



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.
 C-763
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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Anne Arundel County Public Works **DIVISION** Wastewater South

Item No.	Description	Retention
1	National Pollutant Discharge Elimination System (NPDES) & Discharge Monitoring Report (DMR) State monthly operational reports and official directives from State or Federal Government. Permit information, compliance information from all water reclamation facilities, spill and overflow reports from sewage pumping stations and other operational data.	Retain Permanently (due to Fed Regulations; namely Environmental Protection Agency 40 CFR Ch. 1 (7/1/93 edition) Subpart C-Permit Conditions §122.41) Periodically transfer to Md. Archives after microfilming.
2	Maintenance Files Equipment history, preventative maintenance and other pertinent equipment data from water reclamation facilities and sewage pumping stations.	Retain thirty (30) years or until the end of the useful service life whichever is later, then destroy.
3	FLSA Time Sheets Daily time sheets as required by FLSA (need to keep actual time sheets for 3 years)	Retain 3 years, then destroy.
4	Purchasing/Finance Records Copies of purchasing documents, requisitions, and invoices.	Retain current & 1 previous year, then destroy.
5	Budget Information used in budget preparations, budget drafts, appropriations data.	Retain 3 years, then destroy.
6	Correspondence Letters & memos to other county agencies, state agencies, contractors, private citizens, etc.	Retain 5 years, then destroy.

Schedule Approved by
 Records Management Officer
 10/10/96 *Jacqueline Ryan*
 Date Signature

Schedule Approved by
 Chief Administrative Officer
 10/23/96 *[Signature]*
 Date Signature

Schedule Approved by
 Agency, or Division Representative
 10/10/96 *[Signature]*
 Date Signature

Schedule Approved by
 State Archivist
 FEB 19 1997 *Edward C. Papenfuss*
 Date Signature