

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 244

PAGE
NO. 1

1. Requesting Agency

MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

**County Personnel Board -
Classification, Compensation & Research Section**

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>GENERAL CLASSIFICATION FILE</p> <p>Size: Letter size Dates: Current Quantity: 4 file drawers File Arrangement: By department or research subject</p> <p>Research on classification and compensation of county employees is a continuing activity of this section of the County Personnel Board. The General Classification File contains requests from the Board and County agencies for classification studies, classification questionnaires, and research material including memoranda, work papers, reports and studies, classification specifications, comparative data, and final reports and conclusions.</p> <p>Printed and mimeographed material is considered to be nonrecord within the meaning of the statute governing nonrecord material, (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office. All other records and papers having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
2	<p>GENERAL SALARY FILE</p> <p>Size: Letter size Dates: Current Quantity: 4 file drawers File Arrangement: By department or research subject</p> <p style="text-align: right;">(continued)</p>	

7. Agency, Division or Bureau Representative

John P. Saguin Personnel Assistant to County Manager June 11, 1963
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

June 12, 1963 Merrin S. Paele
Date Archivist

Andrew H. Hufsch
Date Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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2 (cont.)

The Salary Files are composed of research materials, including printed and mimeographed studies and reports, originating not only in the County but also from outside research sources. It is a research file containing current and non-current studies undertaken by the Personnel Board relating to compensation of county employees. All printed and mimeographed material in this file is considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition, as amended, Art. 41, Sec. 179) and may be destroyed as soon as no longer needed by the office. All other material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION