

**Department of General Services Records  
Management Division  
Records Retention and Disposal Schedule**

**Schedule No.  
C1107**

**Page 1 of 2**

**Agency** MONTGOMERY COUNTY  
Department of General Services

**Division/Unit**  
Real Estate and Management/  
Central Duplicating

Item No.	Description	Retention
1.	<p><b><u>Printing and Photocopying Requisition</u></b> A print job form for requesting document design, duplication, assembly, and binding.</p>	Image and destroy originals. Keep scan images for 3 years then Destroy
2.	<p><b><u>Printing and Mail Service Productivity Reports</u></b> Reports breaking down mailroom and printing services performed over a specific timeframe.</p>	Keep 1 year in the department and 2 years at the Record Center then Destroy
3.	<p><b><u>Certified and Registered Mail Records</u></b> Records that document acceptance and shipment or receipt of certified or registered mail.</p>	Keep 1 year in the department and 2 years at the Record Center then Destroy
4.	<p><b><u>Postage Due Report</u></b> Monthly report used to document postage owed to United States Postal Service.</p>	Keep 1 year in the department and 2 years at the Record Center then destroy.
	<p><b><u>Invoices</u></b> Payments of Invoices from Vendors</p>	Keep 1 year in the department and 4 years at the Record Center then Destroy
<p><b>note: Record Center means Montgomery County Records Center.</b></p>		

Schedule Approved by Department, Agency or Division Representative

Date: April 8, 2010  
Signature: *Richard Taylor*  
Typed Name: Richard Taylor  
Title: Central Duplicating Section Chief

Schedule Authorized by State Archivist

Date: 12 May 10  
Signature: *Edward C. I. [unclear]*

**Department of General Services Records  
Management Division  
Records Retention and Disposal Schedule  
(Continuation Sheet)**

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Page 2 of 2

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Department of General Services

**Division/Unit**  
Real Estate and Management  
Services/ Central Duplicating

Item No.	Description	Retention
5.	<p><b><u>Charge-Back Reports</u></b> Reports used to record the amount Departments are charged for printing and mail services.</p>	<p>Keep 1 year in the department and 2 years at the Record Center then Destroy</p>
6.	<p><b><u>Records Transmittal Sheets</u></b> Forms used to transfer the custody of records to the Records Center.</p>	<p>Image originals active records and keep for 1 year then destroy. Keep image files until records have reached retention period for disposal then destroy.</p>
7.	<p><b><u>Records Charge-Out Forms</u></b> Forms used to track the checking in and out of records from the Records Center.</p>	<p>Keep for 1 year then destroy</p>
8.	<p><b><u>Records Retention and Disposal Schedules</u></b> Official document listing for all records for the agencies and departments essential to the operation and the authorization for the destruction or permanent value deemed by statute with the County records management policy and State of Maryland to be of value or historical nature. Reference copy, Office of record is MSA and Records Management Division of the Dept. of General Services.</p>	<p>Keep active for the life cycle of the record or until it is amended or superseded and approved by a new version. Then destroy.</p>