

FOR RECORDS RETENTION SCHEDULE

SCHEDULE NO. C-177

Hall of Records
Commission

To be Submitted to the Records Management Division
Hall of Records Commission

PAGE NO. 1.

Requesting Agency
HARFORD COUNTY

2. Division or Bureau of Requesting Agency
BOARD OF EDUCATION, Superintendent of Schools

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.																										
1.	<p><u>GENERAL FILE</u></p> <p>Size: Letter size Dates: 1950 - - Quantity: 7 file drawers File Arrangement: By subject Disposable Amount: 4 cubic feet</p> <p>The superintendent's General File includes handwritten, typescript, and printed material:</p> <table border="0"> <tr> <td>Administration</td> <td>Personal correspondence</td> </tr> <tr> <td>Adult Education</td> <td>Public relations</td> </tr> <tr> <td>Associations and organizations</td> <td>Schools and institutions</td> </tr> <tr> <td>Awards, gifts, honors, and scholarships</td> <td>Special services</td> </tr> <tr> <td>Buildings and grounds</td> <td>Students</td> </tr> <tr> <td>Business affairs</td> <td>Summer session</td> </tr> <tr> <td>Calendars and schedules</td> <td>Transportation, travel and trips</td> </tr> <tr> <td>Committees and councils</td> <td></td> </tr> <tr> <td>Directories</td> <td></td> </tr> <tr> <td>Events and programs</td> <td></td> </tr> <tr> <td>Forms</td> <td></td> </tr> <tr> <td>Government</td> <td></td> </tr> <tr> <td>Instruction</td> <td></td> </tr> </table> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL INACTIVE, WHICHEVER IS LATER, AND THEN DESTROY.</p>	Administration	Personal correspondence	Adult Education	Public relations	Associations and organizations	Schools and institutions	Awards, gifts, honors, and scholarships	Special services	Buildings and grounds	Students	Business affairs	Summer session	Calendars and schedules	Transportation, travel and trips	Committees and councils		Directories		Events and programs		Forms		Government		Instruction		<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
Administration	Personal correspondence																											
Adult Education	Public relations																											
Associations and organizations	Schools and institutions																											
Awards, gifts, honors, and scholarships	Special services																											
Buildings and grounds	Students																											
Business affairs	Summer session																											
Calendars and schedules	Transportation, travel and trips																											
Committees and councils																												
Directories																												
Events and programs																												
Forms																												
Government																												
Instruction																												

7. Agency, Division or Bureau Representative

Business Manager

3/17/1961

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/28/1961
Date

Morris S. [Signature]
Archivist

APR 5 1961
Date

[Signature]
Secretary