

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

No.	Description	Retention
6.	<u>Office Safety Files</u> - 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.	<u>Financial Records</u> - 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) additional 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 Destroy when superseded.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.	<u>Information Referral Files</u> - 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.	<u>Law Enforcement Client Case Files</u> - 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		