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

SCHEDULE NO. C-530	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1 of 1 page

Office of Emergency Preparedness — DEPARTMENT/AGENCY
Weatherization Division — DIVISION

ITEM NO.	DESCRIPTION	RETENTION
	All files are related to the operation of the Federally funded Weatherization Program and follow the Federal Fiscal Year (Oct. 1 to Sept. 30). All files are subject to the Privacy Act.	
1.	CLIENT FILES containing a. Client application b. Proof of income c. Proof of home ownership d. Landlord/Tenant Agreement e. Evaluation form f. Work order g. House diagram h. Complete report (Form 29C) i. Project retrotech evaluation form j. Correspondence k. Client evaluation l. Other related information	Retain for five (5) years after end of fiscal year, then destroy.
2.	GENERAL CORRESPONDENCE a. Inter and Intra office memos b. Grantor, Grantee correspondence c. Other correspondence relating to Weatherization. ##	Retain for five (5) years after end of fiscal year, then destroy.

SIGNATURE	TITLE OF DEPT/AGENCY REPRESENTATIVE	DATE
[illegible]	Director	05/14/83
Shirley Harmel	COUNTY RECORDS MANAGER	June 10, 1983

Schedule Authorized by Hall of Records Commission

SIGNATURE	TITLE	DATE
[illegible]	State Archivist	6/29/83

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P.G.C. FORM #1354 (Rev. 11/82)