

RECORDS RETENTION AND DISPOSAL SCHEDULE

Prince George's County Office of Finance

Administration

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>GENERAL CORRESPONDENCE FILES: These files consist of routine correspondence between the County, County agencies; reading files.</p> <p>1978 - Present</p> <p>*****</p>	<p>Cut off at end of fiscal year, retain for three (3) additional years, then destroy.</p> <p>*****</p>

Schedule approved by Department, Agency or Division Representative

Richard W. Bradley
Signature

DEPUTY DIRECTOR OF FINANCE
Title

2-12-82
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

[Signature]
Date

[Signature]
Archivist

March 18, 1982
Date

[Signature]
Chief Administrative Officer

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