

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

RECORDS RETENTION AND DISPOSAL SCHEDULE

OCS

CA&P Materiel Management Sect.

DEPARTMENT/AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
1	General Correspondence Files consisting of records of official correspondence of the Materiel Management Section, statistical reports, monthly reports, budget records and other official transactions.	Cut-off at the end of the fiscal year; retain for three (3) additional years; then destroyed.
2	Stores Requisitions for Supplies, etc., consisting of job Batch Control tickets memos, reject error issue documents, miscellaneous computer generated reports and Stores Request Issue Forms. This category includes items issued through the Warehouse and Country Stores Issue points.	Cut off at the end of the fiscal year; retain for three (3) additional years, or until audited; then destroyed.

OCS/CA&P/ *Constantine D. Chene, Administrator* 7/1/97  
 SIGNATURE TITLE OF DEPT/AGENCY REPRESENTATIVE DATE

*Linda Quible* COUNTY RECORDS MANAGER 8/12/97  
 SIGNATURE TITLE DATE

SCHEDULE AUTHORIZED BY MARYLAND STATE ARCHIVES

*Edward C. Papenfuss* STATE ARCHIVIST SEP 18 1997  
 SIGNATURE TITLE DATE

**PRINCE GEORGE'S COUNTY  
OFFICE OF CENTRAL SERVICES  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

OCS

CA&P-Materiel Management Section.

DEPARTMENT/AGENCY		DIVISION
ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
3	Fixed Assets Records consisting of quarterly and biennial inventories, copies of purchase orders and turn-in reports and related documents.	Cut off at the end of the fiscal year; or until Fixed Asset is disposed of; retain for seven (7) years, then destroy.
4	Property Disposal Records consisting of Property Turn-In Reports (PGC Form 8), auction results, bills of sale, custody receipts and other related documents.	Cut off at the end of the fiscal year; retain for five (5) years or until audited; then destroy.
5	Inventory Receiving Files consisting of copies of purchase orders, machine-generated receiving reports, vendor delivery tickets for items received through Central Receiving.	Cut off at the end of the fiscal year; retain for three (3) additional years; then destroy.
6	Narcotic Impounded Vehicles consisting of inspection sheets, release forms, photographs, court orders, towing invoices, and other related documents.	Cut off at the end of the fiscal year; retain for seven (7) additional year; then destroy
7	Inventory Records consisting of count cards, inventory balance list, suspense lists, dollar value statement, charge/credit	Cut off at the end of the fiscal year; retain for three (3) add'l years; then destroy.

PRINCE GEORGE'S COUNTY  
RECORDS MANAGEMENT CENTER  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

DEPARTMENT/AGENCY OCS DIVISION CA&P-Materiel Management Sect.

ITEM NO. DESCRIPTION RETENTION/DISPOSITION

statements, audit trail list, expense distribution list, monthly statistics, and batch log sheets.

8 Transmittal files consisting of transmittal Reports (PGC 111), vendor invoices and related documents.

Cut off at the end of the fiscal year; retain for three (3) years; then destroy