

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

Schedule No. C-844 A

Page 1 of 1

Agency HOWARD COUNTY GOVERNMENT Division/Unit CENTRAL SERVICES

Item No.	Description	Retention
	<p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will be transferred to MSA on CD stored as "Tif" files with retrieval software also embedded on the CD.</p> <p><b><u>ITEM 2 PAGE 1 REVISED.</u></b></p>	<div data-bbox="1181 889 1577 1166" style="border: 2px solid black; padding: 5px; text-align: center;"> <p><b>RECEIVED</b></p> <p>JAN 8 1999</p> <p>MARYLAND STATE ARCHIVES</p> </div>

Schedule Approved by Department, Agency, or Division Representative.

Date 1/4/99

Signature *Phyllis L. Pritchett*

Typed Name Phyllis L. Pritchett

Title Records Management Officer

Schedule Authorized by State Archivist

Date FEB 22 1999

Signature *Edward C. Saperstein*

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Page 1 of 3

Agency **HOWARD COUNTY GOVERNMENT** Division/Unit **CENTRAL SERVICES**

Item No.	Description	Retention
1	<b><u>SERVICE REQUESTS</u></b> Requests for maintenance, service, cleaning, or repairs to County vehicles. (Becomes part of the vehicle history record.)	2 years, then destroy.
2	<b><u>MOTOR FUEL USAGE REPORTS</u></b> Logs, reports, or similar records documenting, mileage and gasoline, oil, and diesel fuel used by the County vehicles; <u>also fuel receipt documents.</u>	4 years then destroy.
3	<b><u>VEHICLE MAINTENANCE AND REPAIR RECORDS</u></b> Records of service, repair and maintenance to County vehicles. (Becomes part of the vehicle history record.)	2 years, then destroy.
4	<b><u>VEHICLE HISTORY RECORDS</u></b> Records of each County vehicle, including summary data on service, repair, maintenance, and similar information.	Life of vehicle plus 3 years, then destroy.
5	<b><u>VEHICLE ACCIDENT REPORTS</u></b> Reports of accidents involving damage to County vehicles. Copies may accompany vehicle when it is sent for repairs, <i>but the original records are maintained by Risk Management.</i> (Becomes part of the vehicle history record.)	1 year, then destroy.
6	<b><u>VEHICLE ASSIGNMENT LOGS</u></b> Assignment logs or reports, authorizations, and similar records relating to the assignment and use of County vehicles by County Agencies and Departments. Assignment by departments to individuals is maintained at the department level.	1 year, then destroy.
7	<b><u>EQUIPMENT MAINTENANCE AND REPAIR RECORDS</u></b> Records of service, repair, and maintenance of County equipment, other than County vehicles. This includes office machines and furniture.	2 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 1/4/99

Signature A. Roy Stecher

Typed Name A. Roy Stecher

Title Chief

Schedule Authorized by State Archivist

Date FEB 22 1999

Signature Edward C. [Signature]