

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Human Resources</i>	Fingerprint and Background file	Office of Investigations and Records Management	5 yrs. after date of separation from BCPS

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

Revised: 02/25/16