

RECORDS RETENTION AND DISPOSAL SCHEDULE

HOWARD COUNTY GOVERNMENT

COUNTY ADMINISTRATOR

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>PERSONNEL HEARINGS</u></p> <p>This applies to all cassette recording tapes of hearings before the Personnel Officer and Personnel Board. Also, Appeal Files and other correspondence relating to appeals.</p> <p>A. <u>Recording Tapes</u></p> <p>B. <u>Appeal Files</u></p>	<p>Retain for five (5) years, then destroy.</p> <p>Retain permanently - Microfilm after five (5) years, then destroy master copy.</p>
2.	<p><u>GENERAL PERSONNEL CORRESPONDENCE</u></p> <p>This applies to all correspondence relating to personnel matters in various county departments.</p>	<p>Retain for five (5) years, then destroy.</p>
3.	<p><u>PERSONNEL FILES</u></p> <p>A. Active files on Executive Exempt personnel. Inactive files on Executive Exempt personnel.</p> <p>B. Active files on Classified Co. Admin. personnel. Inactive files on Classified Co. Admin. personnel</p>	<p>Retain.</p> <p>Destroy five (5) years after employee has terminated employment.</p> <p>Retain.</p> <p>Destroy when employee terminates employment because master file is maintained by Personnel Office.</p>
4.	<p><u>PURCHASING DOCUMENTS</u></p> <p>This applies to Purchase Orders, Minor Purchase Orders, Direct Payment Orders, Expense Statements and other documents relating to Office of County Administrator, which includes Management Services, Budget and Personnel Board. Master file is maintained by Division of Purchasing.</p>	<p>Destroy after (5) years.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

4/10/85 *William E. Eoble* County Administrator
Date Signature Title

4/1/86 *Edward J. [Signature]*
Date State Archivist