



Department of Facilities and Services, Office of Central Services
RECORDS CENTER

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. **C-501**
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MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION AGENCY
 OFFICE OF TRANSPORTATION PLANNING DIVISION

Item No.	Description	Retention
1.	<u>ADMINISTRATIVE RECORDS</u>	
A.	<u>Purchasing Records</u> - Records relating to purchasing and payments.	Retain for three (3) years and until all audit requirements have been met, then destroy.
B.	<u>Administration-Support Services Records</u> Records relating to support services in the office.	Retain for three (3) years, then destroy.
C.	<u>Employee Records</u> - Individual personnel files maintained on each employee of the office.	Retain for five (5) years after termination of employee's service with office, then destroy.
2.	<u>PLANNING & PROGRAMMING RECORDS</u>	
A.	<u>Master and Sector Plans, Transit Studies and Reports</u> - Master and Sector Plans, transit studies and reports, and related correspondence.	Retain six (6) years (three (3) years in office, three (3) years in County Records Center), then destroy.
B.	<u>Transportation Planning Records</u> - Records relating to planning of roadways, bike-ways and other transportation facilities.	Retain six (6) years (three (3) years in office, three (3) yrs in County Records Center), then destroy.
3.	<u>TRANSIT MANAGEMENT RECORDS</u>	
A.	<u>Transit Systems Records</u> - Records relating to transit operations.	Retain for three (3) years, then destroy.
B.	<u>Metrobus Records</u> - Records relating to administration of Metrobus and its service in the County.	Retain for five (5) years, then destroy.

Schedule approved by Department, Agency or Division Representative

Eliard A. Daniel

Signature

Director, Office of Transportation Planning

Title

5/22/79

Date

Schedule Approved by Services Section
 Department of Facilities and Services, Office of Central Services

5-25-79

Date

Robert L. Wyrong

Signature

Records Program Mgr.

Title

Schedule Authorized by Hall of Records Commission

Date

State Archivist

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Item No.	Description	Retention
3.	<p><u>TRANSIT MANAGEMENT RECORDS (cont'd)</u></p> <p>C. <u>Metrorail Records</u> - Records relating to the development and construction of Metro-rail and administration of the system.</p>	<p>Retain for nine (9) years (six (6) years in office, three (3) years in County Records Center), then destroy.</p>
4.	<p><u>BUS SERVICES RECORDS</u></p> <p>A. <u>Bus Services Section-Operation Procedures</u> Records relating to the operation and administration of Bus Services.</p> <p>B. <u>Silver Spring Ride-On Operating Reports</u> Includes daily operation reports, vehicle condition reports, accident reports and run assignment sheets.</p> <p>C. <u>OFR Module (Elderbus) Records</u> - Includes daily operations reports, vehicle condition reports, accident reports, and statistical data.</p>	<p>Retain for five (5) years then destroy.</p> <p>Retain for three (3) yrs, (one (1) year in office, two (2) years in County Records Center), then destroy.</p> <p>Retain for three (3) yrs, (two (2) years in office, one (1) year in County Records Center), then destroy.</p>
5.	<p><u>TRANSPORTATION PLANNING LIBRARY</u></p> <p>Copies of reports, studies and technical publications comprising a resource library.</p>	<p>NON-RECORD Dispose of when superseded or no longer useful.</p>