



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.
C-573
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RECORDS RETENTION AND DISPOSAL SCHEDULE

COMMUNITY DEVELOPMENT

BALTIMORE COUNTY GENERAL SCHEDULE A COMMISSION FOR WOMEN

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
	<p>General Schedule A is authorized for use by all Baltimore County Boards, Commissions, Committees, Councils, etc., which do not have specific records retention schedules. This schedule indicates minimum retention periods for the records listed.</p> <p>Schedule A <u>does not</u> supersede any official schedules already in force nor does it negate the requirement to schedule records not specifically itemized on this schedule. If additional records are maintained a unique schedule for each Board, Commission, etc., can be initiated through the Records Management Officer.</p> <p>The authority for this schedule is contained in the Baltimore County Code 1978, Title 27, Sections 27-4, (a), (b) and 27-6. It is also referenced in the Records Management Manual of Baltimore County 1986, Chapter 15, Sections 15.2-A-10 and 15.2-B-1 thru 3.</p> <p>Additional information on the Baltimore County Records Management Program is contained in the Records Manual or contact the Records Management Division.</p> <p>1. <u>GENERAL ACCOUNTING RECORDS</u></p> <p>Counter Cash Books Delivery Orders, Receipts and Receiving Reports Expense Reports <u>Continued</u></p>	<p><i>Subred to C573 showing adoption by CFW</i></p> <p>Retain office copies for (2) two fiscal years, then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

1/15/87 Derald A. Lurch
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

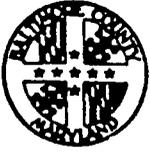
1/23/87 E. MELVIN COLE
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY OR DIVISION REPRESENTATIVE

4/5/88 Harneth L. Burros
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

2/15/87 [Signature]
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
1.	<p>(CONTINUED)</p> <p>Gasoline Tickets Paid Bills, Vouchers and Invoices Receipt Books and Receipt Copies Requisitions and Purchase Orders Mileage Reports</p>	
2.	<p><u>SPECIAL ACCOUNTING RECORDS</u></p> <p>Audit Reports</p>	<p>Retain permanently, for eventual transfer to Archives.</p>
3.	<p><u>BUDGET RECORDS</u></p> <p>Annual Budget Submissions Monthly Budget printouts Workpapers</p>	<p>Retain annual submissions for (5) five years, then destroy. Retain all other papers for (2) two years, then destroy.</p>
4.	<p><u>MEETING AND HEARING MINUTES</u></p> <p>Minutes of meetings and hearings of boards, commissions, committees and councils which generally document their proceeding and actions.</p>	<p>Retain in office for (3) years, after transcription, then microfilm and retain film permanently. Transfer paper records to Archives.</p>
5.	<p><u>UNOFFICIAL PERSONNEL FILES</u></p> <p>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</p>	<p>Screen annually and destroy that material no longer needed for current reference. Retain remaining items for (2) years after termination, then destroy.</p>
6.	<p><u>LEAVE AND TIME SHEETS</u></p> <p>This file contains office copies of employees annual leave and daily time recordings.</p>	<p>Retain for (1) one year, then destroy.</p>

CONTINUED



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
7.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Subject arrangement 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>
8.	<p><u>REPORTS AND PUBLICATIONS</u></p> <p>This file includes all reports and publications issued by a board, commission, committee etc., which result from hearings, meetings, investigations, etc., and document some action or recommendation of the originator.</p>	<p>Retain (1) one copy permanently for eventual transfer to the Archives.</p>
9.	<p><u>PRESS RELEASES</u></p> <p>These files contain all statements and press releases during the year by the Commission (or council).</p>	<p>Retain one (1) copy permanently for eventual transfer to the State Archives.</p>