

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

|                    |   |            |
|--------------------|---|------------|
| SCHEDULE NO. C-554 | RECORDS RETENTION AND DISPOSAL SCHEDULE | PAGE NO. 1 |
|--------------------|---|------------|

|                                 |                               |
|---------------------------------|-------------------------------|
| Public Works and Transportation | Office of Highway Maintenance |
| DEPARTMENT/AGENCY               | DIVISION                      |

| ITEM NO. | DESCRIPTION  | RETENTION   |
|----------|--|---|
| 1.       | ALE CARDS: (Accomplishment, Labor, Equipment) Data cards utilized in the DPW&T Maintenance Management System | Retain one (1) year from last date of data and destroy. |

|   |   |                  |
|---|---|------------------|
| <br>SIGNATURE | Public Works and Transportation/Director<br>TITLE OF DEPT/AGENCY REPRESENTATIVE | 12/16/85<br>DATE |
| <br>SIGNATURE | County Records Manager<br><del>XXXXXXXXXXXXXXXXXXXX</del>                       | 1/29/86<br>DATE  |

Schedule Authorized by Hall of Records Commission

|   |                        |                |
|---|------------------------|----------------|
| <br>SIGNATURE | State Auditor<br>TITLE | 3/7/86<br>DATE |
|---|------------------------|----------------|

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