

<b>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No. C-1258</b>
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<b>Agency- Montgomery County Government (MCG)  Office of the County Executive</b>		<b>Division/Unit</b>
Item No.	Description	Retention
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Schedule Approved by Department, Agency, or Division Representative. Date 6/25/14 Signature <u><i>Edward Buchanan</i></u> Typed Name Edward Buchanan Title Government Records Coordinator		Schedule Authorized by State Archivist Date 7-29-14 Signature <u><i>Timothy D Behr</i></u>

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Agency- **Montgomery County Government (MCG)  
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Division/Unit  
**Administrative Record Series**

Item No.	Description	Retention
1-1	<p><b><u>Executive Regulations and Administrative Procedures</u></b></p> <p><b>County Executive</b></p> <p>A rule or set of standards that the County Executive is authorized to issue under Montgomery County Code §§ 2A-12 to 2A-21. Executive regulations may also be used to establish and change fees for licenses, refuse disposal charges, and similar items as prescribed by law. Administrative Procedures generally address internal operations of a governmental unit.</p>	<p>Permanent. Screen records every 10 years and transfer superseded versions Maryland State Archives for permanent retention . This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
1-2	<p><b><u>Executive Orders</u></b></p> <p><b>County Executive</b></p> <p>The authority granted to the County Executive by law to take a certain specific action or the means by which the County Executive exercises his general executive powers. An order generally directs a specific single action rather than establishing rules and standards.</p>	<p>Permanent. Screen records every 10 years and transfer superseded versions Maryland State Archives for permanent retention . This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date June 25, 2014

Signature \_\_\_\_\_

Typed Name Edward Buchanan

Title Government Records Coordinator

Schedule Authorized by State Archivist

Date \_\_\_\_\_

Signature \_\_\_\_\_

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**Agency- Montgomery County Government (MCG)  
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Item No.	Description	Retention
1-3	<p><b><u>Hearing Reports</u></b></p> <p><b>Hearing Officer</b></p> <p>Report of findings from hearings held by hearing officers pertaining to:            Road Construction            Sidewalk Construction            Bike Paths            Road and Right of Way Abandonment's            Cable Franchise Interest Transfers            Establishment of Impact Taxes            Amendments to Regulations            Fees            And others as requested.</p>	<p>Retain records for three years then transfer to Montgomery County Records Center for five years, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
1-4	<p><b><u>Montgomery County Register</u></b></p> <p><b>Chief Administrative Officer</b></p> <p>Monthly publication of information on proposed, adopted and temporary regulations issued by the County Executive. The Register also provides information on other matters of interest which affect the general public.</p>	<p>Permanent. Transfer three copies to the Maryland State Archives at the time of publication with the following exception: if published electronically, transfer one copy to the Maryland State Archives at the time of publication. Retain locally for 10 years, then destroy.</p>

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Item No.	Description	Retention
1-5	<p><u>County Executive Calendar</u></p> <p><b>County Executive</b></p> <p>Calendar Daily Binder Event Requests Meeting Requests Daily Binder Event Requests Meeting Requests</p>	<p>Permanent. Retain for 10 years then transfer to Maryland State Archives for permanent retention . This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
1-6	<p><u>Disruptive Behavior Orders</u></p> <p><b>Chief Administrative Officer</b></p> <p>Orders given to County Citizens for being disruptive in County facilities. They can be barred from using the facility for up to 90 days.</p>	<p>Retain 5 years, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
1-7	<p><u>Internal Audit Correspondence</u></p> <p><b>Chief Administrative Officer</b></p> <p>Work Papers: Supporting documentation on recommendations Emails Memos Draft Reports Comments Disk from Vendor of Work Papers</p>	<p>Retain for 8 years, then screen annually and destroy records no longer needed for current business. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed</p>

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Item No.	Description	Retention
1-8	<p><b><u>Audit Reports</u></b></p> <p><b>Chief Administrative Officer</b></p> <p>Internal Audit Reports/Recommendations</p>	<p>Retain 20 years, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
1-9	<p><b><u>Background Check Records</u></b></p> <p><b>Chief Administrative Officer</b></p> <p>Background checks for non-merit County positions. These positions are appointed by the County Executive and approved by the County Council.</p>	<p>Retain for 5 years after end of current Administration, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
1-10	<p><b><u>Appreciation Awards</u></b></p> <p><b>Chief Administrative Officer</b></p> <p>Record of who was presented with appreciation awards. Strathmore and Filmore tickets are received on a monthly basis and are given as awards to show appreciation to county employees for their work.</p>	<p>Retain until end of the current Administration, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

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Item No.	Description	Retention
1-11	<p><u>County Executive Correspondence</u></p> <p><b>County Executive</b></p> <p>Correspondence signed by the County Executive: Letters Memos E-mails Proclamations</p>	<p>Permanent. Retain record onsite 10 years then transfer to Maryland State Archives for permanent retention. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>