

RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of Central Services
Administration

Prince George's County

Item No.	Description	Retention
1.	<u>General Correspondence Files</u> consisting of records of official correspondence of the Department, statistical reports, purchase requisitions & orders; budget records, and other official transactions. 1970 - Present	Cut off at end of fiscal year; retain for three (3) additional years; then destroy.
2.	<u>Employee Personnel Records</u> consisting of information copies of Department EANS, applications, commendation letters, disciplinary actions, and other related correspondence & records. 1970 - Present	Cut off when employee leaves department; hold two (2) additional years; then destroy by shredding.

Schedule approved by Department, Agency or Division Representative

James N. Trefler Acting Director Feb. 1, 1979
Signature Title Date

Schedule Authorized by Hall of Records Commission

~~REPRODUCED FROM ORIGINAL RECORDS~~

3/22/75 Edward C. Flynn 2/2/79 Harold V. DeWitt
Date Archivist Date COUNTY RECORDS MANAGER

Distribution: White - Hall Of Records, Green - Hall Of Records, Canary - ~~Records Center~~, Pink - Records Manager, Gold - Records Center, Blue - Department/Agency.