

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

Schedule No. C-811

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Agency  
 Harford County Government

Division/Unit  
 Risk Management

Item No.	Description	Retention
	This series of documents applies to the Risk Management Division and includes standard risk management forms as well as other documents which provide supporting data for general risk management services needs.	
1. 2.	Medical Records/Workers' Compensation Insurance Policies	Retain for 30 yrs.; after which destroy.
3. 4.	Motor Vehicle Accident Reports General Liability Claims	Retain for 4 yrs. unless suit is filed or needed for insurance purposes; then destroy.
5. 6. 7. 8.	Driving Record Check File Reference Files MOSH Reports Departmental Files	Retain for 5 yrs.; after which destroy.

Schedule Approved by Department  
 Agency,  
 or Division Representative.  
 Date April 30, 1998  
 Signature *John C. Walter*  
 Typed Name John C. Walter  
 Title Risk Manager

Schedule Authorized by State Archivist  
 Date MAY 26 1998  
 Signature *Edward C. Pappas*