

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

Schedule No. C-933

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Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **Department of Public Works
 Capital Administration**

Item No.	Description	Retention
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All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.

Schedule Approved by Department, Agency, or
 Division Representative.

Date _____

Signature *Phyllis L. Pritchett*

Typed Name **Phyllis L. Pritchett**

Title **Records Management Officer**

Schedule Authorized by State Archivist

Date **JUL 19 2001** **JUL 19 2001**

Signature *Edward C. Papenfuss*

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Agency HOWARD COUNTY GOVERNMENT Division/Unit: DEPARTMENT OF PUBLIC WORKS
 CAPITAL ADMINISTRATION

Item No.	Description	Retention
1.	<u>Capital Budget</u> Budget sheets Parts A and B for each project	Original documents covered under schedule for the Budget Office
2.	<u>Capital Project Files</u> a. Financial File b. Correspondence File c. Contract /Agreement Files with amendments	Retain for five years, then destroy Copy to CD for permanent storage and destroy originals. Forward a copy of CD to MSA.
3.	<u>Project drawings and specifications</u> for public/government buildings and other infrastructure Also includes architectural/engineering files	Copy to CD for permanent storage and destroy originals. Forward a copy of CD to MSA.
4.	Construction Files (Part of Project Files) Official contract between county and contractor with changes in contract/agreement. Field notes, shop drawings, etc. Performance Bond, Insurance Certificates, Bid Proposals, Affirmative Action Proposal, Bid Tabulation, letters of Authorization	Copy to CD for permanent storage and destroy originals. Forward a copy of CD to MSA. Retain for 20 years after project completion, then destroy

Schedule Approved by Department, Agency, or Division Representative.
 Date 7/3/01
 Signature [Signature]
 Typed Name James Irvin, Director
 Title Department of Public Works

Schedule Authorized by State Archivist
 Date JUL 19 2001
 Signature [Signature]