



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-683

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

PEOPLES COUNCEL

ALL DIVISIONS

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p>GENERAL CORRESPONDENCE Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.</p>
2.	<p>UNOFFICIAL PERSONNEL FILES Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.</p>	<p>Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.</p>
3.	<p>LEAVE AND TIME SHEETS This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts).</p>	<p>Retain for one (1) year, then destroy.</p>
4.	<p>BUDGET RECORDS Annual Budget Submissions Monthly Budget Printouts Work Papers</p>	<p>Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

3/3/92 *Serald A. Turk*
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

[Signature] 3/5/92
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

2/26/92 *Phyllis Ole Friedman*
DATE SIGNATURE
Peoples Council

SCHEDULE APPROVED BY
STATE ARCHIVIST

6/1/92 *[Signature]*
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

C#683

PAGE NO.

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ITEM NO.	DESCRIPTION	RETENTION
5.	<p><u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods Received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders deposit slips, receipt books, etc.</p>	<p>Retain for three (3) years, then destroy. (Records not subject to audit.)</p>
6.	<p><u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)</p>	<p>Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.</p>
7.	<p><u>CLOSED ZONING CASE FILES</u> These files contain all relevant documents for cases in which the Peoples Council was involved. They are arranged alphabetically and are indexed by case number on Docket Cards and then alphabetically by name of petitioner for each fiscal year. They duplicate the Master ZXoning Petition Case File Retained by Planning and Zoning, but also include documentation of People's Council representation in the case.</p>	<p>Purge of all non-record material. Retain balance for four (4) years after appeals process is completed, then destroy.</p>
8.	<p><u>OPEN ZONING CASE FILES</u> These case files are pending hearing and/or decision by the Zoning Commissioner, County Board of Appeals or the Courts and are duplicated in those offices. They also include active cases involving environmental or equity issues. Files may contain but are not limited to decisions, correspondence, background information, copies of zoning petitions, site plans, exhibits, etc., which should be retained until final disposition of the cases. When a case is closed, it becomes "Closed Zoning Case File", item #7. They are arranged alphabetically and are indexed by case number on Docket Cards and then alphabetically by name of petitioner then status of case.</p>	<p>Retain open files until appeal process is completed or final decision made. Exhibits in recent County Board of Appeals cases are returned to Zoning Commissioner, and People's Counsel's file is then transferred to closed case files (item #7).</p>
9.	<p><u>DOCKET CARD FILE</u> This file serves as a quick, interoffice reference to cases involving the Peoples Council. It is arranged by case number on Docket cards and then alphabetically by name of the petitioner then status of the case. (Working paper -- Not record copies)</p>	<p>Destroy individual cards when no longer required.</p>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 9

1. DEPARTMENT/AGENCY
Office of Planning & Zoning

2. DIVISION
People's Counsel
for Baltimore County

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Administrative and General Correspondence

5. EARLIEST YEAR/LATEST YEAR
1989 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)
Subject

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY ^{never}

12. FILE BECOMES INACTIVE AFTER
1 NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Rm. 47 400 Washington Ave.
Old Courthouse
Towson, Md. 21204

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Planning Office

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Screen annually and destroy that material no longer needed for current business. Directives policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.

19. NAME AND TITLE OF PREPARER
Shirley M. Hess
Legal Assistant to P.C.

20. TELEPHONE NUMBER
887-2188

21. DATE
March 9, 1992

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 9

1. DEPARTMENT/AGENCY
Office of Planning &
Zoning

2. DIVISION
People's Counsel
for Baltimore County

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
UNOFFICIAL PERSONNEL FILES

5 EARLIEST YEAR/LATEST YEAR
1984 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
1
NUMBER

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY Never

12. FILE BECOMES INACTIVE AFTER
1
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Rm. 47 Old Courthouse
400 Washington Ave.
Towson, Md. 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO
File

18. RECOMMENDED RETENTION
Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two years after termination, then destroy.

9. NAME AND TITLE OF PREPARER
Shirley M. Hess
Legal Assistant P.C.

20. TELEPHONE NUMBER
887-2188

21. DATE
March 9, 1992

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Office of Planning & Zoning

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People's Counsel
for Baltimore County

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
LEAVE AND TIME SHEETS

5 EARLIEST YEAR/LATEST YEAR

1991 Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

This file contains office copies of employees annual leave and daily time recordings.

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Rm. 47 Old Courthouse
400 Washington Avenue
Towson, Md. 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

Planning + Zoning Admin. + Payroll

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

Date

18. RECOMMENDED RETENTION
Retain for one year, then destroy.

9. NAME AND TITLE OF PREPARER
Shirley M. Hess
Legal Assistant P.C.

20. TELEPHONE NUMBER
887-2188

21. DATE
March 9, 1992

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Office of Planning & Zoning

2. DIVISION
People's Counsel for Baltimore County

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
BUDGET RECORDS

5 EARLIEST YEAR/LATEST YEAR
1985 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Annual Budget Submissions
Monthly Budget printouts
Workpapers

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)
FY

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
rm 47 old Courthouse
400 Washington Ave
Fowson, Md. 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

Planning & Zoning - Admin. & Budget Office

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Retain annual submissions for five years, then, destroy. Retain all other papers for two years, then destroy.

9. NAME AND TITLE OF PREPARER
Shirley M. Hess
Legal Assistant P.C.

20. TELEPHONE NUMBER
887-2188

21. DATE
March 9, 1992

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Office of Planning & Zoning

2. DIVISION
People's Counsel for Baltimore County

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
GENERAL ACCOUNTING RECORDS

5 EARLIEST YEAR/LATEST YEAR
1985 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Files contain office copies of:

Goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
1
NUMBER

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL (S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
1
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Rm 47 0-2nd Courtthouse
400 Washington Ave.
Towson, Md. 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

Planning & Zoning Admin. & Finance

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Retain for three years, then destroy.
(Records not subject to audit)

9. NAME AND TITLE OF PREPARER
Shirley M. Hess
Legal Assistant to P.C.

20. TELEPHONE NUMBER
887-2188

21. DATE
March 9, 1992

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Office of Planning & Zoning, People's Counsel for Baltimore County

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Special Accounting Records

5 EARLIEST YEAR/LATEST YEAR

1991 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Audit Reports (internal or external, financial or program)

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- 1 / NUMBER

10. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- 1 / NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- MONTH(S) YEAR(S)
- NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Rm 47 Old Courthouse
400 Washington Ave.
Towson, Md. 21284

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)
- Planning Office

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO *File form title then date*

18. RECOMMENDED RETENTION

Retain one (1) copy permanently for eventual transfer to the Archives.

9. NAME AND TITLE OF PREPARER

Shirley M. Hess
Legal Assistant to PQ

20. TELEPHONE NUMBER

887-2188

21. DATE

March 9, 1992

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Planning & Zoning

People's Council - Balto Co.

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

5 EARLIEST YEAR/LATEST YEAR

FIXED ASSETS FILE

1990 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Fixed asset printouts (including vehicles)
IRA Forms (office copy)
Lost/stolen forms (office forms)
Surplus forms (office forms)
Transfer Forms (office forms)

7. RECORDS SERIES FORMAT(S)

LETTER SIZE MICROFILM

LEGAL SIZE COMPUTER TAPE

BOUND BOOK FLOPPY DISK

AUDIO TAPE VIDEO TAPE

OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

ALPHABETICAL

NUMERICAL

CHRONOLOGICAL

GEOGRAPHICAL

OTHER (SPECIFY)

9. VOLUME

FILE DRAWER(S)

MICROFILM REEL(S)

COMPUTER TAPE(S)

NUMBER OTHER (SPECIFY)

10. VOLUME

FILE DRAWER(S)

MICROFILM REEL (S)

COMPUTER TAPE(S)

NUMBER OTHER (SPECIFY)

11. FILE IS USED

DAILY

WEEKLY

MONTHLY

12. FILE BECOMES INACTIVE AFTER

1

MONTH(S)

YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Rm 47 old Courthouse
400 Washington Ave.
Towson, Md. 21284

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

YES NO (If Yes, Specify Agency or Office)

Fixed Assets Computerized Central Services

15. ACCESS RESTRICTIONS YES NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

YES NO

Date

18. RECOMMENDED RETENTION

Retain fixed asset Printouts for one year, then destroy.

Retain all other completed forms for three years, then destroy.

9. NAME AND TITLE OF PREPARER

Shirley Hess

20. TELEPHONE NUMBER

887-2188

21. DATE

March 9, 1992

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Office of Planning & Zoning, People's Counsel for Baltimore County

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

5 EARLIEST YEAR/LATEST YEAR

Closed Zoning Case Files (in which P.C. was involved)

1975 / 1991

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Zoning Cases
County Board of Appeals Cases
Circuit Court Cases
Ct. of Sp. Appeals & Ct. of Appeals

Files may contain but are not limited to decisions, correspondence, background information, copies of zoning petitions, site plans, exhibits, etc., to be retained for reference and possible future use in cases involving same property or zoning issues.

NOTE: People's Counsel also maintains files for cases involving environmental or equity issues.

7. RECORDS SERIES FORMAT(S)

8. RECORDS SERIES SEQUENCE

9. VOLUME - Alphabetical

LETTER SIZE MICROFILM

ALPHABETICAL

4 FILE DRAWER(S) (desk)

LEGAL SIZE COMPUTER TAPE

NUMERICAL

MICROFILM REEL(S)

BOUND BOOK FLOPPY DISK

CHRONOLOGICAL

45 COMPUTER TAPE(S)

AUDIO TAPE VIDEO TAPE

GEOGRAPHICAL

NUMBER OTHER(SPECIFY) (boxes)

OTHER (SPECIFY)

OTHER (SPECIFY)

10. VOLUME - Numerical

1 FILE DRAWER(S) (lateral)

MICROFILM REEL(S)

20 COMPUTER TAPE(S)

NUMBER OTHER(SPECIFY) (boxes)

11. FILE IS USED

DAILY WEEKLY MONTHLY

(X) WHEN PERTINENT TO A CURRENT CASE

12. FILE BECOMES INACTIVE AFTER

2 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

County Office Bldg.
3rd Floor, Rm. 304

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

YES NO (If Yes, Specify Agency or Office)

Zoning Commissioner's Office, OPZ, retains master zoning case files; Ckt. Ct. retains

15. ACCESS RESTRICTIONS YES NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS master appellate case files

NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

YES NO

Docket Cards: (1) Master Index by Case No. of all zoning cases for each fiscal year and (2) alphabetically by name of petitioner for each fiscal year (selected cases).

18. RECOMMENDED RETENTION

Retain for 10 years after appeals process completed, then microfilm. Retain microfilm permanently and send original papers to State Archives.

19. NAME AND TITLE OF PREPARER

Shirley M. Hess
Legal Assistant to P.C.

20. TELEPHONE NUMBER

887-2188

21. DATE

October 11, 1990

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Office of Planning & Zoning, People's Counsel for Baltimore County

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

Open Zoning Case Files (in which P.C. was involved)

1981 / 1991

5. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Zoning cases pending hearing and/or decision by Zoning Commissioner, County Board of Appeals or the Courts. Files may contain but are not limited to decisions, correspondence, background information, copies of zoning petitions, site plans, exhibits, etc., to be retained until final disposition of cases when they are then transferred to closed zoning case files.

NOTE: People's Counsel also maintains files for active cases involving environmental or equity issues.

7. RECORDS SERIES FORMAT(S)

8. RECORDS SERIES SEQUENCE

9. VOLUME - Alphabetical

LETTER SIZE MICROFILM

ALPHABETICAL

FILE DRAWER(S) (lateral)

LEGAL SIZE COMPUTER TAPE

NUMERICAL

MICROFILM REEL(S)

BOUND BOOK FLOPPY DISK

CHRONOLOGICAL

1
NUMBER COMPUTER TAPE(S)

AUDIO TAPE VIDEO TAPE

GEOGRAPHICAL

OTHER(SPECIFY)

10. VOLUME - Alphabetical

OTHER (SPECIFY)

OTHER (SPECIFY)

FILE DRAWER(S) (desk)

MICROFILM REEL(S)

4
NUMBER COMPUTER TAPE(S)

OTHER(SPECIFY)

11. FILE IS USED

DAILY WEEKLY MONTHLY
(X) WHENEVER FILE IS UPDATED

12. FILE BECOMES INACTIVE AFTER FINAL DISPOSITION.

MONTH(S) YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

County Office Bldg.
3rd Floor, Rm. 304

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

YES NO (If Yes, Specify Agency or Office)

Zoning Commissioner's Office, OPZ, retains master zoning case files; Ckt. Ct. retains

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS master appellate case files
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

YES NO

Docket Cards: (1) Master Index by Case No. of all zoning cases for each fiscal year and (2) alphabetically by name of petitioner by status of cases.

18. RECOMMENDED RETENTION

Retain in open files until appeal process is completed or final decision made. Exhibits in recent County Board of Appeals cases are returned to Zoning Commissioner, and People's Counsel's file is then transferred to closed case files.

9. NAME AND TITLE OF PREPARER
Shirley M. Hess
Legal Assistant to P.C.

20. TELEPHONE NUMBER
887-2188

21. DATE

October 11, 1990

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY Office of Planning & Zoning
2. DIVISION People's Council
3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE Docket Card File
5. EARLIEST YEAR/LATEST YEAR 19.5 TO Present

6. RECORD SERIES DISCRPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This file provides a quick, interoffice indexing system and reference to cases involving the People's Council. They are arranged by case number on Docket cards, then alphabetically by petitioner name. They also contain the current status of each case.

7. RECORDS SERIES FORMST(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY) card file

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER SPECIFY

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER SPECIFY
2
NUMBER

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REELS(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
.5
NUMBER

11. FILE US USED DAILY WEEKLY MONTHLY
12. FILES BECOME INACTIVE AFTER Date Closed: MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office
400 Washington Ave. Suite 03
14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s)
16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software)
 YES NO
Numeric, then alphabetic by petitioner's name.
18. RECOMMENDED RETENTION
Destroy individual cards when no longer required.

19. NAME AND TITLE OF PREPARER Shirley Hess, Legal Assistant
20. TELEPHONE NUMBER 887-2188
21. DATE March 24, 1992