

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. C1116 Page 1 of 1
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Agency Cecil County Government	Division/Unit Budget
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Item No.	Description	Retention
1	<p><u>BUDGET</u> This series includes the approved budget.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p>A. Approved Budget</p>	<p>Retain hard copy until scanned and image verified, then destroy hard copy. Retain image copy for twenty (20) years or for the life of the bond(s) associated with the budget, whichever is longer, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date _____
 Signature 
 Typed Name Scott Mesneak
 Title IT & Records Retention Director

Schedule Authorized by State Archivist
 Date 1 Dec 10
 Signature 

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u> 1 </u> of <u> 1 </u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Budget		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Approved Budget				5 EARLIEST YEAR/LATEST YEAR <u> 1981 </u> TO <u> 2010 </u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. To declare the intent to reimburse the County for front funding of projects pending bond authorization					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION <small>Retain hard copy until scanned and image verified, then destroy hard copy. Retain image copy for twenty (20) years or for the life of the bond(s) associated with the budget, whichever is longer, then destroy.</small>					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					