

REQUEST FOR RECORDS RETENTION SCHEDULE

SCHEDULE NO. 310

Hall of Records Commission

Submitted to the Records Management Division
Hall of Records Commission

PAGE NO. 1

1. Requesting Agency **MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

2. Division or Bureau of Requesting Agency **PLANNING DEPARTMENT - PRINCE GEORGES COUNTY**

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. BUILDING PERMIT APPLICATIONS

Size: 8 1/2" x 11"
Dates: 1927 - 1949
Quantity: 7 transfer files, (10.5 cubic feet)
File Arrangement: By name of applicant
Disposable Amount: 10.5 cubic feet

In addition to applications for erection of structures, this file includes applications for installation of oil burners, fuel tanks, and signs. The application shows the permit number, when granted, name and address of the owner, lot number, block and subdivision, the street name and number, the intended use of the building, the zone classification, estimated cost, the names of the contractor and building inspector, and the notation of approval or rejection. The building inspection functions were placed under the supervision of the Board of County Commissioners in 1953 and the file after 1949 has been transferred to the office of the Chief Building Inspector, appointed by the Board.

RECOMMENDATION: DESTROY ACCUMULATION THROUGH 1949.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Jesse F. Kirsholzer
Signature

Secretary - Treasurer
Title

9/18/57
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

10/10/57
Date

Morine S. Oudell
Archivist

[Signature]
Date Secretary

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2. BUILDING INSPECTION RECORD

Size: 5" x 8"
Dates: 1927 - 1949
Quantity: 6 transfer files, 1 carton
File Arrangement: Alphabetical by name
Disposable Amount: 5 cubic feet

The Building Inspection Record shows the name and address of the owner; the address of the proposed structure, sign, or oil burner; the permit number, lot number, block and subdivision, the date the application was approved, the date of final approval, and the signature of the Inspector. The building inspection functions were placed under the supervision of the Board of County Commissioners in 1953 and the file after 1949 has been transferred to the office of the Chief Building Inspector, appointed by the Board.

RECOMMENDATION: DESTROY ACCUMULATION THROUGH 1949.

3. STREET RENAMING AND RENUMBERING FILE

Size: 3" x 8 1/2"
Dates: 1927 - 1949
Quantity: 6 transfer files and 2 bundles
File Arrangement: By street name
Disposable Amount: 5 cubic feet

This file is a record of changes in street names and numbers as authorized by Chapter 153 of the Acts of 1937. The new and old street names and numbers are shown with the lot number, block, and name of the subdivision. The building inspection functions were placed under the supervision of the Board of County Commissioners in 1953 and the file after 1949 has been transferred to the office of the Chief Building Inspector, appointed by the Board.

RECOMMENDATION: DESTROY ACCUMULATION THROUGH 1949.

4. GENERAL CORRESPONDENCE

Size: 8 1/2" x 11"
Dates: 1931-1947
Quantity: 5 transfer files (7.5 cubic feet)
Disposable Amount: 7.5 cubic feet

This file is composed of correspondence regarding issuance of building permits and zoning and includes expired insurance policies, paid invoices, check books and deposit slips.

RECOMMENDATION: DESTROY ACCUMULATION THROUGH 1947.

APPROVED
HALL OF RECORDS COMMISSION

RECEIVED
HALL OF RECORDS COMMISSION
SECRETARY

[Signature]