



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-805

PAGE NO.

1 of 2

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

DEPARTMENT OF PUBLIC WORKS  
(Agency)

DIRECTOR'S OFFICE & ADMINISTRATION  
(Division)

Item No.	Description	Retention
1	GENERAL CORRESPONDENCE (Director, Deputy Director, General Engineering and Administrative Section): Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business.  Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
2	UNOFFICIAL PERSONNEL FILES Files contain information on current employees and may contain, but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for 2 years after termination, then destroy.
3.	GRIEVANCE FILES Files contain information on grievances heard at the Director's level and may contain, but are not limited to, copies of suspensions, reprimands, annual reviews, disciplinary actions, attendance records, grievance initiation and disposition forms and Labor Commissioners rulings.	Retain for 10 years, then destroy.
4	LEAVE SLIPS AND PAYROLL (OLTA) PRINTOUTS This file contains office copies of leave requests, annual leave usage, compensatory time earnings report and daily time and attendance records.	Retain for 1 year, then destroy.

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

9/18/97  
DATE

*Gerald A. Lusch*  
SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

9/26/97  
DATE

*Robin R. Churchill*  
SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

8/29/97  
DATE

*D. Judith Ann*  
SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

DATE

SIGNATURE



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE NO.

C@805

PAGE NO.

2 of 2

ITEM NO.	DESCRIPTION	RETENTION
5	<b>BUDGET RECORDS</b> Annual Budget submissions, monthly budget printouts, work papers. Capital Budget project files. Baltimore City & Sewer Annual statements.	Retain for 5 years, then destroy.
6	<b>GENERAL ACCOUNTING RECORDS</b> Files contain office copies of: goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, contracts, etc.	Retain for 3 years, then destroy.
7	<b>SPECIAL ACCOUNTING RECORDS</b> Audit reports (internal or external, financial or program)	Retain one copy permanently for eventual transfer to the State Archives.
8	<b>FIXED ASSETS FILE</b> Fixed asset printouts (including vehicles), office copies of IRA forms, lost/stolen forms, surplus forms, transfer forms.	Retain fixed asset printout for one year, then destroy. Retain all other completed forms for 3 years, then destroy.
9	<b>PUBLICATION HISTORY FILE</b> This file contains one copy of each publication produced by the agency.	Retain permanently for eventual transfer to the State Archives.
10	<b>COUNTY COUNCIL AGENDA BINDERS</b> These contain the items presented at County Council meetings for approval, i.e., contracts, budget appropriation transfers, resolutions, etc.	Retain binders for one year, then destroy.

RM 1A (Rev 1/86)