

April 13, 2005

Mr. Jay Grimes  
405 South Conococheague St.  
Williamsport, MD 21795

RE: LOSAP Records Retention

Dear Jay:

This is to serve as a follow-up to your inquiry regarding the retention of records by individual fire companies pertaining to the LOSAP points record keeping.

It has been determined that these records would fall into the same category as payroll back-up information and ***should be retained for four (4) years***. Please share this information with the Firemen's Association.

I trust this satisfies your request. However, if you have any questions, please do not hesitate contacting me at (240) 313-2354.

Sincerely,

Delores T. Hawbaker  
Human Resources Administrator

C: Joe Kroboth - Dir., Emerg. Mgmt. via e-mail  
Dave Hankinson - HR Dir., via e-mail  
Terri Shoemaker-Kreit - Acctg. Supv., via e-mail  
Debra Murray - B&F Dir., via-mail