

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

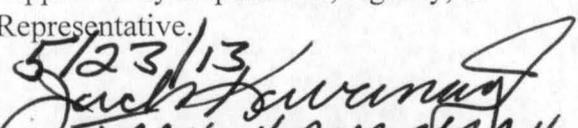
Schedule No. C1085_AZ

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Agency: Howard County Government

Division/Unit: Department of Corrections

Item No.	Description	Retention
	<p style="text-align: center;">ADDENDUM TO SCHEDULE # C <u>1085</u></p> <p><i>“The issuance of a legal hold by the Office of Law overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the Office of Law. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. <u>Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so.</u></i></p>	

Schedule Approved by Department, Agency, or Division Representative. Date <u>5/23/13</u> Signature  Typed Name JACK KAVANAGH Title DIRECTOR	Schedule Approved by County Records Management Representative. Date <u>6/5/13</u> Signature 
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Schedule Authorized by State Archivist Date <u>7-8-13</u> Signature 