



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-935

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Anne Arundel County

DIVISION Central Servs.

Item No.	Description	Retention ADMIN.
	THIS SCHEDULE SUPERCEDES SCHEDULE # C-690, DATED JULY 30, 1992.	
1	<u>General Office and Correspondence Files</u> Files contain original incoming letters, copies of outgoing letters, memoranda, studies, reports, projects, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to state archives
2	<u>General Accounting Records</u> Files contain office copies of invoices, expense/travel reports, purchase order copies, petty cash vouchers, mileage reports, direct payment forms, paid bill, etc.	Retain for three (3) years then destroy.
3	<u>Minutes of Meetings</u> Minutes of meetings which generally document their proceedings and action.	Retain Permanently for eventual transfer to state archives.
4	<u>Personnel Files</u> Files contain information on current employees. Files may contain, but are not limited to, copies of employment applications, annual performance reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Retain for two (2) years after termination, then destroy.
5.	<u>Budget Records</u> Annual budget submissions, monthly budget printouts and work papers.	Retain annual submission for (3) years then destroy

Schedule Approved by
Records Management Officer

6/1/01 Z. W. Parker
Date Signature

Schedule Approved by
Chief Administrative Officer

Jun 5, 2001 James W. Kline
Date Signature

Schedule Approved by
Agency, or Division Representative

6/1/01 Z. W. Parker
Date Signature

Schedule Approved by
State Archivist

AUG 22 2001 Edward C. Papenfuss
Date Signature

Item No.	Description	Retention
6	<p><u>Leave and Time Sheets</u> Files contain office copies of employees annual leave and daily time recordings.</p>	<p>Retain all other papers for two (2) years then destroy.</p> <p>Retain for one (1) year then destroy.</p>
7	<p><u>Parking Garage Monthly Reports</u> Reports are received monthly from the State of Maryland for spaces they occupy and Finance completes billing procedures.</p>	<p>Retain for three (3) years then destroy.</p>
8	<p><u>FLSA Sheets</u> Payroll Daily Timesheets contain annual leave, sick time, sick advance, personal time, holidays, funeral leave, military leave, wop authority, wop unauthorized, light duty, shift, shift pay, etc., on employees.</p>	<p>Retain for three (3) years then destroy.</p>