

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-812

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Agency Harford County Government	Division/Unit Budget and Management Research
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Item No.	Description	Retention
	<p>This series of documents applies to the Division of Budget and Management Research and includes standard budget and management research forms as well as other documents which provide supporting data for general budget and management research needs.</p> <ol style="list-style-type: none"> 1. BPS 210 Report (Personnel) 2. Proposed Operating Budget 3. Proposed Capital Budget 4. Approved Operating Budget 5. Approved Capital Budget 6. Approved Budget in Brief 7. Correspondence 8. Research Files 9. Performance Measures Data 10. Transfer of Appropriations 11. BPS Information 	<p>Retain for 3 yrs. on CD-ROM or other acceptable alternative media; after which destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date: 12/20/98
 Signature: *Larry W. Klimovitz*
 Typed Name: Larry W. Klimovitz
 Title: Director

Schedule Authorized by State Archivist
 Date: APR 9 1998
 Signature: *Edward C. Pappas*

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