

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.
C-930
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RECORDS RETENTION AND DISPOSAL SCHEDULE Human Relations

AGENCY Anne Arundel County

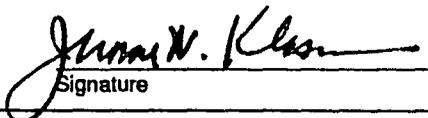
DIVISION HUMAN-REL

Item No.	Description	Retention
1	<p>* This Schedule supersedes Schedule Number C-716 dated October 19, 1993.</p> <p>General Correspondence and Administrative Files</p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other material related to the administration of the department.</p>	<p>Screen annually and destroy an destroy that material no longer needed for current business.</p> <p>Directives, policies, and other material related to the planning and policy that illustrate the development of the department, retain permanent for eventual transfer to the MD State Archives (MSA).</p> <p>Retain all other material for a period of three (3) years, then destroy.</p>

Schedule Approved by
Records Management Officer

4/11/01 
Date Signature

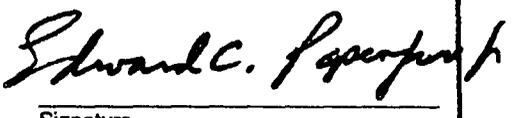
Schedule Approved by
Chief Administrative Officer

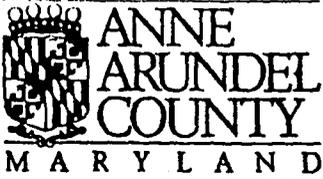
April 16, 2001 
Date Signature

Schedule Approved by
Agency, or Division Representative

4-10-01 
Date Signature

Schedule Approved by
State Archivist

JUN 19 2001 
Date Signature



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Item No.	Description	Retention
2	<p>Annual Reports</p> <p>File includes copies of the Commission's Annual Report which summarizes year-end activities and pamphlets identifying the structure of the Human Relations Office.</p>	<p>Permanent. Transfer periodically to the MD State Archives.</p>
3	<p>Minutes & Special Reports</p> <p>File includes monthly minutes of Commission meetings and reports written on special projects.</p>	<p>Permanent. Transfer periodically to the MD State Archives.</p>
4	<p>Complaint Cases</p> <p>File contains cases of discrimination filed by county residents and are confidential.</p>	<p>Retain for 3 years, then destroy.</p>