Aug. 4, 1983

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

SCHEDULE NO. C-535	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1 of 1

Dept. of Licenses & Permits — DEPARTMENT/AGENCY
Administration — DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	CORRESPONDENCE: Consists of reader files, inter and intra-departmental memoranda and correspondence with municipalities and private citizens.	Cut off at end of calendar year retain for three (3) additional years; then destroy.
2.	PURCHASING & VEHICLE RECORDS: Consisting of the following: Payment Requests Printing Requisitions Purchase Requisitions Stores Requests Transmittals Property Turn-In Reports Vehicle Statistics Mainstem Reports FAMIS Reports	Cut off at end of fiscal year, retain for two (2) additional years; then destroy.

SIGNATURE	TITLE OF DEPT/AGENCY REPRESENTATIVE	DATE
Eugene M. Lanier	Director, Dept. of L&P	8/12/83
Shirley Harmel	XXXXXXXXXXXXXXXXXXXXXXXXXXXX COUNTY RECORDS MANAGER	8/17/83

Schedule Authorized by Hall of Records Commission

SIGNATURE	TITLE	DATE

DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

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