

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

Schedule No. *C-1110*

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Agency HOWARD COUNTY GOVERNMENT Division/Unit DEPARTMENT OF PUBLIC WORKS  
 DIRECTOR'S OFFICE

Item No.	Description	Retention
1.	<u>Administrative/General Correspondence File</u> Arranged by subject, containing correspondence, brochures, directives, reports, etc. pertaining to the various functions of the Department and/or Bureau	Retain for two years with a review of documents prior to destruction.**
2.	Operating budget backup papers	Retain for three years, then destroy
3	Leave and Attendance Records	Retain for three years, then destroy
**	"Screen and retain permanently all material that serves to document the origin, development, functions and accomplishments of the Department. <u>Transfer these items every 3 years to the MD State Archives.</u> Retain all other material for two (2) years then destroy."	

Schedule Approved by Department, Agency, or Division Representative. Date <i>8/10/2010</i> Signature <i>J. M. Irvin</i> Typed Name James M. Irvin, Director Title Department of Public Works	Schedule Approved by County Records Management Representative. Date <i>8/10/10</i> Signature <i>H. Ditchell</i>
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Schedule Authorized by State Archivist Date <i>20 August 2010</i> Signature <i>Edward C. Green</i>
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