

January 27, 1986

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

RECEIVED
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HALL OF RECORDS

SCHEDULE NO. C556 RECORDS RETENTION AND DISPOSAL SCHEDULE PAGE NO. 1 of 4

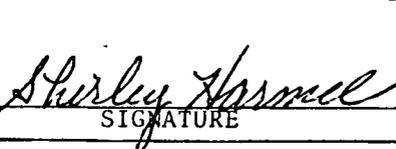
Office of the County Executive

DEPARTMENT/AGENCY

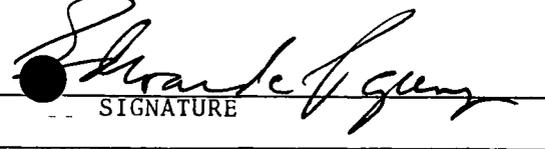
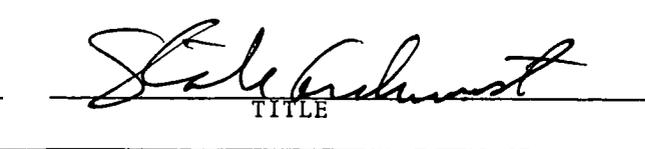
DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>GENERAL CORRESPONDENCE</u> : contains reading file copies of all letters originated by County Executive and Chief Administrative Officer.	Cut off at end of calendar year, retain in office for one (1) additional year. Transfer to County Records Center, retain for one (1) year beyond end of administration; then destroy.
2.	<u>CENTRAL FILES</u> : consists of correspondence, copies of letters, published or reproduced material, executive, administration and departmental reports as well as information of a general nature.	Screen at end of calendar year. Retain permanently the material relating to the planning and policies that illustrate the development of the agency. Destroy material no longer needed.
3.	<u>ADMINISTRATIVE REVIEW COMMITTEE</u> : consists of original signed contracts, including back-up documents; copies of purchase requisitions reviewed; logs of action, filed alphabetically by subject. Personal/Individual Contracts -	Retain for one (1) year beyond current administration term of office or three (3) years whichever is longer.

CONTINUED ----

 SIGNATURE	ASSISTANT CHIEF ADMINISTRATIVE OFFICER TITLE OF DEPT/AGENCY REPRESENTATIVE	1-30-86 DATE
 SIGNATURE	County Records Manager Chief Administrative Officer	2/7/86 DATE

Schedule Authorized by Hall of Records Commission

 SIGNATURE	 TITLE	5/1/86 DATE
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DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
3.	<p><u>ADMINISTRATIVE REVIEW COMMITTEE</u> - cont'd</p> <p>State and Federally funded grants -</p> <p>Proposal Analysis Reports -</p>	<p>Retain three (3) years beyond closing of grant.</p> <p>Retain five (5) years beyond administration.</p>
4.	<p><u>PRESS RELEASES</u> - consists of copies of speeches, press information and photographs involving the County Executive.</p>	<p>Cut off at end of calendar year, retain in office for one (1) additional year. Transfer to County Records, retain for one (1) year beyond end of administration, then destroy.</p>
5.	<p><u>NEWSPAPER CLIPPINGS</u> - consists of articles appearing in various publications about Prince George's County. Filed chronologically in subject order.</p>	<p>Cut off at end of calendar year; microfilm, and destroy originals.</p>
6.	<p><u>COUNTY LEGISLATION</u> - copies of County Council Bills and Resolutions. Filed in numerical order. (Note: Permanent records responsibility of Clerk of the Council.)</p>	<p>Cut off at end of calendar year, retain in office for two (2) years. Back up used in preparation of legislation is to be retained at Records Center for one (1) year beyond end of administration. Then destroyed.</p>
7.	<p><u>CITIZENS SERVICES FILES</u> - consists of complaints and requests for information from the public. Includes letters and telephone complaint forms.</p>	<p>Cut off at end of calendar year, retain in office for one (1) additional year. Transfer to County Records Center, retain for one (1) year beyond end of administration, then destroy.</p>
8.	<p><u>OFFICE ADMINISTRATIVE FILES</u> - consists of inter-office memoranda, purchase requisitions, purchase orders, payment requests, printing requisitions and other supporting documentation related to the actual function of the office.</p>	<p>Cut off at end of fiscal year, maintain one (1) additional year in office before transferring to County Records Center. Retain for the tenure of office of the individual plus three (3) years, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)

8/75 Office of the County Executive

Item No.	Description	Retention
9.	<u>SPECIAL PROJECTS</u> - consists of all paperwork relating to Task Forces appointed to conduct special projects or studies for the County Executive.	Maintain file(s) for one (1) year beyond administration, then destroy, unless State or Federal funds are involved records must be retained in the County's Record Center for three (3) years beyond closing of the grants
10.	<u>NACO ACHIEVEMENT AWARDS</u> - consists of entries into the National Association of Counties annual awards contest and the awards received.	Retain reports permanently. Retain for the tenure of administration plus one (1) year.
11.	<u>ADMINISTRATIVE PROCEDURES</u> - consists of directives issued which will serve to document and coordinate the interdepartmental operations of County offices and departments. Maintained in numerical/subject manual.	Existing authorized policies and procedures presently in effect will continue in force, except as they are in conflict with Administrative Procedures issued from time to time. As administrative procedures are released, transmittal notices will authorize replacement of previously issued policies and procedures. Working file should be retained three (3) years beyond end of Administration.
12.	<u>ADMINISTRATIVE ORDERS</u> - These are directives issued under signature of the Chief Administrative Officer which relates to the interaction of County departments or matters relative to the supervision of the activities of a County department; also, a directive which relates to the performance of ministerial actions which do not create legal obligations on the public.	Existing authorized orders presently in effect will continue in force, except as they are in conflict with Administrative Orders issued from time to time. Administrative Orders and back up are to be retained permanently.
13.	<u>EXECUTIVE ORDERS</u> - An issuance which affects or proposes to affect the legal rights or obligations of members of the public or the duties and missions of County departments beyond those currently or previously fixed by law. In addition, it is an issuance which is required by law, to be executed by the County Executive notwithstanding failure to fulfill the foregoing definition.	Existing authorized orders presently in effect will continue in force, except as they are in conflict with Executive orders issued from time to time. Executive Orders & back up are to be retained permanently.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

8/75 Office of the County Executive

Item No.	Description	Retention
14.	<p>BONDS - Maryland Industrial & Commercial Redevelopment Fund Documents & Prince George's County General Obligation Bonds are the responsibility of the Director of Finance. Economic Development Revenue Bonds (ERB) and Maryland Industrial Development Financing Authority Documents (MIDFA) bonds are the responsibility of the Office of the County Executive and continue in effect from ten to thirty years.</p> <p>*****</p>	<p>ERB and MIDFA bonds will be retained by the Office of the County Executive for three (3) years beyond the established repayment term.</p> <p>*****</p>