1) year, then destroy.
41.	<u>Daily Logs (Signs Produced)</u> File contains logs of daily sign production, and are used to complete quarterly reports.	Retain for one (1) year, then destroy.
42.	<u>Reference Card File</u> File consists of cards containing information on quantity of standard silkscreen sign work. Information includes but is not limited to description, size, location, unit, date, type, quantity received, disbursed quantity, price, value, etc.	Retain for one (1) year after last entry date, then destroy.
43.	<u>Quarterly Report Files</u> Files consist of reports to administration showing quantities of signs produced, installed, costs, etc. by councilmanic district. (Report is now obsolete).	Destroy accumulated volumes.
44.	<u>Requests for Sign Fabrication</u> This file consist of requests from other agencies for work to be performed by the sign shop.	Retain in office for two (2) years after date billed, then destroy.
45.	<u>Receipt for Sign Fabrication</u> Copy of receipt signed by agency requesting sign fabrication work. Forms are used for billing purposes and may contain information on materials used, labor, quantities requested, type of sign, etc.	Retain in office one (1) year after date of receipt then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
46.	<u>Work Order Log (Shop Written)</u> File consists of logs of phone requests for work to be done by the sign shop.	Retain for one (1) year from last entry date, then destroy.
47.	<u>Shop Copy of Signed Work Order</u> This file contains the (pink) shop copy of signed work orders and reflects where each sign is installed by the sign shop.	Retain for one (1) year after work completed, then destroy.
48.	<u>Road Marking Print File</u> Files consist of copies of prints - layouts of roads, parking lots, etc. and are used when marking these areas for the County.	Retain in office until updated, superseded or no longer needed, then destroy.
49.	<u>Barricade Files</u> This file consist of forms requesting barricades, and is a release of responsibility for injuries, and liabilities to the County arising from the use of the barricades.	Retain for six (6) months after barricade(s) are returned, then destroy.
50.	<u>Supply Request Files</u> Files consist of copies of sign shop initiated requests for materials and equipment purchases.	Retain until shop receives the purchase order forms from Purchasing, then destroy.
51.	<u>General Correspondence and Administrative Files</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, materials, directives, procedures and other miscellaneous papers relating to the daily operations of the signal shop.	Screen annually. Destroy that material no longer needed for current business. Directives and procedure relating to the operation of the signal shop, retain until updated or superseded, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
52.	<u>Purchasing Files</u> Files contain copies of requisitions, and purchase orders for supplies and equipment.	Retain for one (1) year after receipt of merchandise, then destroy.
53.	<u>Personnel Files (Unofficial)</u> Files contain information on current employees. This information includes but is not limited to copies of doctor's slips, health clinic reports, and accident reports.	Screen annually. Destroy that material which is no longer needed for current information.
54.	<u>Stock Record Card</u> File consists of cards reflecting a manual system of perpetual inventory on all items in stock.	Screen annually. Destroy those cards which are no longer needed for current business. (Discontinue manual inventory after computerized inventory system completed and functional).
55.	<u>Monthly Report Files</u> Files consist of reports to administration showing quantities of signs produced, installed, costs, etc. by councilmanic district. (Also includes information on amounts of signs produced and installed, miles of roads painted, and material on hand and/or pending delivery.	Retain for one (1) year, then destroy.