



**MILLERSVILLE MARYLAND**

**WRITTEN DIRECTIVE**

MEMORANDUM: 01-044

FILE BEHIND: Index Code 706

TO: All Supervisors  
Time Keepers

FROM: P. Thomas Shanahan *PTS*  
Chief of Police

EFFECTIVE DATE: November 1, 2001

SUBJECT: Records Processing For Employees Ending Employment  
With The County

**MESSAGE:**

Upon an employee's ending employment with the department (County) timekeepers and/or supervisors will forward all personnel related documentation being maintained to the Police Personnel Section for proper disposition.