

RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of Central Services - Data Processing Div. Prince George's County

| Item No. | Description  | Retention   |
|----------|--|---|
| 1.       | <u>General Correspondence Files</u> consisting of records of official correspondence of the division, statistical reports, purchase requisitions and orders, budget records and other official transactions of the division.<br>1970 - Present | Cut off at end of fiscal year; retain for three (3) additional years; then destroy. |
| 2.       | <u>Computer Tape Files</u> consisting of magnetic tapes of programs run for all County agencies.<br>1968 - Present   | Maintain permanently.   |
| 3.       | <u>Transitory Forms</u> consisting of batch control records/forms used to update data in the computer system.<br>1978 - Present  | Cut off at end of month; hold five (5) additional months; then destroy.             |

Schedule approved by Department, Agency or Division Representative

*James P. Fowler*  
James P. Fowler

Chief, Data Processing Div.

4/27/79

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5-17-79

*Edna [Signature]*

4/30/79

*Howard Y. [Signature]*

Date

Archivist

Date

Secretary