

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 11/15/2011**

Baltimore County Department of Public Works Engineering

Rec.: 6/8/2010 Appr.: 1/11/2012 RM Sch. #:C1108 MSA S1521-1251 Supersedes: c699

Charles County Government, Office of the County Attorney

Rec.: 7/8/2011 Appr.: 1/5/2012 RM Sch. #:c1167 MSA S1521-1250 Supersedes: None

City of Westminster, City Government

Rec.: 12/4/2009 Appr.: 3/14/2012 RM Sch. #:M249 MSA S1522-314 Supersedes: M42, M52

Comptroller of Maryland, Office of Administration and Finance

Rec.: 3/27/2012 Appr.: 3/29/2012 RM Sch. #:2599 MSA S1468-3775 Supersedes: None

Comptroller of Maryland, Personnel Services

Rec.: 3/27/2012 Appr.: 5/1/2012 RM Sch. #:2577A MSA S1468-3777 Supersedes: None

Department of Business and Economic Development, Administration / Office of Budget and Finance

Rec.: 7/29/2011 Appr.: 12/13/2011 RM Sch. #:2580 MSA S1468-3765 Supersedes: None

Department of Business and Economic Development, Maryland Biotechnology Center

Rec.: 7/29/2011 Appr.: 11/18/2011 RM Sch. #:2579 MSA S1468-3760 Supersedes: None

Department of Business and Economic Development, Office of Communications

Rec.: 4/18/2008 Appr.: 3/29/2012 RM Sch. #:2455 MSA S1468-3776 Supersedes: 2204

Department of Business and Economic Development, Office of Military and Federal Affairs

Rec.: 4/18/2008 Appr.: 11/18/2011 RM Sch. #:2459 MSA S1468-3759 Supersedes: None

Department of Business and Economic Development, Office of the Secretary

Rec.: 7/29/2011 Appr.: 1/10/2012 RM Sch. #:2578 MSA S1468-3766 Supersedes: 2122

Department of Business and Economic Development, Office of Tourism Development

Rec.: 8/5/2011 Appr.: 11/18/2011 RM Sch. #:2581 MSA S1468-3761 Supersedes: None

Department of Health and Mental Hygiene, Division of Drug Control

Rec.: 9/19/2011 Appr.: 11/29/2011 RM Sch. #:2583 MSA S1468-3764 Supersedes: 949, 949b

Maryland Institute for Emergency Medical Services Systems (MIEMSS) Cardiac Arrest Events

Rec.: 11/21/2011 Appr.: 3/5/2012 RM Sch. #:2592 MSA S1468-3771 Supersedes: None

Maryland Insurance Administration, Producer Licensing

Rec.: 10/4/2011 Appr.: 1/13/2012 RM Sch. #:2586 MSA S1468-3768 Supersedes: None

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Maryland State Police, Office of Media Communications

Rec.: 11/14/2011 Appr.: 2/28/2012 RM Sch. #:971-05-2 MSA S1468-3770 Supersedes: 971-05-1

Maryland State Police, Quartermaster Division

Rec.: 7/29/2011 Appr.: 1/10/2012 RM Sch. #:971-13-4 MSA S1468-3767 Supersedes: 971-12-3

Morgan State University, Planning and Information Technology / Office of Information Technology

Rec.: 9/19/2011 Appr.: 11/22/2011 RM Sch. #:2584 MSA S1468-3763 Supersedes: None

St. Mary's County Government, Office of the County Attorney

Rec.: 8/29/2011 Appr.: 11/18/2011 RM Sch. #:c1174 MSA S1521-1249 Supersedes: None

State's Attorney's Office for Charles County

Rec.: 11/21/2011 Appr.: 2/27/2012 RM Sch. #:C1037A2 MSA S1521-1252 Supersedes: None

Subsequent Injury Fund, Executive

Rec.: 12/28/2011 Appr.: 3/29/2012 RM Sch. #:2593 MSA S1468-3772 Supersedes: None

Subsequent Injury Fund, Fiscal

Rec.: 12/28/2011 Appr.: 3/29/2012 RM Sch. #:2595 MSA S1468-3773 Supersedes: None

Subsequent Injury Fund, Information Technology

Rec.: 12/28/2011 Appr.: 1/13/2012 RM Sch. #:2594 MSA S1468-3769 Supersedes: None

Subsequent Injury Fund, Legal

Rec.: 12/28/2011 Appr.: 3/29/2012 RM Sch. #:2597 MSA S1468-3774 Supersedes: None

Town of Bel Air

Rec.: 9/15/2011 Appr.: 3/29/2012 RM Sch. #:m281 MSA S1522-316 Supersedes: None

Town of Bel Air, Police Department

Rec.: 2/23/2012 Appr.: 3/9/2012 RM Sch. #:M228A2 MSA S1522-313 Supersedes: None

Village of Friendship Heights

Rec.: 1/4/2012 Appr.: 3/15/2012 RM Sch. #:m304 MSA S1522-315 Supersedes: None

Wicomico County, Information Technology

Rec.: 12/29/2011 Appr.: 3/27/2012 RM Sch. #:c1178 MSA S1521-1253 Supersedes: None

**Baltimore City Archives
Records Disposition Authorizations Approved
Since Hall of Records Commission Meeting
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General Services Consolidation Request

Approved 1/24/2012; Schedule Number 1910

General Services Correspondence from Law Department

Approved 1/24/2012; Schedule Number 1911

General Services Truck Hauling Permits

Approved 1/24/2012; Schedule Number 1912

General Services Inspector's Record of Construction (Storm/Sanitary Installations)

Approved 1/24/2012; Schedule Number 1913

General Services Line and Grade Books (Storm/Sanitary)

Approved 1/24/2012; Schedule Number 1914

General Services Project Files

Approved 1/24/2012; Schedule Number 1915

General Services Shop & Contract Working Drawings

Approved 1/24/2012; Schedule Number 1916

General Services Architectural Drawings

Approved 1/24/2012; Schedule Number 1917

General Services Administrative Correspondence

Approved 1/24/2012; Schedule Number 1918

General Services Daily Report Sheets

Approved 1/24/2012; Schedule Number 1919

General Services Reproduction Tickets

Approved 1/24/2012; Schedule Number 1920

General Services Correspondence

Approved 1/24/2012; Schedule Number 1921

General Services Time Books

Approved 1/24/2012; Schedule Number 1922

General Services Detailed Work Drawing, (Tracing, plats, etc.)

Approved 1/24/2012; Schedule Number 1923

General Services Daily Change Sheet

Approved 1/24/2012; Schedule Number 1925

General Services Final Development Plats (duplicate)

Approved 1/24/2012; Schedule Number 1926

General Services Original Tracings (easements)

Approved 1/24/2012; Schedule Number 1927

General Services Ordinance Files

Approved 1/24/2012; Schedule Number 1932

General Services Contracts

Approved 1/24/2012; Schedule Number 1933

General Services Application for Pre-Qualification

Approved 1/24/2012; Schedule Number 1937

General Services Engineering Drawings and index (sewers)

Approved 1/24/2012; Schedule Number 1939

General Services Record of Plats

Approved 1/24/2012; Schedule Number 1940

General Services Contractor Payrolls

Approved 1/24/2012; Schedule Number 1943

General Services Specs, Proposal, Contract and Bond Booklets

Approved 1/24/2012; Schedule Number 1944

General Services Shop Drawings and Tracking (Building Construction)

Approved 1/24/2012; Schedule Number 1945

Commission on Aging Guardianship Files

Approved 1/24/2012; Schedule Number 1957

Commission on Aging Medicaid Waiver

Approved 1/24/2012; Schedule Number 1958

Commission on Aging Subrecipient Files

Approved 1/24/2012; Schedule Number 1959

Environmental Control Daily Docket/Court Disposition

Approved 1/24/2012; Schedule Number 1960

Environmental Control Hearing Tapes

Approved 1/24/2012; Schedule Number 1961

Environmental Control Adjustment Letters

Approved 1/24/2012; Schedule Number 1962

Environmental Control Void Letters

Approved 1/24/2012; Schedule Number 1963

Environmental Control DOW Files

Approved 1/24/2012; Schedule Number 1964

Transportation Photographs

Approved 1/24/2012; Schedule Number 1965

Public Works (Surface Water) Erosion Sediment Construction

Approved 1/24/2012; Schedule Number 1966

Public Works (Surface Water) Annual Reports

Approved 1/24/2012; Schedule Number 1967

Public Works (Surface Water) Monitoring Data

Approved 1/24/2012; Schedule Number 1968

Public Works (Surface Water) Chain of Custody & Lab Results

Approved 1/24/2012; Schedule Number 1969

Public Works (Surface Water) Erosion Sediment Control Plan

Approved 1/24/2012; Schedule Number 1970

Public Works (Surface Water) Storm Water Management Plans

Approved 1/24/2012; Schedule Number 1971

Public Works (Surface Water) Project Studies and Reports

Approved 1/24/2012; Schedule Number 1972

Public Works (Surface Water) Projects

Approved 1/24/2012; Schedule Number 1973

Public Works (Surface Water) Studies and Reports

Approved 1/24/2012; Schedule Number 1974

Office of Civil Rights Civilian Review Board Hearings & Recommendations

Approved 1/24/2012; Schedule Number 1975

Health (Healthy Families) Environmental Reports

Approved 1/24/2012; Schedule Number 1976

Office of Civil Rights Civilian Review Board Case Files

Approved 1/24/2012; Schedule Number 1977

Health Prenatal Files

Approved 1/24/2012; Schedule Number 1978

Health Infant Files

Approved 1/24/2012; Schedule Number 1979

Environmental Control Board Sanitation Enforcements Violations

Approved 4/19/2012; Schedule Number 1980

Transportation, Transportation Engineering, Construction Division, TEC Scanned Drawings and Plans

Approved 4/19/2012; Schedule Number 1981

Transportation, TEC Division, Survey Section, Field Survey Books

Approved 4/19/2012; Schedule Number 1982

City Council, President's Office, Executive Appointments

Approved 4/19/2012; Schedule Number 1983

Transportation, Survey and Records, Surveyor Field Books

Approved 4/19/2012; Schedule Number 1984

Health Department, Disease Prevention, Adolescent Reproductive Health, Patient Files

Approved 4/19/2012; Schedule Number 1985

Fire Department, Human Resources, Personnel Files

Approved 4/19/2012; Schedule Number 1986

Housing and Community Development, Headstart Program, Fiscal Records

Approved 4/19/2012; Schedule Number 1987

Housing and Community Development, Headstart Program, Volunteer Information

Approved 4/19/2012; Schedule Number 1988

Housing and Community Development, Headstart Program, Quarterly Improvement Plans (QUIPs)

Approved 4/19/2012; Schedule Number 1989

Housing and Community Development, Headstart Program, GABIs

Approved 4/19/2012; Schedule Number 1990
