

May 18, 1983

PRINCE GEORGE'S COUNTY  
OFFICE OF CENTRAL SERVICES  
ADMINISTRATIVE SERVICES DIVISION  
RECORDS CENTER

SCHEDULE NO. C-519 A

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE NO. AMENDMENT #1

Office of Budget  
DEPARTMENT/AGENCY

DIVISION

ITEM NO.

DESCRIPTION

RETENTION

ITEM 4 - GENERAL CORRESPONDENCE FILES: including  
Municipal Tax Differential distribution  
records.

Change retention to read -

Cut off at end of fiscal year;  
retain for six (6) additional  
years, then destroy.

*Katherine H. Moore*  
SIGNATURE

*Deputy Budget Director*  
TITLE OF DEPT/AGENCY REPRESENTATIVE

*5/19/83*  
DATE

COUNTY RECORDS MANAGER

*Shirley Hammel*  
SIGNATURE

~~XXXXXXXXXXXXXXXXXXXX~~

*JUNE 13, 1983*  
DATE

Schedule Authorized by Hall of Records Commission

*Edward Egan*  
SIGNATURE

*Steve Bedmont*  
TITLE

*6/29/83*  
DATE

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