

DEPARTMENT OF GENERAL SERVICE
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

SCHEDULE
NO. C-401

PAGE
NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

Prince George's County

Clerk of the Circuit Court

AGENCY

DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item
No.

Description and Retention

1 PERSONNEL FILES maintained for each employee contains some or all of the records listed below:

- Appointment Records
- Correspondence Related to Retirement and Other Matters
- State and Federal Deduction Forms
- Notes and Memoranda
- Certificates of Nonsubversive Activity
- Employment Applications
- Employment Data Sheets
- Copies of Birth Certificates
- Leave Records
- Employment Resumes
- Payroll Entries and Change of Status Records
- Employment History Cards
- Separation Reports-

RECOMMENDATION: Retain folder for three (3) years after separation or retirement of an employee, then destroy.

Schedule approved by Department, Agency or Division Representative

Chas E. Callow
Signature

Clerk of the Circuit Court

7-31-74

Title Pr. Geo's Co.

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/1/74
Date

Monica S. Raffell
Archivist

Date

Leslie H. ...
Secretary