

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 6/14/2016**

**Anne Arundel Community College, Administrative Services**

Rec.: 4/28/2016 Appr.: 8/26/2016 RM Sch. #:2782 MSA S1468-3969 Supersedes: 1909, 1914, 1915

---

**Anne Arundel Community College, Admissions and Enrollment Development**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2787 MSA S1468-3963 Supersedes: 1918

---

**Anne Arundel Community College, Bookstore**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2789 MSA S1468-3964 Supersedes: 1916

---

**Anne Arundel Community College, Business Office**

Rec.: 4/28/2016 Appr.: 8/9/2016 RM Sch. #:2781 MSA S1468-3966 Supersedes: 1908, 1910, 1911

---

**Anne Arundel Community College, Continuing Education**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2784 MSA S1468-3960 Supersedes: 1927

---

**Anne Arundel Community College, Counseling, Advising, and Retention Services**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2786 MSA S1468-3962 Supersedes: 1919

---

**Anne Arundel Community College, Financial Aid Office**

Rec.: 4/28/2016 Appr.: 8/9/2016 RM Sch. #:2788 MSA S1468-3967 Supersedes: 1920

---

**Anne Arundel Community College, Human Resources**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2779 MSA S1468-3957 Supersedes: 1907, 2098

---

**Anne Arundel Community College, Institutional Advancement / Foundation**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2775 MSA S1468-3953 Supersedes: 1925

---

**Anne Arundel Community College, President's Office**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2774 MSA S1468-3952 Supersedes: 1902, 1903

---

**Anne Arundel Community College, Public Relations and Market**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2783 MSA S1468-3959 Supersedes: 1906

---

**Anne Arundel Community College, Public Safety and Police**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2785 MSA S1468-3961 Supersedes: 1912

---

**Anne Arundel Community College, Registrar / Records and Registration / Enrollment Services**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2780 MSA S1468-3958 Supersedes: 1932

---

**Anne Arundel Community College, Vice President for Learning**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2776 MSA S1468-3954 Supersedes: 1926, 1928

---

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 6/14/2016**

**Anne Arundel Community College, Vice President of Learner Support Services**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2778 MSA S1468-3956 Supersedes: 1905, 1913, 1917, 1921, 1922, 1923, 1924

---

**Anne Arundel Community College, Vice President of Learning Resources Management**

Rec.: 4/28/2016 Appr.: 6/28/2016 RM Sch. #:2777 MSA S1468-3955 Supersedes: 1904

---

**Anne Arundel County Department of Detention Facilities**

Rec.: 4/7/2016 Appr.: 6/16/2016 RM Sch. #:C1350 MSA S1521-1363 Supersedes: C1006

---

**Anne Arundel County Office of Administrative Hearings**

Rec.: 4/29/2016 Appr.: 8/9/2016 RM Sch. #:C1356 MSA S1521-1372 Supersedes: None

---

**Anne Arundel County Office of Budget**

Rec.: 5/13/2016 Appr.: 6/28/2016 RM Sch. #:C1360 MSA S1521-1367 Supersedes: C1003

---

**Anne Arundel County Police Department**

Rec.: 7/16/2014 Appr.: 7/25/2016 RM Sch. #:C1263 MSA S1521-1369 Supersedes: c1004, c1004A1

---

**Anne Arundel County Sheiff's Office**

Rec.: 4/13/2016 Appr.: 7/25/2016 RM Sch. #:c1355 MSA S1521-1371 Supersedes: None

---

**Baltimore County Department of Public Works, Survey Division**

Rec.: 8/24/2012 Appr.: 7/25/2016 RM Sch. #:C1195 MSA S1521-1368 Supersedes: None

---

**Board of Trustees for the Charles County Library**

Rec.: 5/5/2016 Appr.: 6/28/2016 RM Sch. #:C1359 MSA S1521-1366 Supersedes: None

---

**Calvert County Board of County Commissioners**

Rec.: 9/30/2015 Appr.: 9/16/2016 RM Sch. #:c1364 MSA S1521-1374 Supersedes: None

---

**Calvert County, Community Resources**

Rec.: 9/30/2015 Appr.: 6/8/2016 RM Sch. #:C1297 MSA S1521-1355 Supersedes: None

---

**Calvert County, Community Resources, Family Network**

Rec.: 9/30/2015 Appr.: 6/8/2016 RM Sch. #:C1299 MSA S1521-1356 Supersedes: None

---

**Calvert County, Community Resources, Office on Aging**

Rec.: 9/30/2015 Appr.: 9/16/2016 RM Sch. #:C1300 MSA S1521-1375 Supersedes: None

---

**Calvert County, Community Resources, Transportation Services**

Rec.: 9/30/2015 Appr.: 6/8/2016 RM Sch. #:C1301 MSA S1521-1357 Supersedes: None

---

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 6/14/2016**

**Calvert County, County Administrator**

Rec.: 9/30/2015 Appr.: 9/16/2016 RM Sch. #:C1302 MSA S1521-1376 Supersedes: None

---

**Calvert County, Personnel**

Rec.: 9/30/2015 Appr.: 6/16/2016 RM Sch. #:C1309 MSA S1521-1365 Supersedes: None

---

**Calvert County, Public Safety**

Rec.: 9/30/2015 Appr.: 6/16/2016 RM Sch. #:C1310 MSA S1521-1361 Supersedes: None

---

**Calvert County, Public Safety, 911 Communications Control Center**

Rec.: 9/30/2015 Appr.: 8/18/2016 RM Sch. #:C1312 MSA S1521-1373 Supersedes: None

---

**Calvert County, Public Safety, Fire Alarm Reduction Unit**

Rec.: 9/30/2015 Appr.: 6/9/2016 RM Sch. #:C1311 MSA S1521-1358 Supersedes: None

---

**County Commissioners for Calvert County, General Services**

Rec.: 9/30/2015 Appr.: 7/25/2016 RM Sch. #:C1308 MSA S1521-1370 Supersedes: None

---

**Department of Public Safety and Correctional Services (DPSCS), Office of the Secretary / Grants, Policy and Statistics**

Rec.: 7/15/2016 Appr.: 8/9/2016 RM Sch. #:2802 MSA S1468-3968 Supersedes: None

---

**Department of State Police**

Rec.: 3/12/2015 Appr.: 6/3/2016 RM Sch. #:1209-A-41 MSA S1468-3946 Supersedes: 1209-A-40

---

**Governor's Office of Crime Control and Prevention (GOCCP)**

Rec.: 5/20/2016 Appr.: 5/26/2016 RM Sch. #:2797 MSA S1468-3945 Supersedes: None

---

**Maryland 529 Board**

Rec.: 8/17/2016 Appr.: 9/12/2016 RM Sch. #:2322A10 MSA S1468-3970 Supersedes: None

---

**Maryland Department of Housing and Community Development, Office of the Secretary Human Resources**

Rec.: 7/8/2016 Appr.: 9/21/2016 RM Sch. #:2801 MSA S1468-3972 Supersedes: 1216

---

**Maryland Department of the Environment), Land Management Administration, Resource Management Program**

Rec.: 5/5/2016 Appr.: 6/28/2016 RM Sch. #:2792 MSA S1468-3965 Supersedes: None

---

**Maryland Department of the Environment, Land Management Administration, Lead Poisoning Prevention Program**

Rec.: 10/29/2015 Appr.: 5/24/2016 RM Sch. #:2742 MSA S1468-3941 Supersedes: 2504

---

**Maryland Department of the Environment, Land Management Administration, Mining Program**

Rec.: 10/29/2015 Appr.: 5/24/2016 RM Sch. #:2739 MSA S1468-3939 Supersedes: None

---

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 6/14/2016**

**Maryland Department of the Environment, Land Management Administration, Mining Program, Bureau of Mines**

Rec.: 10/29/2015 Appr.: 5/24/2016 RM Sch. #:2743 MSA S1468-3942 Supersedes: None

---

**Maryland Department of the Environment, Land Management Administration, Mining Program, Coal**

Rec.: 10/29/2015 Appr.: 5/24/2016 RM Sch. #:2744 MSA S1468-3944 Supersedes: None

---

**Maryland Department of the Environment, Land Management Administration, Technical Services and Operations Program, Freedom of Information Act (FOIA)**

Rec.: 10/29/2015 Appr.: 5/18/2016 RM Sch. #:2741 MSA S1468-3940 Supersedes: 2501

---

**Maryland Department of the Environment, Land Management Administration, Technical Services and Operations Program**

Rec.: 10/29/2015 Appr.: 5/24/2016 RM Sch. #:2733 MSA S1468-3938 Supersedes: 2467

---

**Maryland Department of the Environment, Science Services Administration (SSA), Director's Office**

Rec.: 2/8/2016 Appr.: 5/18/2016 RM Sch. #:2757 MSA S1468-3943 Supersedes: 2439

---

**Maryland Department of the Environment, Water Management Administration, Compliance Program**

Rec.: 4/24/2015 Appr.: 6/28/2016 RM Sch. #:2710 MSA S1468-3950 Supersedes: 2527, 2528, 2531

---

**Maryland Institute for Emergency Medical Services Systems**

Rec.: 5/20/2016 Appr.: 6/8/2016 RM Sch. #:2793 MSA S1468-3947 Supersedes: None

---

**Registers of Wills and Orphans' Courts**

Rec.: 9/28/2016 Appr.: 9/30/2016 RM Sch. #:2807 MSA S1468-3973 Supersedes: 2687

---

**St. Mary's County Department of Public Works and Transportation, Administration, Highways, Transportation, Building Services and Solid Waste and Recycling**

Rec.: 10/10/2014 Appr.: 6/16/2016 RM Sch. #:C1268 MSA S1521-1360 Supersedes: None

---

**St. Mary's County Government, Department of Land Use and Growth Management, Planning and Engineering Records**

Rec.: 6/3/2014 Appr.: 6/16/2016 RM Sch. #:C1261 MSA S1521-1364 Supersedes: None

---

**St. Mary's County Government, Department of Recreation and Parks**

Rec.: 2/22/2016 Appr.: 5/24/2016 RM Sch. #:C1341 MSA S1521-1353 Supersedes: None

---

**St. Mary's County Government, Finance**

Rec.: 2/1/2016 Appr.: 6/16/2016 RM Sch. #:C1337 MSA S1521-1362 Supersedes: None

---

**St. Mary's County Government, Finance, Administration**

Rec.: 2/1/2016 Appr.: 6/9/2016 RM Sch. #:C1338 MSA S1521-1359 Supersedes: None

---

**Maryland State Archives  
Records Retention Schedules Approved  
Since Hall of Records Commission Meeting  
on 6/14/2016**

**St. Mary's County Government, Finance, Procurement**

Rec.: 2/1/2016 Appr.: 5/26/2016 RM Sch. #:C1340 MSA S1521-1354 Supersedes: None

---

**St. Mary's County Government, Land Use and Growth Management, general administration records**

Rec.: 6/3/2014 Appr.: 5/24/2016 RM Sch. #:C1260 MSA S1521-1352 Supersedes: None

---

**State Highway Administration Office of Structures**

Rec.: 5/30/2016 Appr.: 6/16/2016 RM Sch. #:2799 MSA S1468-3949 Supersedes: 1819

---

**University of Maryland Dental School**

Rec.: 5/30/2016 Appr.: 6/16/2016 RM Sch. #:2798 MSA S1468-3948 Supersedes: 810

---

**Washington Suburban Sanitary Commission, Office of the CIO**

Rec.: 1/11/2016 Appr.: 9/9/2016 RM Sch. #:2669 MSA S1468-3971 Supersedes: None

---

**Baltimore City Archives  
Records Disposition Authorizations Approved  
Since Hall of Records Commission Meeting  
on 6/14/2016**

**Baltimore City Department of Public Works, Informal Conferences**  
Schedule Number 2080

---

**Baltimore City Department of Public Works, Adjustment Documents**  
Schedule Number 2081

---

**Retention Schedule Summary**

State agency schedules approved - 36  
County agency schedules approved - 26  
Municipal agency schedules approved - 0  
Total number of State Archives schedules approved - 62

Total number of Baltimore City Archives schedules approved - 2

Images of all approved State Archives schedules are available online at  
[http://msa.maryland.gov/msa/intromsa/html/record\\_mgmt/approved\\_schedule.html](http://msa.maryland.gov/msa/intromsa/html/record_mgmt/approved_schedule.html)