

RECORDS RETENTION AND DISPOSAL SCHEDULE

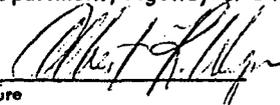
Prince George's County, Upper Marlboro, Maryland - Consumer Protection ~~Consumer~~ COMMISSION

Item No.	Description	Retention
1.	General correspondence files consisting of records of official correspondence of the Commission, consumer protection statistics, requisitions, purchase orders and other official transactions. 1970-----Present	Cut off at end of calendar year; retain for three (3) years; transfer to Records Center for two (2) years then destroy.
2.	Consumer complaint case files. Filed alphabetically by merchant. These files consist of complaints filed by County residents with follow up letters to the merchant. 1970-----Present	Cut off at end of calendar year; retain for three (3) years; transfer to Records Center for two (2) years then destroy.
3.	Consumer telephone complaint cards. These are 5"x8" cards reflecting a telephone complaint by a County resident and resulting followup information taken by a case worker. 1970-----Present	Cut off at end of calendar year; retain for three (3) years, then destroy.
4.	Merchant case cards. These are 5"x8" cards reflecting complete merchant case history/complaints by County residents. 1970-----Present	Retain permanently.

Schedule approved by Department, Agency or Division Representative

Albert R. Wynn

Signature



Executive Director

Title

August 24, 1977

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

9/19/77

Date



Archivist

Date

Secretary

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