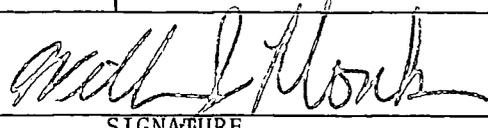
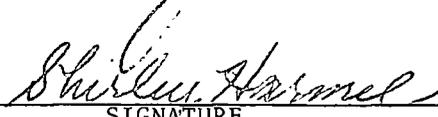


PRINCE GEORGE'S COUNTY  
OFFICE OF CENTRAL SERVICES  
ADMINISTRATIVE SERVICES DIVISION  
RECORDS CENTER

SCHEDULE NO. C-565	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.	Supersedes Schedule C-552 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 DPW&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.

	DPW&T/William J. Monks	6/23/86
SIGNATURE	TITLE OF DEPT/AGENCY REPRESENTATIVE	DATE
	County Records Manager Chief Administrative Officer	July 9, 1986
SIGNATURE		DATE

Schedule Authorized by Hall of Records Commission

		7/17/86
SIGNATURE	TITLE	DATE

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

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Supersedes Schedule C-582 Description	Retention
3.	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 alphabetical/nomeric 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.
4.	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 Engineering Document File. Microfilm as material accumulates to size of film roll, and destroy materials.
5.	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.
6.	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)

Item No.	Description	Retention
	Supersedes Schedule C-552	
	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.	<p>Safety: Records related to the Safety/Risk Management functions of the Department under the following subject titles:</p> <p>11a) VA Reports (Vehicle Accident)-Correspondence, investigations, drivers reports, police reports and any records related to an accident involving a County vehicle.</p> <p>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.</p> <p>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.</p> <p>11d) Safety General-Correspondence, information, research or special programs, procedures and policies.</p>	<p>11a. Retained by DPW&amp;T for three (3) years from date of incident. Microfilm and destroy.</p> <p>11b. Retained by DPW&amp;T for three (3) years from date of incident. Microfilm and destroy.</p> <p>11c. Retained by DPW&amp;T for three (3) fiscal years after fiscal year of incident and microfilm.</p> <p>11d. Retained by DPW&amp;T for three (3) current years. Microfilm and destroy.</p>
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 - STA's, SID's, Urban Areas: 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 ten (10) years from assessment and destroy.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
14.	<p>Supersedes Schedule C-552</p> <p>14. Projects: Records on each capital improvement project, both vertical and horizontal construction, under the administration or monitoring of the Department. Alphabetical with a numeric code identifier related to the County financial system and the approved Capital Improvement Program. Each file contains: correspondence, reports, engineering and budget data, plans, specifications, bid and contract documents, payment reports and inspection reports.</p> <p>14a) Vertical Projects-Construction/renovation of County owned buildings and facilities.</p> <p>14b) Horizontal Projects: Construction, rehabilitation, modification, major maintenance, or improvement projects related to roadways or bridges, under the County's jurisdiction.</p> <p>14c) Federal/State Aid Projects: Either vertical or horizontal capital projects which are in whole or partially funded by the Federal or State Governments.</p>	<p>14. Each type of project file has, because of internal and external requirements, a different retention as identified.</p> <p>14a. Retain in DPW&amp;T until completion of project, final payment and release of contract. Microfilm all plans, specifications, contract documents and correspondence and destroy.</p> <p>14b. Same as 14a.</p> <p>14c. Retain in DPW&amp;T until completion of project, final payment and release of contract. Microfilm all plans, specifications, contract documents and formal correspondence. Retain hard copies of all materials for three (3) years after the County receives final payment from the State (audit purposes), then destroy.</p>