FORM RM-1
REV. 2/75

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. C-430

PAGE NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY: CALVERT COUNTY BOARD OF COMMISSIONERS

DIVISION: CIVIL DEFENSE AND EMERGENCY PREPAREDNESS AGENCY

Item No.	Description	Retention
1.	PROJECT APPLICATIONS FOR STATE AND FEDERAL FUNDING	Retain project applications for three years after grant or denial, then destroy.
2.	MAINTENANCE CONTRACTS	Retain for life of contract and for three years thereafter, then destroy.
3.	EMERGENCY OPERATIONS PLANS	Retain plans until updated, then destroy.
4.	EXPENSE ACCOUNT LEDGER	Retain permanently.
5.	GENERAL FILES (alphabetically, by subject) Contains correspondence, studies, reports, etc., relating to the operation of the office.	Retain for three years, then destroy. Material having continuing value to the operation of the office should be retained until such value ceases.

Schedule approved by Department, Agency or Division Representative

Vernon Horsmon (Signature) — Director, CD & DPA (Title) — March 17, 1976 (Date)

Schedule Authorized by Hall of Records Commission

4-26-76 (Date) — Edward C. Papenfuse (Archivist)

Disposal Authorized by Board of Public Works

Date — Secretary

PS-943