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

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SCHEDULE NO. C-533 RECORDS RETENTION AND DISPOSAL SCH					PAGE NO. 1 of 2 pages		
Human Relations Commission							
DEPARTMENT/AGENCY DIVISION							
ITEM NO.	DESCRIPTION			RETENTION			
	**						
1.	General Correspondence - consists of Commission mailing list, mail log, routine inter-and-intra office memoranda. Filed chronologically.			retain fo	t end of fiscal year, r three (3) additional en destroy.		
2.	Personnel Administration - consists of Commission employee records, position description standards, performance evaluations and leave requests. Also includes affirmative action plan for Commission. Filed chronologically.			Commissio for two (hen employee leaves n employment, hold 2) additional years; roy by shredding.		
3.	to Chief Admini	Monthly Management Reports - Status report submitted to Chief Administrative Officer each month with service indicators. Filed chronologically.			t end of fiscal year, r five (5) additional en destroy.		
4.	handled by the alphabetically Hou Emp Nei	ient Case Files - consisting of various complaints ndled by the Commission. Filed by subject - phabetically by case. Types of cases include: Housing & Public Accomodations Employment Neighbor to Neighbor Finance			t end of fiscal year; office for three (3) l years, then send s Center for four (4) en destroy.		
5.		trol Files - consists g and data records.		retain fo	t end of fiscal year, r seven (7) additional en destroy.		
		CONTINUED					
William A. Welch, Sr. SIGNATURE XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX							
Schedule Authorized by Halfl of Records Commission TITLE DATE TITLE							

FORM-RM-1A PEV. 2/75 PGC# 1354A 8/75

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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8/15		No. 2 01 2
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6.	Office Safety Files - consisting of accident investigations and reports and County safety procedures. Filed alphabetically.	Cut off at end of fiscal year, retain for three (3) additional years; then destroy.
7.	Financial Records - consisting of Commission annual Budget preparation and authorization; monthly FAMIS reports, purchase requisitions and orders, payment requests, and Commission stipends. Filed chronologically.	Cut off at end of fiscal year, retain for three (3) additiona years; then destroy.
8.	<u>Legislation</u> - including General Federal Legislation, applicable State and County Laws and legal opinions, County Executive Orders and Administrative Orders. Filed Chronologically.	Retain indefinitely due to historical value. Destroy when superseded.
9.	Information Referral Files - consisting of literature and contacts for Human Relations services. Includes files on: Program on Handicapped National Conference of Christians & Jews Black Child Development NAACP National Organization for Women COVE various other organizations/entities press releases and other items of interest.	Retain indefinitely. Non-record material may be destroyed when administrative value ceases.
10.	Law Enforcement Client Case Files - consisting of complaints of Excessive Force, Harassment and Demeaning Language handled by Commission. Filed by subject alphabetically by case.	Cut off at end of fiscal year; retain in office for three (3) years, then transfer to Police Dept. Internal Affairs for processing and destruction.
	LAST ITEM	·
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