DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. M325 Page 1 of 1

Agency	Division/Unit
MAYOR AND CITY COUNCIL OF LAUREL	MAYOR'S OFFICE

Item No.	Description	Retention
1	**Correspondence**	-Screens annually and destroys material that is no longer needed for the current business with the following exception: Transfer to Maryland State Archive 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.
2	**Policy Statements, Directives**	-Permanent. Retain original and transfer copy to the State in 10 years.
3	**Research Reports** Surveys Salary Review for Internal Purposes	-5 Years then destroy.
4	**Speeches, Publications**	-Permanent. Retain original and transfer copy to the State in 10 years.
5	**Projects**	-Permanent. Retain original and transfer copy to the State in 10 years.

Schedule Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist
Date 7-26-13	Date 10-3-13
Signature Lou Ann Crook	Signature Tim Bat
Typed Name Lou Ann Crook	
Title Department Director	

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