

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

**Schedule No. C-1074**

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<b>Agency</b> St. Mary's County Government	<b>Division/Unit</b> Department of Aging/Administration
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Item No.	Description Supersedes Schedule C648	Retention
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1.	<p><b>General Administrative Files</b></p> <p>Alphabetical subject files containing reference and information files related to activities and functions of the Department of Aging. Includes newsletters, equipment information, building information, general correspondence, proclamations, budget information, manuals, and history files for programs.</p> <p>A. Proclamation and Program History Files</p> <p>B. Building Information Files</p> <p>C. General Reference Files</p> <p><b>* PERMANENT RECORDS WILL BE TRANSFERRED TO THE STATE ARCHIVES IF COUNTY ARCHIVES IS NOT AVAILABLE.</b></p>	<p>Retain permanently all material that serves to document the origin, development, accomplishments and functions of the Department and transfer to the County Archives when no longer needed in the office.*</p> <p>Retain until superseded, then destroy.</p> <p>Retain for one (1) year or until administrative value ceases, then destroy.</p>
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Schedule Approved by Department, Agency, or Division Representative.  
 Date 3/13/2009  
 Signature *Lori Jennings-Harris*  
 Typed Name Lori Jennings-Harris  
 Title Director

Schedule Authorized by State Archivist  
 Date 5/18/09  
 Signature *Edward A. [unclear]*

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
2.	<p><b>Audits/Assessments Monitoring Reports/Annual Reports</b></p> <p>Final copies of audits and copies of assessments or monitoring reports. Information in these reports is used for compiling annual reports.</p> <p>A. Audit and Annual Reports</p> <p>B. Assessment and Monitoring Reports</p>	<p>Retain Permanently and transfer to County Archives when no longer needed in office. *</p> <p>Retain three (3) years in office or until audit completed, then destroy.</p>
3.	<p><b>Grants</b></p> <p>A. Federal Grants</p> <p>B. State Grants</p> <p>C. Information Files</p> <p><b>* PERMANENT RECORDS WILL BE TRANSFERRED TO THE STATE ARCHIVES IF COUNTY ARCHIVES IS NOT AVAILABLE.</b></p>	<p>Retain two (2) years in office then transfer to County Records Center for five (5) years or until audited and then destroy.</p> <p>Retain two (2) years in office then transfer to County Records Center for one (1) year or until audited and then destroy.</p> <p>Retain until administrative value ceases and then destroy.</p>

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4.	<p><b>Meetings and Minutes</b></p> <p>From Commission on Aging, County Commissioners, State Agencies and Task Forces.</p> <p>A. Local Commissions (Commission on Aging, Elderly Task Force)</p> <p>B. State and Courtesy Copies</p>	<p>Permanent. Retain one (1) year in office then transfer to County Archives.*</p> <p>Retain until administrative value ceases and then destroy.</p>
5.	<p><b>Personnel</b></p> <p>Salary schedules, benefits, job descriptions, requests for personnel action, timesheets.</p> <p>A. Employee Files</p> <p>B. Reference Information</p> <p><b>*PERMANENT RECORDS WILL BE TRANSFERRED TO THE STATE ARCHIVES IF COUNTY ARCHIVES IS NOT AVAILABLE.</b></p>	<p>Retain until termination of employment and for one (1) year in office, then destroy. Office of record is Human Resource Department.</p> <p>Retain until superseded and then destroy.</p>