

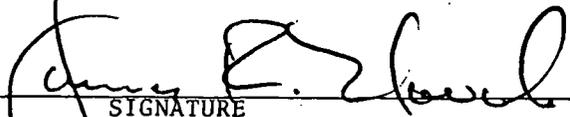
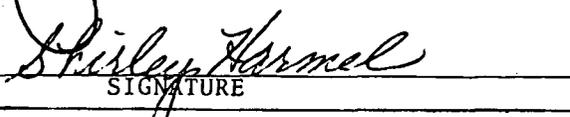
c-552

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

SCHEDULE NO. C-552	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1
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Public Works and Transportation DEPARTMENT/AGENCY	Office of the Director - Central Files DIVISION
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ITEM NO.	DESCRIPTION	RETENTION
1.	Departmental General Files & Records: Alphabetically identified series of correspondence, reports, engineering information and general information related to the Department of Public Works and Transportation by subject title.	1. Current year plus previous year (Jan.-Dec.) retained by PW&T. Microfiche and destroy materials on annual basis.
2.	Subdivisions: Alphabetical Series of all subdivisions (and re-subdivisions) located in County where DPW&T responsibility and jurisdiction exists. Correspondence, records, street-construction permit activity, and all activity affecting the public rights-of-way within the subdivision.	2. Current year plus previous year (July-June) retained by DPW&T. Microfiche and destroy materials on annual basis.
3.	County Roads: Numerically Coded series for all roadways in the County Maintenance Inventory. Service requests, record of notification of any defect/hazard, major improvements and correspondence related to each roadway in the County.	3. Current year plus three (3) previous years (Jan.-Dec.) retained by DPW&T. Microfiche and destroy materials on annual basis.
4.	Other Public Roads (O. P. Roads): Correspondence, service requests, engineering studies, reviews and estimates, petitions by citizens and proposals related to roadways designated as O. P. Roads in the County.	4. Current year plus five (5) previous years (Jan.-Dec.) retained by DPW&T. Microfiche and destroy materials on annual basis.

 SIGNATURE	Public Works and Transportation/Director TITLE OF DEPT/AGENCY REPRESENTATIVE	12/16/85 DATE
 SIGNATURE	County Records Manager XXXXXXXXXXXXXXXXXXXX	1/29/86 DATE

Schedule Authorized by Hall of Records Commission

 SIGNATURE	State Board TITLE	2/5/86 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
5.	State Highways: Correspondence, records, studies and reports related to roads under the jurisdiction of the Maryland State Highway Administration (SHA) which are located in or affect the transportation system of the County. Includes alphabetized/numeric services of SHA roadways and general files.	5. Current year plus three (3) previous years (Jan.-Dec.) retained by DPW&T. Microfiche and destroy materials on annual basis.
6.	Flood Plains: General and alphabetical series of correspondence, engineering reviews, studies and reports related to established flood plains in the County.	6. Current year plus previous year (July-June) retained by DPW&T. Flood Plain Studies to be maintained in DPW&T Document File. Microfiche and destroy materials on annual basis.
7.	Incorporated Towns: Alphabetical series of files which include correspondence, reports, engineering studies, reviews, estimates and proposals related to mutual concerns affecting the County and/or the municipality.	7. Current year plus previous year (Jan.-Dec.) retained by DPW&T. Microfiche and destroy materials on annual basis.
8.	County Property: General and alphabetical series of files. Correspondence, reports, etc. related to County owned property and facilities which DPW&T is responsible or affected by.	8. Current year plus previous year (Jan.-Dec.) retained by DPW&T. Microfiche and destroy materials on annual basis.
9.	Purchasing Records: Files and records related to purchases by the Department, payment and billings.	9. Retained in DPW&T for current fiscal year plus previous fiscal year. Destroyed on annual (fiscal) basis.
10.	Personnel: Records related to the decentralized personnel functions of the Department in following Subject Titles	
10a)	Personnel General - Correspondence unrelated to individual employees, but related functional area, total work force, etc.	10a. Current year plus one (1) previous year (Jan.-Dec.) retained by DPW&T. Microfiche and destroy materials on annual basis.
10b)	Employee Personnel Records - individual files for each employee of the Department.	10b. Active employee file retained by DPW&T. Inactive employee files retained for five years by DPW&T. Retention in accordance with the Office of Personnel schedule.

RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)

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Item No.	Description	Retention
	10c) Recruitment/Examination Records - Documents, Applications, Rating and Test instruments, Personnel Request Forms, Certificates of Eligibles, Registers of Eligibility for various classes assigned to DPW&T as decentralized position.	10c. Retained by DPW&T for three (3) years after completion of process. Destroy.
11.	Safety: Records related to the Safety/Risk Management functions of the Department under the following subject titles:	
	11a) VA Reports (Vehicle Accident) - Correspondence, investigations, drivers reports, police reports and any records related to an accident involving a County vehicle.	11a. Retained by DPW&T for two (2) years from date of accident. Retention in storage for three (3) years and destroy.
	11b) P.I. Reports (Personal Injury) - Investigations, reports, medical documentation, medical reviews, disability leave records and all correspondence related to injuries reported by employees in performance of assigned duties.	11b. Retained by DPW&T for two (2) years from date of incident. Retention in storage for three (3) years and destroy.
	11c) Property Loss/Damage Reports - Correspondence, reports, investigations and estimates related to property damage or damage of the County or claims for damage to private property by citizens related to County responsibility or jurisdiction.	11c. Retained by DPW&T for one (1) fiscal year after fiscal year of incident and destroy.
	11d) Safety General - Correspondence, information, research or special programs, procedures and policies.	11d. Retained by DPW&T for current year plus one (1) year previous (Jan.-Dec.). Microfiche and destroy materials on annual basis.
12.	Chrono Files: Inter/Intradepartmental correspondence and outside correspondence originating from the Department.	12. Retained by DPW&T for current calendar quarter plus previous four (4) quarters. Destroyed on quarterly basis.
13.	SPECIAL TAX ASSESSMENT PROJECTS - Special Improvement Districts (STA's & SID's): File, records and data related to projects where citizens have petitioned the County for improvements under front foot benefit reimbursement. Correspondence, estimates, petitions, and engineering reports.	13. Current in DPW&T until project completed and assessment levied. Retain in storage for 10 years from assessment and destroy.