

CHARLES COUNTY GOVERNMENT
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

C-1153

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Agency
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Division/Unit
 PUBLIC FACILITIES

Item No.	Description	Retention
THIS SCHEDULE SUPERSEDES C-827		
<i>Red text indicates changes from previous schedule</i>		
1	<p>GENERAL CORRESPONDENCE</p> <p>Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of the department or it's division.</p>	<p>Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department or it's divisions. <i>Transfer annually to the MD State Archives.</i></p>
2	<p>TIME AND ATTENDANCE</p> <p>Files may contain some or all of the following: leave requests, comptime request, weekly timesheets, etc.</p>	<p>Retain for 3 years, then destroy.</p>
3	<p>EMPLOYEE PERSONNEL RECORDS</p> <p>Files may contain some or all of the following: evaluations, awards, training, written correspondence, etc.</p>	<p>Retain for 3 years after termination, then destroy.</p>
4	<p>FISCAL YEAR BUDGETS</p> <p>Budget expenditure files for departments, tracking of expenses, invoices, purchase orders, check request, etc.</p>	<p>Retain for 3 years, then destroy.</p>

Schedule Approved by Department,
 Agency, or Division Representative
 Date 6/28/11
 Signature [Signature]
 Typed Name Rebecca B. Bridgett, Ed.D
 Title County Administrator

Schedule Authorized by State Archivist
 Date 28 June 2011
 Signature [Signature]

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<u>ADMINISTRATION FILES</u>		
5	PAYROLL SHEETS Payroll sheets with on call pay	Retain for 2 years, then destroy.
6	DAILY STOCKROOM TICKETS Issues from stockroom	Retain for 2 years, then destroy.
7	REQUISITIONS Requisitions are used for reorder purposes	Retain for 1 year, then destroy.
8	TIME CARDS Verify time worked	Retain for 3 years, then destroy.
9	PRODUCTIVITY MEASUREMENTS To maintain and monitor daily activities.	Retain for 3 years, then destroy.
10	FUEL REPORTS Monthly fuel consumption, vehicle card number, personal card number, fuel allocation to proper account charges	Retain for 2 years, and until all audit requirements have been fulfilled, then destroy.
11	COMPUTERIZED FLEET ANALYSIS (CFA) INVENTORY Current listing of stock inventory and repair orders, monthly, year end and obsolete inventory reports	Retain for 3 years, and until all audit requirements have been fulfilled, then destroy.
12	POLICY AND PROCEDURES Departmental Policies and Procedures	Retain permanently Transfer annually to the MD State Archives.

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<u>Administration Files Con't</u>		
13	<p>CAPITAL IMPROVEMENT PROJECT (CIP) FILES</p> <p>Listed by project, includes correspondence, budget information and purchase orders</p>	<p>Retain for 5 years, then destroy, unless CIP is in litigation. At the end of litigation, retain 5 years, then destroy.</p>
14	<p>BUDGET FILES</p> <p>General Fund, Enterprise Fund, Capital Project Proposed budget, approved budget, budget transfer request.</p>	<p>Retain for 5 years, then destroy.</p>
15	<p>DIVISION MANUALS</p> <p>Misc. info. pertaining to phone numbers, evaluations, anniversary dates, radio call numbers, copies of various forms, job descriptions, equipment inventory.</p>	<p>Retain permanently until updated or superseded, then destroy.</p>
<u>CIP/FACILITIES MAINTENANCE</u>		
16	<p>ARCHITECT DRAWINGS/BLUE PRINTS</p> <p>To have the ability to review drawings plans.</p>	<p>Permanent. Transfer to MD State Archives 3 years after life of facility.</p>
17	<p>BUILDING MAINTENANCE FILE</p> <p>Maintain necessary information regarding contracting and preventive maintenance.</p>	<p>Retain for Life on Contract plus 2 years, then destroy.</p>
18	<p>LEASE FILE</p> <p>To obtain copies of lease agreement information.</p>	<p>Retain for life of contract/ lease, plus 2 years, then destroy.</p>
19	<p>DAILY MAINTENANCE RECORDS</p> <p>To track daily activities</p>	<p>Retain for 2 years, then destroy.</p>

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<u>FACILITIES MAINTENANCE CONT'D</u>		
20	<p>MISC. CAPITAL IMPROVEMENT PROJECTS/BUILDING & TRADES</p> <p>Miscellaneous information on county facilities, i.e. oil tank specifications, U.S. Economic Development Authority requirements, inspection certificates, etc.</p>	<p>Retain permanently Transfer annually to the MD State Archives.</p>
21	<p>COUNTY FORMS</p> <p>To have forms on hand.</p>	<p>Retain until updated or superseded, then destroy.</p>
22	<p>TOOL INVENTORY</p> <p>To maintain/inventory tools in department.</p>	<p>Retain for life of tool, plus 1 year, then destroy.</p>
23	<p>KEY REQUEST LOG BOOK</p> <p>To inventory county issued keys</p>	<p>Retain for 1 year then destroy, returned keys only.</p>
<u>PARKS AND GROUND FILES</u>		
24	<p>EQUIPMENT MANUALS/INFORMATION</p> <p>Equipment Manuals and Specification Books</p>	<p>Retain until updated or superseded, then destroy.</p>
25	<p>WHITE PLAINS GOLF COURSE DEPOSITS/INVENTORIES</p> <p>Deposit forms, monthly summary sheet, inventories</p>	<p>Retain for 3 years and until all audit requirements have been fulfilled, then destroy.</p>
26	<p>BANK STMTS/CANCELLED CKS/DEPOSIT SLIPS</p>	<p>Retain for 3 years and until all audit requirements have been fulfilled, then destroy.</p>

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<u>PARKS AND GROUND FILES CON'T</u>		
27	SPORTS PROGRAMS Budget worksheets; league schedules; correspondence with public, season expenses information	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Md State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative fiscal, legal or historical value
28	FACILITY SCHEDULING Master Facility Usage Scheduling	Retain for 4 years, then destroy.
29	MARYLAND OFFICE OF PLANNING Correspondence with Maryland Office of Planning; Planning Reports concerning Charles County and Open Space Planning.	<u>For both Items #29 & 30</u> Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Md State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative fiscal, legal or historical value
30	PROGRAM OPEN SPACE GRANT PROGRAM Correspondence with Dept of Natural Resources; Grant Applications; Annual Fund balances	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Md State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative fiscal, legal or historical value
31	PARK CONSTRUCTION Specifications for Park Facilities, details on Park and current Park projects; project specification books.	Retain for life of Park, plus 1 year, then destroy.
32	WATERWAY IMPROVEMENT PROGRAM Correspondence with Department of Natural Resources; Grant Applications; Project fund balances; Project Specifications.	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Md State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative fiscal, legal or historical value

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<u>PARKS AND GROUNDS FILES CONT</u>		
33	WHITE PLAINS GOLF COURSE/GROUNDS CHEMICALS List of chemicals utilized in golf courses & general grounds maintenance; calendars for application of chemicals; application rates.	Retain for 6 years, then destroy.
<u>ROADS FILES</u>		
34	BLANKET PERMITS Copies of all utility permits issued for County roads.	Retain for 3 years, then destroy.
35	ATHLETIC FIELD INFORMATION Copies of bills, overtime, etc. for athletic field projects done by roads.	Retain for 3 years, and until all audit requirements have been fulfilled, then destroy.
36	DEPARTMENT OF NATURAL RESOURCES Information on wetlands, wildlife and tree permits	Retain for 3 years, then destroy.
37	DRIVEWAY ACCESS PERMITS Copies of all driveway permits issued for Charles County from 1996 to present.	Retain for 3 years, then destroy.
38	CHARLES COUNTY ROADS Deeds and inspection reports from Planning & Growth Mgmt for all County roads.	Permanent, transfer annually to the Md. State Archive.

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<u>ROAD FILES CON'T</u>		
39	<p>SIGN REQUEST</p> <p>Requests/work done on signs from other departments throughout the County government.</p>	<p>Retain for 3 years, then destroy.</p>
40	<p>SIGNAL MAINTENANCE</p> <p>Agreements on signal maintenance for Charles County.</p>	<p>Retain for life of signal, plus 1 year, then destroy.</p>
41	<p>BOARD OF EDUCATION</p> <p>Road repair for schools and asphalt invoices.</p>	<p>Retain for 3 years, and until all audit requirements have been fulfilled, then destroy.</p>
42	<p>ROAD MAINTENANCE</p> <p>Overlay, Slurry Seal, Line Striping, Shoulder Maintenance.</p>	<p>Retain for 3 years, then destroy.</p>
43	<p>BRIDGES/CIP PROJECTS</p> <p>All information, supplies used, payroll, etc. used on Bridges, Drainage Projects.</p>	<p>Retain for 3 years, and until all audit requirements have been fulfilled, then destroy.</p>
<u>ENVIRONMENTAL RESOURCES</u>		
44	<p>UNIFORM RECORDS</p> <p>Records for uniforms and boots for employees of the landfill.</p>	<p>Retain for 3 years electronically with Document Imaging Software, then remove from network. Destroy hard copies upon verification into said system</p>

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<p><u>ENVIRONMENTAL RESOURCES CONT'D</u></p>		
45	<p>SHOP EQUIPMENT AND TOOL INVENTORY</p> <p>Files on equipment, serial numbers over \$500.00 in value. Files on all shop tools & equipment.</p>	<p>Retain for life of equipment/ tool, plus 1 year, then destroy.</p>
46	<p>VEHICLE SAFETY INSPECTION CARDS</p> <p>Inspection safety cards for vehicles.</p>	<p>Retain for life of vehicle plus 1 year, then destroy.</p>
47	<p>VEHICLE/EQUIPMENT INFORMATION</p> <p>Serial numbers, locations, etc for all equipment and vehicles.</p>	<p>Retain for life of equipment/vehicle plus 1 year, then destroy.</p>
48	<p>REPAIR MANUAL LIBRARY</p> <p>Equipment and vehicle manuals, Equipment Specialty Manuals.</p>	<p>Retain until updated or superseded, then destroy.</p>
49	<p>RECYCLING SURVEYS</p> <p>Scrap metal, glass, aluminum can, newspaper, tickets, station logs, tag-a-bag sticker logs. Information required for compilation of recycling reports/surveys.</p>	<p>Retain for 3 years electronically with Document Imaging Software, then remove from network. Destroy hard copies upon verification into said system</p>
50	<p>RECYCLING OPERATIONS</p> <p>Letters, permits, tonnage figures, hazardous waste info., material recycling information applicable to recycling operation.</p>	<p>Retain for 5 years electronically with Document Imaging Software, then remove from network. Destroy hard copies upon verification into said system</p>

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	<u>ENVIRONMENTAL RESOURCES CONT'D</u>	
51	<p>LANDFILL OPERATIONS</p> <p>Letters, surveys, reports, tonnage figures, general information regarding Charles County Sanitary Landfill and Pisgah landfill.</p>	Retain for life of landfill, plus 1 year, then destroy.
52	<p>LANDFILL INFORMATION AND REGULATIONS</p> <p>Information/regulations pertinent to landfill operations.</p>	Retain for life of landfill, plus 1 year, then destroy.
53	<p>LANDFILL RECORDS</p> <p>Landfill records include copies of bills paid, tonnage reports, customer records, and leachate reports.</p>	Retain for 3 years electronically with Document Imaging Software, then remove from network. Destroy hard copies upon verification into said system
54	<p>SOLID WASTE ADMINISTRATION</p> <p>Letters, reports, minutes, policies pertinent to the operation of the Solid Waste Division.</p>	Permanent transfer annually to the Maryland State Archives.