



BALTIMORE COUNTY, MARYLAND
Office of Information and Technology
Records Management Division

Schedule
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C-710-A6

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency: BALTIMORE COUNTY OFFICE OF BUDGET AND FINANCE		Division: REVENUE
ITEM NO.	DESCRIPTION	RETENTION
25.	<p>This amendment reflects a change in the law requiring a longer retention period.</p> <p><u>REAL PROPERTY TRANSFER—CONSIDERATION AFFIDAVIT/INTAKE SHEET</u></p> <p>An affidavit must accompany each deed that is presented to the Transfer Tax desk. This is a record of the grantor, grantee, property account number, and consideration on which the tax is computed or why it should be exempt and the signature of the person presenting the deed.</p>	<p>Retain for seven (7) years after the end of fiscal year in which the tax was collected, then destroy.</p>

SCHEDULE APPROVED BY:
RECORDS MANAGEMENT OFFICER

Serald A. Trust
SIGNATURE

12-01-99

DATE

SCHEDULE APPROVED BY:
COUNTY ADMINISTRATIVE OFFICER

John Walsh
SIGNATURE

12/6/99
DATE

SCHEDULE APPROVED BY:
AGENCY OR DIVISION REPRESENTATIVE

[Signature]
SIGNATURE

12-01-99

DATE

SCHEDULE APPROVED BY:
STATE ARCHIVIST

SIGNATURE

DATE