



* THIS SCHEDULE SUPERCEDES SCH. # C-754, DATED MAY, 1996

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY CENTRAL SERVICES **DIVISION** Central Garage

Item No.	Description	Retention
1.	<p><u>General Files</u></p> <p>Subject arrangement of original incoming letters, memorandum, and any and all other material related to the administration of the agency, bureau and/or division.</p>	<p>Retain five (5) years, then destroy.</p>
2.	<p><u>Payroll/Time and Attendance Records</u></p> <p>Federal audits may be randomly conducted which require documentation of all expenditures including payroll. These audits may make retention of <u>some</u> payroll records beyond the scheduled period necessary. These records contain copies of computer print-outs of payroll entries into the County automated system, and hard copies of time and attendance sheets (FLSA), as well as copies of manually entered payroll sheets submitted to the Payroll Office for merit personnel.</p>	<p>Retain three (3) years, then destroy.</p>
3.	<p><u>Policies, Procedures, and Directives</u></p> <p>Files consist of policies, procedures, and directives set forth by the Department designed to influence and determine decisions, actions, and other matters pertaining to the overall operation of the Department, including studies and reports conducted within the Department.</p>	<p>Retain permanently. Periodically transfer to Maryland State Archives.</p>

Schedule Approved by
Records Management Officer
4/30/01 [Signature]
Date Signature

Schedule Approved by
Chief Administrative Officer
May 20, 2001 [Signature]
Date Signature

Schedule Approved by
Agency, or Division Representative
4-30-01 [Signature]
Date Signature

Schedule Approved by
State Archivist
JUN 19 2001 [Signature]
Date Signature



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Item No.	Description	Retention
4.	<p><u>Vehicle Files</u></p> <p>Files contain warranty and purchasing information, complete work order history, key codes, and any information pertaining to accidents the vehicle was involved in.</p>	<p>Retain 3 years after disposal or sale, then destroy.</p>
5.	<p><u>Fuel Room Records</u></p> <p>Records consist of Transaction Reports, Garage System Conversion Card Reports, Fuel Usage by Year Report, Bi-monthly Miles Travel Reports, Gas Usage by Vehicle Identification Report, and Gas Usage by Vehicle Department.</p>	<p>Retain five (5) years, then destroy.</p>