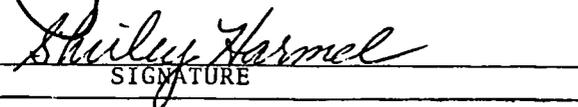


PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES DIVISION
RECORDS CENTER

SCHEDULE NO. C-553	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1
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Public Works and Transportation	Office of Transportation
DEPARTMENT/AGENCY	DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	Traffic Signals General: Correspondence, studies, reports, plans, and engineering/fiscal data related to traffic control signals which affect the County.	1. Retain for current year plus three previous years (Jan.-Dec.) by DPW&T, Office of Transportation, then microfiche and destroy on an annual basis.
2.	Traffic Signs General: Correspondence, studies, reports, plans, and engineering/fiscal data related to traffic control and special signs which affect the County.	2. Retain for current year plus three previous years (Jan.-Dec.) by DPW&T, Office of Transportation, then microfiche and destroy on an annual basis.
3.	Street Lighting General: Correspondence, studies, reports, plans, and engineering/fiscal data related to street lighting programs which affect the County.	3. Retain for current year plus three previous years (Jan.-Dec.) by DPW&T, Office of Transportation, then microfiche and destroy on an annual basis.
4.	Reading Files and Mail Logs	4. Retain for current calendar quarter plus four previous quarters by DPW&T, Office of Transportation, then destroy at the Office level.
5.	Other Non-Record Materials: Materials created or	5. Retain for current calendar

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

Schedule Authorized by Hall of Records Commission

	State Archivist	3/5/86
SIGNATURE	TITLE	DATE

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

RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)

SCHEDULE
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Item No.	Description	Retention
	acquired solely for reference, exhibition, extra convenience copies, stock of publications, and reproduced documents.	quarter plus four previous quarters by DPW&T, Office of Transportation, then destroy at Office level.
6.	Miss Utility Clearance Records: Report forms showing the status of underground utility service at specific job sites.	6. Retain for current quarter plus four quarters by DPW&T, Office of Transportation, then destroy at the Office level.
7.	Project Files: Correspondence, studies, reports, plans, specifications, and engineering/fiscal data related to a specific transportation project.	7. After project is "closed", retain hard copy for one year, then microfiche and destroy.
8.	Traffic Design Data: Correspondence, studies, reports, plans, and engineering data which are used in the design of transportation facilities.	8. Retain for current year plus three previous years (Jan.-Dec.) by DPW&T, Office of Transportation, then microfiche and destroy on an annual basis.
9.	Road Inventory Files: Correspondence, reports, plans, maps, and computer printouts related to the inventory of County maintained roads.	9. Retain by DPW&T, Office of Transportation, with microfiche on an annual basis.
10.	Road Files: Alpha-numerical series of files for County, State, Federal, and other public roads containing correspondence, reports, plans, maps, traffic regulations, service requests, completed work orders, etc.	10. Retain for current year plus three previous years (Jan.-Dec.) by DPW&T, Office of Transportation, then microfiche and destroy on an annual basis.
11.	Traffic Regulations Records: A record of traffic regulations created to control traffic on the County maintained road system.	11. Retain for current year plus seven previous years (Jan.-Dec.) by DPW&T, Office of Transportation, then microfiche and destroy on an annual basis.
12.	Field Work Orders: Work order documents for completed field work performed by the Office of Transportation.	12. Retain for current year plus three previous years (Jan.-Dec.) by DPW&T, Office of Transportation, then microfiche and destroy on an annual basis.
13.	Office General Files and Records: Alphabetically identified series on correspondence, reports, records, engineering, fiscal, and general information by subject not included in the Office of Transportation Subject files.	13. Retain for current year plus three previous years (Jan.-Dec.) by DPW&T, Office of Transportation, then microfiche and destroy on an annual basis.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
14.	Metrobus/Metrorail General Files: Correspondence, studies, reports, plans, and engineering/fiscal data related to Metrobus service, shelters, fringe parking, and Metrorail capital payments, operations, and subsidies by subject file except correspondence and plans relating to Metrorail construction and operating or capital cost billings or payments.	14. Retain for current year plus three previous years (Jan.-Dec.) by DPW&T, Office of Transportation, then microfiche and destroy on an annual basis.
15.	WMATA General Files: Correspondence, studies, reports, plans, engineering/fiscal data, public hearing transcripts related to the Washington Metropolitan Area Transit Authority by subject file except correspondence relating to Metrorail construction and capital or operating cost billings or payments.	15. Retain for current year plus three previous years (Jan.-Dec.) by DPW&T, Office of Transportation, then microfiche and destroy on an annual basis.
16.	WMATA - METROBUS - METRORAIL correspondence and plans relating to Metrorail construction and capital or operating cost billings or payments.	16. Retain by DPW&T, Office of Transportation with microfiche on an annual basis. Hard copy retention will be reevaluated after full construction of the 103 mile Metrorail system and at irregular intervals.
17.	Equipment Maintenance Records: Correspondence, service requests, repair orders, reports, operating cost records related to equipment maintained by the Office of Transportation.	17. Retain for duration of maintenance responsibility by DPW&T, Office of Transportation. Hard copy to transfer with equipment upon sale or transfer to another agency.
18.	Purchasing Documents: Office copies of requisitions, field purchase orders, purchase orders, partial receiving reports, invoices, etc.	18. Retain for current fiscal year plus previous fiscal year, then destroy at Office level.
19.	Agreements: Original copies of signed agreements relating to traffic signals, traffic signs, street lights, traffic design, traffic regulations, Metrobus/Metrorail, consultant contracts, or any other Office of Transportation activity.	19. Retain for current year plus seven previous years (Jan.-Dec.) by DPW&T, Office of Transportation, then microfiche and destroy on an annual basis.