

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

|                             |  |
|-----------------------------|--|
| Agency<br>St. Mary's County | Division<br>Office on Aging-Administration |
|-----------------------------|--|

| Item No. | Description  | Retention   |
|----------|--|---|
| 1.       | <p><u>General Administrative File</u></p> <p>Alphabetical subject file containing reference and information files related to activities and functions of the Office on Aging. Includes newsletters, equipment information, building information, general correspondence, proclamations, county budget information, manuals, and history files for programs.</p> <p>a. Proclamation and program history files.<br/>b. Building information files.<br/>c. General reference files.</p> | <p>a. Retain Permanently. Transfer to County Records Center &amp; Archives* when no longer needed in office.</p> <p>b. Retain until superceded, thereafter destroy.</p> <p>c. Retain 1 year or until administrative value ceases, thereafter destroy</p>  |
| 2.       | <p><u>Audits/Assessments &amp; Monitoring Reports/Annual Reports</u></p> <p>Final copies of audits and copies of assessments or monitoring reports. Information in these reports is used for compiling annual reports.</p> <p>a. Audit &amp; Annual Reports.<br/>b. Assessment &amp; Monitoring Reports.</p>   | <p>a. Retain Permanently. Transfer to County Records Center &amp; Archives* periodically.</p> <p>b. Retain 3 years or until audits completed, thereafter destroy.</p>   |
| 3.       | <p><u>Grants</u></p> <p>Contains financial status reports, monthly meal count sheets, requests for Federal funds, quarterly reports, capital improvement plan reports, copies of grants awarded, budget information and memos, grant information for overall operation and for divisions (Gateway II, RSVP).</p> <p>a. Federal Grants.<br/>b. State Grants.<br/>c. Information Files.</p>  | <p>a. Retain 7 years or until audits completed, thereafter destroy.</p> <p>b. Retain 3 years or until audits completed, thereafter destroy.</p> <p>c. Retain until administrative value ceases, thereafter destroy.</p> <p>Note: Files a &amp; b retain in office two years then transfer to County Records Center &amp; Archives*.</p> |

Schedule approved by Department, Agency, or Division Representative

Gene Carter, Director      11/7/89

Signature      Title      Date

Schedule authorized by

Jan Blodgett      11/10/89  
County Archivist      Date

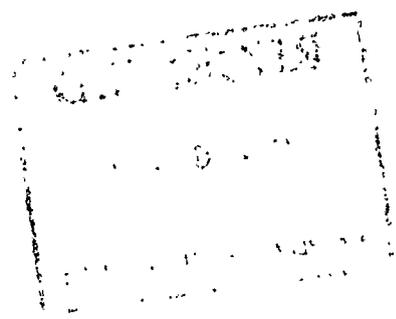
Shirley S.      12/20/89  
State Archivist      Date

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation sheet)

Record No. C-648  
Page No. 272

| Item No. | Description  | Retention   |
|----------|--|---|
| 4.       | <p><u>Meetings &amp; Minutes</u></p> <p>Minutes and annual reports from Commission on Aging, County Commissioners, State agencies and Task Forces. Also courtesy copies of reports.</p> <p>a. Local Commissions (Comm. on Aging, Elderly Task Force, etc.).</p> <p>b. State and courtesy copies.</p>   | <p>a. Retain Permanently. Transfer to County Records Center &amp; Archives* periodically.</p> <p>b. Retain until administrative value ceases, thereafter destroy.</p>   |
| 5.       | <p><u>Personnel</u></p> <p>Contains Reference information (Salary schedules, benefits, job descriptions), requests for personnel action, time sheets, files on Senior Aides participants, individual employee files, letters of agreements for Senior Companions, and reference requests.</p> <p>a. Employee files.</p> <p>b. Reference information.</p> | <p>a. Retain terminated employee files for 5 years after termination. Retain in office 3 years, then transfer to County Records Center &amp; Archives* to be held 2 years, and thereafter destroyed.</p> <p>b. Retain until superceded, thereafter destroy.</p> |
| 6.       | <p><u>Transportation</u></p> <p>Annual files for administration of Transportation Division of the Office on Aging. Includes grant agreements, budget memos, reports, hearings, budget applications,</p>  | <p>Retain 7 years or until all audits completed, whichever is later. Retain in office 2 years, then transfer to County Records Center and Archives to be held 5 years/until audits completed, then destroy.</p>   |

\* If no County Archives in operation, transfer to State Hall of Records.



INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

C648  
AGENCY RECORDS INVENTORY

PAGE 1 OF 6

DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

St. Mary's County

Office on Aging

Administration

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

General Administrative File

Active TO Inactive

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Alphabetical subject file containing reference and information files related to activities and functions of the office. Includes newsletters, equipment information, building information, general correspondence, proclamations, county budget information, manuals, and history files for programs.

7. RECORD SERIES FORMAT(S)

8. RECORD SERIES SEQUENCE

9. VOLUME

LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

FILE DRAWER(S)  
 MICROFILM REEL(S)  
12  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
1  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

11. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

1  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center - Central office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES  NO

18. RECOMMENDED RETENTION

Retain 1 year or until administrative value has ceased. Retain building information until superseded. Retain proclamation and history files permanently and transfer to County Records Center and Archives when no longer needed in office.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Jan Blodgett/County Archivist

(301) 475-7844

9/7/89

C648

**INSTRUCTIONS** - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Office on Aging

3. UNIT  
Administrative

**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Audits/Assessments/Monitoring Reports

5. EARLIEST YEAR/LATEST YEAR  
1981 TO 1989

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Final copies of audits and copies of assessments or monitoring reports. Information in these reports is used for compiling annual reports.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
.5  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
2"  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
2 NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Garvey Center - Central office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
( IF YES, SPECIFY AGENCY OR OFFICE )  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
( IF YES, CITE LAW(S) & REGULATION(S) )

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? ( IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE )  
 YES  NO

18. RECOMMENDED RETENTION  
Final copies of audits - Retain PERMANENTLY.  
Monitoring reports- Retain for 3 years or until appropriate audits completed, whichever is later. Annual reports - RETAIN PERMANENTLY.  
Audits and annual reports retain in office 2 years, then transfer to County Records Center and Archives

19. NAME AND TITLE OF PREPARER  
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER  
(301) 475-7844

21. DATE  
9/7/89

**INSTRUCTIONS** - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Office on Aging

3. UNIT  
Administrative

**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Grants

5. EARLIEST YEAR/LATEST YEAR  
1982 TO 1989

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Contains financial status reports, monthly meal count sheets, requests for Federal funds, quarterly reports, capital improvement plan grant reports, copies of grants awarded, budget information and memos. grant information for overall operation and for divisions (i.e. Gateway II, Area Agency on Aging, RSVP).

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
3  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
.5  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
2  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Garvey Center - Central Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
Retain all original grant awards and budget information for Federal grants 7 years or until audits completed; all State grants 3 years or until audits completed. Retain in-office 2 years then transfer to County Records Center & Archives. Retain other materials until administrative value ceases.

19. NAME AND TITLE OF PREPARER  
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER  
(301) 475-7844

21. DATE  
9/7/89

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

C648  
AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Office on Aging

3. UNIT  
Administration

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Meetings & Minutes

5. EARLIEST YEAR/LATEST YEAR  
1987 TO 1989

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Minutes from Commission on Aging, County Commissioners, State agencies and task forces. Also courtesy copies of reports.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
1  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
1"  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Garvey Center - Central office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO State Offices

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION

Retain local commissions (Commission on Aging, Elderly Task Force) minutes and annual reports PERMANENTLY. Retain in office 2 years, then transfer to County Records Center & Archives. Retain copies of State minutes & reports until administrative value ceases.

19. NAME AND TITLE OF PREPARER  
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER  
(301) 475-7844

21. DATE  
9/7/89

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Office on Aging

3. UNIT  
Administration

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Personnel

5. EARLIEST YEAR/LATEST YEAR  
Active TO Inactive

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Contains reference information (salary schedules, benefits, job descriptions), requests for personnel action, time sheets, files on Senior Aides participants, and individual employee files, letters of agreements for Senior Companions, and reference requests.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
5  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
6"  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
2  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Garvey Center - Central office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO County Personnel Office

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
MD Annotated Code State Government §10-616h

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
Retain reference-type information until superceded. Retain inactive (terminated) employee files for 5 years after departure. Retain in office 3 years, the transfer to County Records Center & Archives. Retain requests for personnel action/timesheets in office 3 years.

19. NAME AND TITLE OF PREPARER  
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER  
(301) 475-7844

21. DATE  
9/7/89

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Office on Aging

3. UNIT

Administrative

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Transportation

5. EARLIEST YEAR/LATEST YEAR

1985 TO 1989

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Annual files for administration of transportation division. Includes grant agreements, budget memos, reports, hearings, budget applications.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)
- 2.5  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)
- .5  
NUMBER

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 2  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Garvey Center - Central office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

Retain 7 years or until all audits are completed, whichever is later. Retain in office 2 years, then transfer to County Records Center & Archives.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

9/7/89