

**PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES SECTION
RECORDS MANAGEMENT CENTER**

RECORDS RETENTION AND DISPOSAL SCHEDULE

Prepared by Records Custodian
Vincent Eugene Myers 883-6480

Minority Business Opportunities Commission

DEPARTMENT/AGENCY		DIVISION
ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
1.	<u>Minority Business Case Files</u> -arranged in alphabetical order <u>Expired Minority Business Enterprises</u> -Companies certification expired-no renew	Retain for five (5) years, then destroy.
2.	<u>Denied Minority Business Enterprises</u> arranged in alphabetical Cases that were denied by The Minority Business Opportunities Commissioners	Retain for seven (7) years, then destroy.
3.	<u>General files</u> -consisting of Staff correspondence, time sheets, mail log, appointment books, phone message pads	Retain for three (3) years, then destroy.
4.	<u>Executive orders issued by the County Executive</u>	Retain until superseded.
5.	<u>Budget Files</u> - consisting of purchase orders, monthly financial reports and budget preparation files	Retain for five (5) years, then destroy.
6.	<u>Special Studies</u> a. Minority Procurement Task Force-Process Sub-Committee	Retain for three (3) years, then destroy.

Dennis C. Smith Director 23 December 1996
 SIGNATURE TITLE OF DEPT/AGENCY REPRESENTATIVE DATE

 COUNTY RECORDS MANAGER
 SIGNATURE TITLE DATE

SCHEDULE AUTHORIZED BY MARYLAND STATE ARCHIVES
Edward C. Papenfuss STATE ARCHIVIST FEB 19 1997
 SIGNATURE TITLE DATE

**PRINCE GEORGE'S COUNTY
RECORDS MANAGEMENT CENTER
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Minority Business Opportunities Commission

DEPARTMENT/AGENCY	DIVISION
--------------------------	-----------------

ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
-----------------	--------------------	------------------------------

6.	<p>cont. Special Studies <u>1983, 1984, 1991-Minority Procurement Task Force information</u> Process Sub- Committee. Minority Business Enterp., Commission Monthly Activity Reports-Revised Maryland Department of Transportation MBE Program Construction Projects for FY86, 87.</p>	<p>Retain until superseded.</p>
7.	<p><u>MBOC Monthly Activity Reports</u> Submitted by individual agency</p>	<p>Retain for three (3) years, then destroy.</p>