

**Maryland State Archives
Records Retention Schedules Approved
Since Hall of Records Commission Meeting
on 12/13/2013**

Charles County Government, Safety Office

Rec.: 2/10/2014 Appr.: 4/21/2014 RM Sch. #:C1242 MSA S1521-1315 Supersedes: None

City of Frederick, Legal Department / Elections

Rec.: 2/24/2014 Appr.: 3/28/2014 RM Sch. #:M334 MSA S1522-349 Supersedes: None

Department of Business and Economic Development, Administration / Office of Information and Technology

Rec.: 1/10/2013 Appr.: 1/23/2014 RM Sch. #:2673 MSA S1468-3848 Supersedes: None

Department of Health and Mental Hygiene, Central Services Division

Rec.: 8/24/2014 Appr.: 4/1/2014 RM Sch. #:2675 MSA S1468-3855 Supersedes: 2408 4-9; 2335 9-13; 2111 1

Department of Housing and Community Development, Division of Finance and Administration

Rec.: 11/6/2013 Appr.: 11/14/2013 RM Sch. #:2670 MSA S1468-3846 Supersedes: None

Howard County Government Fire and Rescue Services, Office of the Fire Marshall

Rec.: 12/28/2012 Appr.: 11/5/2013 RM Sch. #:C1206 MSA S1521-1297 Supersedes: None

Howard County Government Department of County Administration, Office of Purchasing

Rec.: 1/25/2013 Appr.: 1/30/2014 RM Sch. #:C1212 MSA S1521-1309 Supersedes: None

Howard County Government Fire and Rescue Services Administrative Services Bureau / Human Resources

Rec.: 3/24/2014 Appr.: 4/1/2014 RM Sch. #:C1245 MSA S1521-1313 Supersedes: None

Howard County Government Fire and Rescue Services, Emergency Services Bureau (EBS)

Rec.: 3/24/2014 Appr.: 3/29/2014 RM Sch. #:C1201A MSA S1521-1312 Supersedes: None

Howard County Government, Department of County Administration / Office of Budget

Rec.: 2/24/2014 Appr.: 3/5/2014 RM Sch. #:C1243 MSA S1521-1311 Supersedes: None

Howard County Government, Department of Public Works, Bureau of Utilities, Functional Water and Sewer

Rec.: 4/1/2014 Appr.: 4/21/2014 RM Sch. #:C1248 MSA S1521-1316 Supersedes: C902

Howard County, Department of Public Works, Bureau of Engineering, Construction Inspection Division

Rec.: 7/1/2010 Appr.: 4/21/2014 RM Sch. #:C1111 MSA S1521-1314 Supersedes: None

Howard Soil Conservation District

Rec.: 11/1/2013 Appr.: 11/5/2013 RM Sch. #:C1235 MSA S1521-1307 Supersedes: C932

Maryland Department of Budget Management, Office of Personnel Services and Benefits, Employee and Labor Relations Division

Rec.: 2/6/2014 Appr.: 2/24/2014 RM Sch. #:2674 MSA S1468-3852 Supersedes: None

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Maryland Department of State Police, Human Resources Division - Employment Services Section

Rec.: 2/7/2014 Appr.: 2/24/2014 RM Sch. #:971-06-4 MSA S1468-3849 Supersedes: 971-06-3

Maryland Department of State Police, Personnel Administration Section

Rec.: 2/6/2014 Appr.: 2/24/2014 RM Sch. #:971-15B MSA S1468-3850 Supersedes: 971-9-1, 971-15A

Maryland Department of State Police, Special Operations Division (SOD)

Rec.: 2/10/2014 Appr.: 2/24/2014 RM Sch. #:971-70-1 MSA S1468-3851 Supersedes: 971-70, 971-28-1, 971-60, 971-71, 971-7, 971-73

Maryland Department of the Environment, Water Quality Financing Admin / Engineering and Capital Projects Program, Office of Budget

Rec.: 9/17/2013 Appr.: 11/5/2013 RM Sch. #:2667 MSA S1468-3844 Supersedes: None

Maryland Department of Transportation Maryland Port Administration

Rec.: 11/13/2013 Appr.: 3/7/2014 RM Sch. #:2671 MSA S1468-3853 Supersedes: None

Maryland State Police, Aviation Command

Rec.: 11/1/2013 Appr.: 11/5/2013 RM Sch. #:971-22-2 MSA S1468-3845 Supersedes: 971-22-1-A2

Maryland State Police, Executive Protection Division

Rec.: 4/15/2014 Appr.: 4/21/2014 RM Sch. #:971-33-1 MSA S1468-3856 Supersedes: 971-33

Maryland State Police, Inspections and Compliance Division

Rec.: 11/13/2013 Appr.: 11/19/2013 RM Sch. #:971-04-5 MSA S1468-3847 Supersedes: 971-04-4

Montgomery County Government (MCG) Department of General Services, Administrative Record Series

Rec.: 11/6/2013 Appr.: 1/30/2014 RM Sch. #:C1238 MSA S1521-1310 Supersedes: C1138

Montgomery County Government (MCG) Department of General Services, Office of Procurement

Rec.: 11/6/2013 Appr.: 1/27/2014 RM Sch. #:C1236 MSA S1521-1308 Supersedes: None

Montgomery County Government (MCG), Office of County Attorney

Rec.: 4/2/2014 Appr.: 5/1/2014 RM Sch. #:C1257 MSA S1521-1317 Supersedes: None

Office of the Public Defender, Collateral Review Division

Rec.: 3/5/2014 Appr.: 3/7/2014 RM Sch. #:1427A2 MSA S1468-3854 Supersedes: 1427A1

Thurmont Police Department

Rec.: 1/10/2014 Appr.: 2/24/2014 RM Sch. #:m332 MSA S1522-348 Supersedes: None

Wicomico County Sheriff's Office, Communications

Rec.: 10/25/2013 Appr.: 11/5/2013 RM Sch. #:C1217 MSA S1521-1298 Supersedes: None

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Wicomico County Sheriff's Office, Crime Analysis

Rec.: 10/25/2013 Appr.: 11/5/2013 RM Sch. #:C1222 MSA S1521-1300 Supersedes: None

Wicomico County Sheriff's Office, Domestic Violence

Rec.: 10/25/2013 Appr.: 11/5/2013 RM Sch. #:C1229 MSA S1521-1302 Supersedes: None

Wicomico County Sheriff's Office, K-9

Rec.: 10/25/2013 Appr.: 11/5/2013 RM Sch. #:C1230 MSA S1521-1303 Supersedes: None

Wicomico County Sheriff's Office, Public Relations

Rec.: 10/25/2013 Appr.: 11/5/2013 RM Sch. #:C1232 MSA S1521-1305 Supersedes: None

Wicomico County Sheriff's Office, Quartermaster

Rec.: 10/25/2013 Appr.: 11/5/2013 RM Sch. #:C1234 MSA S1521-1306 Supersedes: None

Wicomico County Sheriff's Office, Taxi License Division

Rec.: 10/25/2013 Appr.: 11/5/2013 RM Sch. #:C1231 MSA S1521-1304 Supersedes: None

Wicomico County Sheriff's Office, Wicomico Bureau of Investigations / Child Advocacy Center

Rec.: 10/25/2013 Appr.: 11/5/2013 RM Sch. #:C1219 MSA S1521-1299 Supersedes: None

Summary of Maryland State Archives Records Retention Schedules

State agency schedules approved - 13

County agency schedules approved - 20

Municipal agency schedules approved - 2

Total number of schedules approved - 35

Images of all approved Maryland State Archives record retention schedules are available online at

http://msa.maryland.gov/msa/intromsa/html/record_mgmt/approved_schedule.html.

**Baltimore City Archives
Records Disposition Authorizations Approved
Since Hall of Records Commission Meeting
on 12/13/2013**

Baltimore City Department of Environmental Health, Healthy Homes, Foster Care

Approved 11/8/2013; Schedule Number 2033

Baltimore City Department of Environmental Health, Healthy Homes, Bed Bug Complaints and Inspections

Approved 11/8/2013; Schedule Number 2034

Baltimore City Mayor's Office, Headstart Program, Program Files (Ashland/St. Paul Community)

Approved 11/18/2013; Schedule Number 2036

Baltimore City Department of Housing and Community Development, Land Resources, Acquisition Files

Approved 3/13/2014; Schedule Number 2038

Baltimore City Department of Housing and Community Development, Land Resources, Disposition Files

Approved 3/14/2014; Schedule Number 2039

Baltimore City Department of Housing and Community Development, Land Resources, Relocation

Approved 3/14/2014; Schedule Number 2040

Baltimore City Department of Housing and Community Development, Land Resources, Legal Files

Approved 3/14/2014; Schedule Number 2041

Baltimore City Mayor's Office, Human Services, Baltimore City Head Start, Baltimore City Head Start Delegate files

Approved 4/11/2013; Schedule Number 2042

Summary of Baltimore City Archives Records Disposition Authorizations

Number of agencies having disposition authorizations approved - 3

Total number of disposition authorizations approved - 8