

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 Supersedes Schedule C880

Schedule No. C1066

Page 1 of 2

Agency
 Washington County

Division/Unit
 Public Works/Roads

Item No	Description	Retention
1	Vehicle service records: preventative maintenance; RTA report summary Equipment repair files: automotive trouble report Sold vehicles/equipment -contains but not limited to: maintenance records, work orders, invoices, correspondence, inspection reports, vehicle disposal/reassignment Outside vehicles (not assigned to roads) -contains but not limited to: work order, report of annual inspection, invoice, vehicle maintenance record	Retain for three (3) years after disposal or sale, then destroy.
2	General files -contains but not limited to: correspondence, county commissioner's agenda, accounting records, bid package, contractors' facility improvements, fax reports, hauling permits, leases (equipment), mileage reports, snow removal	Screen annually. Destroy material having no further administrative, fiscal, legal or operation value. Retain permanently any material that serves to document origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3	State Diesel fuel/fuel refund reports: transaction file listing, handwritten notes, error list, remittance advice, refund claim, adding machine tapes, monthly gas report, invoices, state fuel, tax audits.	Retain for four (4) years, then destroy
4	Worker's compensation -contains but not limited to: first report of injury, vehicle accident report, claim reporting form	Retain for five (5) years, then destroy
5	Auctions- county held: receipts, copy of check, sales list	Retain for five (5) years after sales date, then destroy

Approved by Department, Agency or Division Representative

Date November 17, 2008

Signature

Joni L. Bittner

Type Name

Joni L. Bittner

Title

County Clerk

Schedule Authorized by State Archivist

Date

5/18/09

Signature

Edward C. Gump

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Supersedes Schedule C880 (CONTINUATION SHEET)		Schedule No. C1066
		Page 2 of 2
Item No	Description	Retention
6	Personnel files -contains but not limited to work certificates, attendance records, upgrade slips, performance evaluations	Retain for three (3) years after termination of employee, then destroy
7	Road files -contains but not limited to: site plans, correspondence, road improvement	Permanent Transfer periodically to the Maryland State Archives.
8	Petty cash: expenditures; checks (copies)	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
9	Engineering drawings: water/sewer – site plans, engineering, drainage/ditch/regarding; specifications	Screen annually. Destroy material having no further administrative, fiscal, legal or operation value. Retain permanently any material that serves to document origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.