

BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

Records Management Division

SCHEDULE NO.

C-683

PAGE NO.

1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

PEOPLES COUNCEL ALL DIVISIONS **AGENCY** DIVISION l'IEM DESCRIPTION RETENTION NO. GENERAL CORRESPONDENCE Screen annually and 1. destroy that material no Subject arrangement of original incoming letters, longer needed for current copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials business. related to the administration of the agency. 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. 2. UNOFFICIAL PERSONNEL FILES Screen annually and Files contain information on current employees. destroy that material no Files may contain but are not limited to copies of applications, annual reviews, reprimands and longer needed for current reference. Retain disciplinary actions, awards, doctor slips, accident remaining items for two reports, resumes, etc. (2) years after termination, then destroy. 3. LEAVE AND TIME SHEETS Retain for one (1) year, This file contains office copies of employees annual then destroy. leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts). Retain annual submissions 4. BUDGET RECORDS Annual Budget Submissions for five (5) years, then destroy. Retain all other Monthly Budget Printouts papers for two (2) years, Work Papers then destroy. SCHEDULE APPROVED BY SCHEDULE APPROVED BY RECORDS MANAGEMENT OFFICER COUNTY ADMINISTRATIVE OFFICER SCHEDULE APPROVED BY SCHEDULE APPROVED BY AGENCY, OR DIVISION REPRESENTATIVE STATE ARCHIVIST



RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.

PAGE NO.

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NO.	DESCRIPTION	RETENTION
5.	GENERAL ACCOUNTING RECORDS 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.	Retain for three (3) years, then destroy. (Records not subject to audit.)
6.	FIXED ASSET FILE Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
7.	CLOSED ZONING CASE FILES 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.	Purge of all non-record material. Retain balance for four (4) years after appeals process is completed, then destroy.
8.	OPEN ZONING CASE FILES 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.	completed or final decision made. Exhibits in recent County Board Of Appeals cases are returned to Zoning COmmissioner, and People's Counsel!s
9.	DOCKET CARD FILE 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)	Destroy individual cards when no longer required.

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEFARTMENT OF GE	MENT DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE DGS \$80-1)	7278 WATER P.O. BO JESSUP, MART	OX 275	PAGE 1 OF 9
1. DEFARTMENT/AGENCY Office of Planning &	2. DIVISION		3. UNIT
Zoning	People's (AND USED AS A UNIT FOR
	CE AS WELL AS RETE		
4. RECORD SERIES TITLE	•		B. EARLIEST YEAR/LATEST YEAR
Administrative and General Co			1989 TO Present
6. RECORD SERIES DESCRIPTION (IN	IMPLY DESCRIBE THE THE SERIES.	TYPES OF INFORM INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;
Subject arrangement of original reports, directives, policing agency.	ginal letters, co ies and other mat	pies of outgoing erials related to	letters, memoranda, studies, o the administration of the
		,	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME
D LETTER SIZE " MICROFILM	ALPHABET I		FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER D OTHER(SPECIFY)
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION File Drawer(S)
O OTHER (SPECIFY)	OTHER (SPE	IFY)	
	Subject		D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)
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DAILY DWEEKLY	- MONTHLY M	NUMBER W	MCNTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FI Rm. 47 400 Washington Bld Courthousel Towson, Md.	LOOR, ROOM) Live. 2/204	14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY LIGENCY OR OFFICE) DYES D NO Planning Office	
15. ACCESS RESTRICTIONS U YES		16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULA-	T10N(5)	NONE STATE STEEDERAL SINDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BELIEFLY AND DESCRIBE ANY HANDBARE/SOFTWARE) VES D NO		longer needed policies and o planning and p development of	y and destroy that material no for current business. Directive ther material related to the olicy that illustrate the the agency, retain permanently ransfer to the Archives.
10. NAME AND TITLE OF PREPARER Shirley M. Hess	20. TELEPHONE	UNEER	21. DATE
Legal Assisstant to P.C.	887-2	188	March 9,1992

DGS 550-4 (REVISED 2/37)

DETRUCTIONS TYPE OR PRINT A EPARATE FORM FOR EACH NEW OR EVISED RECORDS SERIES. FORWARD ITH 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	
DEPARTMENT/AGENCY Office of Planning & Zoning	2. DIVISION People's Cou for Baltimore	nsel County	3. UNIT	
EFINITION - RECORD SERIES A group of re			for reference as well as	
. RECORDS SERIES TITLE UNOFFICIAL PERSONNEL FILES			5 BARLIEST YEAR/LATEST YEAR 1984 Present	
. RECORDS SERIES DESCRIPTION (Briefly de Include t Files contain information on to copies of applications, a doctor slips, accident repor	he purpose or function of current employees, nnual reviews, rep	the series) . Files may co	ntain but are not limited	
RECORDS SERIES FORMAT(S) [4 LETTER SIZE [] NICROFILM	8. RECORDS SERIES S (L) ALPHABETICAL		9. VOLUME FILE DRAWER(S)	
[] LEGAL SIZE [] COMPUTER TAPE 	[] NUMERICAL CHRONOLOGICA	L	[] COMPUTER TAPE(S) HUMBER OTHER(SPECIFY)	
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)	[] GEOGRAPHICAL [] OTHER (SPECIFY)		[4] FILE DRAWER(S) [
1. FILE IS USED { DAILY WEEKLY	[] MONTHLY to Never	12. FILE BECOMES 1 NUMBER	INACTIVE AFTER [] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Rm. 47 Old Courthquae 400 Washington fre. 70wson, Ad. 21204		14. IS RECORDS SERIES DUPLICATED BLSEWHBRE?		
5. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRE [2] NONE [EMENTS STATE [] FEDERAL [] INDEPENDENT	
7. IS AN INDEX SYSTEM USED? (If yes, expectation and bardware/software) [4] YES [] NO	plain briefly and	no longer need	ly and destroy that material ded for current reference. ing items for two years after	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER			

DGS 550-4(REVISED 2/87)

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Instructions TYPE OR PRINT A SEPARATE FORM FOR BACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275		AGENCY RECORDS INVENTORY PAGE 3 OF 9
1. DEPARTMENT/AGENCY Office of Planning & Zoning	JESSUP, MARYLAN 2. DIVISION People's Con	unsel	3. UNIT
DEFINITION - RECORD SERIES A group of	for Baltimore (related records normally fi disposition purposes		for reference as well as
4. RECORDS SERIES TITLE LEAVE AND TIME SHEETS			5 BARLIEST YEAR/LATEST YEAR 1991 1 Present
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of infor the purpose or function of		found in the series.
This file contains office c	• -		daily time recordings.
7. RECORDS SERIES FORMAT(S)		CPATIENCE	-
LETTER SIZE [] MICROFILM	ALPHABETICA		
[LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		
[] BOUND BOOK [] FLOPPY DISK	CHRONOLOGIC		10. VOLUME
() AUDIO TAPE () VIDEO TAPE () OTHER (SPECIFY)	{ GEOGRAPHICA [] OTHER (SPEC		FILE DRAWER(S)
11.FILE IS USED [] DAILY [] WEEKLY	[] NONTHLY	12. FILE BECOMES NUMBER	INACTIVE AFTER [] MONTH(S) [] YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, R Rm. 47 Old Courts 400 Washington Aven Towser, Md-212	u	YES [] NO	RIES DUPLICATED ELSEWHERE? (If Yes, specify Agency or Office) Foring Admin. + Payroll
15. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(16. AUDIT REQUIRE	MENTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, describe any hardware/software) [4] YES [] NO	explain briefly and	18. ŘECONMENDĚD R Retain for on	ETENTION Le year, then destroy.
	1	1	
9. NAME AND TITLE OF PREPARER Shirley M. Hess	20. TELEPHONE NUMBER	148	21. DATE
Legal Assistant P.G. DGS 550-4(REVISED 2/87)	. 88 /- 2	~	March 9,1992

t e	£7		
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD THE RECORDS RETENTION SCHEDULE			PAGE 4 OF 9
1. DBPARTHENT/AGENCY Office of Planning & Zoning	2. DIVISION People's Coun Baltimore Co	; sel for unty	3. UNIT
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE BUDGET RECORDS			5 BARLIBST YBAR/LATEST YBAR 1985 Present
6. RECORDS SERIES DESCRIPTION (Briefly of	lescribe the types of infor	mation/documents/forms	found in the series.
Annual Budget Sudmissions Monthly Budget printouts Workpapers			
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] NUMERICAL		-
(L' LEGAL SIZE (COMPUTER TAPE			[] COMPUTER TAPE(S) [] NUMBER [] OTHER(SPECIFY)
[] BOUND BOOK [] PLOPPY DISK	[] CHRONOLOGIC		10. VOLUME
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)	[] GEOGRAPHICA		
	i	<u> </u>	·
11.FILE IS USED [] DAILY [] WEEKLY	HONTHLY	12. FILE BECOMES NUMBER	INACTIVE AFTER [] MONTH(S) [] YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Rm 47 old Courthouse 400 bashin cton free 400 sashin aton free		14. IS RECORDS SERIES DUPLICATED BLSEWHERE? [4] TES [] NO (If Yes, Specify Agency or Office) Planning + Foring - Admin. + Budget Office)	
15. ACCESS RESTRICTIONS [] YES P NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRE	NENTS STATE (1 PEDERAL 1) INDEPENDENT
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		then, destroy	submissions for five years, Retain all other papers, then destroy
9. NAME AND TITLE OF PREPARER Shirley M. Hess Legal Assistant P.C.	20. TELEPHONE NUMBER 887-2	i	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		PAGE 5 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		· · · · · · · · · · · · · · · ·	for reference as well as	
4. RECORDS SERIES TITLE GENERAL ACCOUNTING RECORDS			5 BARLIBST YEAR/LATEST YEAR 19.85 Present	
6. RECORDS SERIES DESCRIPTION (Briefly	describe the types of infor the purpose or function of		found in the series.	
Files contain office copies Goods received memoranda, bi cash vouchers, mileage repo orders, deposit slips, rece	lling invoices, exp rts, direct payment			
7. RECORDS SERIES FORMAT(S)	8. RECORDS SERIES ALPHABETICAL NUMBERICAL		9. VOLUME	
() BOUND BOOK [) PLOPPY DISK () AUDIO TAPE () VIDEO TAPE () OTHER (SPECIFY)	[] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		10. VOLUME FILE DRAWER(S)	
11.FILE IS USED [] WEEKLY	H MONTHLY	12. FILE BECOMES NUMBER	INACTIVE AFTER [] MONTH(S) [] MONTH(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Am 47 Olel Courthouse 400 Washington Ne. 400 Washington Ne. 15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		14. IS RECORDS SERIES DUPLICATED ELSEWHERE? YES NO (If Yes, Specify Agency or Office) Planning + Doning Idmin. + funance 16. AUDIT REQUIREMENTS NONE STATE FEDERAL INDEPENDENT		
		18. RECONNENDED R		
9. NAME AND TITLE OF PREPARER Shirley M. Hess Legal Assistant to P.	20. TELEPHONE NUMBER	2188	21. DATE	
DGS 550-4(REVISED 2/87)	-1 		March 9,1992	

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nstructions TYPE OR PRINT A EPARATE FORM FOR EACH NEW OR EVISED RECORDS SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL RECORDS MANAGEMENT 7275 WATERLOO P.O. BOX 275 JESSUP, MARYLANI	DIVISION - ROAD 5	AGENCY RECORDS INVENTORY PAGE OF 9	
. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Office of Planning & Z	oning, People's (Counsel for B	altimore County	
BFINITION - RECORD SERIES A group of r				
. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR	
Special Accounting Recor	:ds		1991 1 Present	
. RECORDS SERIES DESCRIPTION (Briefly disclude	describe the types of inform the purpose or function of		found in the series.	
Audit Reports (internal	or external, financ	ial or program)		
. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL [] NUMERICAL		9. VOLUME FILE DRAWER(S)	
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[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICA	L	NUMBER OTHER(SPECIFY)	
[] AUDIO TAPE [] VIDEO TAPE	 GEOGRAPHICAL		10. VOLUME FILE DRAWER(S)	
() OTHER (SPECIFY)	GEOGRAPHICAL 		[] MICROFILM REEL (S) [] COMPUTER TAPE(S) [] NUMBER [] OTHER(SPECIFY)	
1.FILE IS USED	'			
[] DAILY [] WEEKLY	HONTELY	12. FILE BECOMES I	[] MONTH(S) [] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO Rm 47 Old Court 400 Washington A	ON) house l	NUMBER 14. IS RECORDS SER [4] YES [] NO	· · · · · · · · · · · · · · · · · · ·	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	011) Touse lee. 1204	NUMBER 14. IS RECORDS SER [i] YES [] NO Cann 16. AUDIT REQUIREM	(I MONTH(S) [] YEAR(S) LIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office) ing Office	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO Rm 47 Old Court 400 Washington A Towson, Md. 2 15. ACCESS RESTRICTIONS [] YES [] (If yes, cite law(s) & regulation(s) 17. IS AN INDEX SYSTEM USED? (If yes, e)	011) touse live. 1204	NUMBER 14. IS RECORDS SER [1] YES [] NO CANNOT REQUIREM NONE [] 18. RECOMMENDED RE	[] MONTH(S) [] TEAR(S) RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office) LOG Office ENTS STATE [] FEDERAL [] INDEPENDENT TENTION TO SOPY permanently for eventual	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROUR HT Old Court 400 Washington A Towson, Md. 2 15. ACCESS RESTRICTIONS [] YES 1] (If yes, cite law(s) & regulation(s) 17. IS AN INDEX SYSTEM USED? (If yes, endescribe any bardware/software) 18. [] NO File for	ON) TOUSE LYC. 1204 NO xplain briefly and	NUMBER 14. IS RECORDS SER [i] YES [] NO Claum 16. AUDIT REQUIREM HOME [] 18. RECOMMENDED RE Retain one (1)	(MONTH(S) TEAR(S) RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office) LENTS STATE FEDERAL INDEPENDENT TENTION Copy permanently for eventual the Archives.	

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Instructions Type or Print A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD HITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 6 OF 7	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Planning & Zoning	People's Coun	cel - Balto C	· · · · · · · · · · · · · · · · · · ·	
DEFINITION - RECORD SERIES A group of retention and	related records normally fil disposition purposes	led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR	
FIXED ASSETS FILE			1990 1 Present	
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of informulation the purpose or function of		found in the series.	
Fixed asset printouts (inc IRA Forms (office copy) Lost/stolen forms (office Surplus forms (office forms Transfer Forms (office form	forms)			
7. RECORDS SERIES FORMAT(S) [1] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES [] ALPHABETICAL [] NUMERICAL	-		
[] BOUND BOOK [] FLOPPY DISK	CHRONOLOGICA	AL	NUMBER [] OTHER(SPECIFY)	
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICA	L		
[] OTHER (SPECIFY)	GEOGRAPHICAL		[] MICROFILM REBL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)	
11.FILE IS USED [] DAILY [] WEEKLY	MONTHLY	12. FILE BECOMES NUMBER	INACTIVE AFTER [] MONTH(S) [] YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO Rm 47 old Courted you Washington for Towdon, M. 21:	use.		RIES DUPLICATED BLSBWHBRE? (If Yes, Specify Agency of Office), atta Corporation Dentral Service	
15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		16. AUDIT REQUIRE { NONE {	, n	
		then destroy	asset Printout for one year, ther completed forms for three	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Shirley Hess	! 887-21	88	March 9, 1992	

DGS 550-4(REVISED 2/87)

Instructions TYPE OR PRINT A SEPARATE FORM FOR BACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	7275 WATERLO P.O. BOX 2 JESSUP, MARYLA	O ROAD	PAGE OF OF
OSPARTMENT/AGENCY	2. DIVISION		3. UNIT
Office of Planning & Zoni	ng, People's Counse	l for Baltimore	County
DEFINITION - RECORD SERIES A group of a retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR
Closed Zoning Case Files	(in which P.C. was	involved)	1975 / 1991
6. RECORDS SERIES DESCRIPTION (Briefly o		mation/documents/forms	found in the series.
Zoning Cases County Board of Apprint Court Cases Ct. of Sp. Appeals NOTE: People's Counsel at files for cases in onmental or equity	peals Cases s & Ct. of Appeals lso maintains volving envir-	decisions, corre information, cop site plans, exhi for reference an	n but are not limited to spondence, background ies of zoning petitions, bits, etc., to be retained do possible future use in same property or zoning
7. RECORDS SERIES FORMAT(S) [4] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE		9. VOLUME - Alphabetical 4 { FILE DRAWER(S) (desk) MICROFILH REEL(S)
(4 LEGAL SIZE [] CONPUTER TAPE	NUMERICAL		45 (COMPUTER TAPE(S) NUMBER MOTHER(SPECIFY) (boxes)
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGIC	XL	
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICA	L C	10. VOLUME - Numerical 1 K FILE DRAWER(S) (lateral)
[] OTHER (SPECIFY)	() OTHER (SPECIFY)		[] MICROFILM REEL (S) 20 [] COMPUTER TAPE(S) HUNDER K] OTHER(SPECIFY) (boxes)
11.FILE IS USED (X) DAILY (X) WHEN PERTINENT TO A (M MONTHLY CURRENT CASE	12. FILE BECOMES I HUNBER	HACTIVE AFTER [] MONTH(S) [] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) County Office Bldg. 3rd Floor, Rm. 304		14. IS RECORDS SERIES DUPLICATED BLSEWHERE? K YES [] NO (If Yes, Specify Agency or Office) Zoning Commissioner's Office, OPZ, retains master zoning case files; Ckt. Ct. retains	
15. ACCESS RESTRICTIONS [] TES [3] ? (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREM	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any bardware/software) [M. 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).		completed, th permanently a State Archive	10 years after appeals process en microfilm. Retain microfilm nd send original papers to
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE
Shirley M. Hess Legal Assistant to P.C.	887-2188		October 11, 1990
DGS 550-4(REVISED 2/87)			

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY 32
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE			PAGE g OF a
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Office of Planning & Zoning,	People's Counsel	for Baltimore Co	unty
DEFINITION - RECORD SERIES A group of retention and	elated records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE Open Zoning Case Files (in	which P.C. was in	volved)	5 EARLIEST YEAR/LATEST YEAR 1981 / 1991
5. RECORDS SERIES DESCRIPTION (Briefly described and Description and Descripti	escribe the types of infor the purpose or function of hearing and/or de- urts. Files may c- information, copi- ined until final d	mation/documents/forms the series) cision by Zoning ontain but are n es of zoning pet	Commissioner, County ot limited to decisions, itions, site plans,
· · · · · · · · · · · · · · · · · · ·	ng case files. sel also maintains or equity issues.	files for activ	e cases involving
7. RECORDS SERIES FORMAT(S) {法 LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE MALPHABETICAL		9. VOLUME - Alphabetical M FILE DRAWER(S) (lateral)
[* LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		1 [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
[] BOURD BOOK [] PLOPPY DISK	[] CHRONOLOGIC	AL	Í
[] AUDIO TAPE [] VIDEO TAPE [] OTHER (SPECIFY)	[] GEOGRAPHICAL [] OTHER (SPECIFY)		10. VOLUME - Alphabetical [X] FILE DRAWER(S) (desk) [] MICROFILM REEL (S) 4 [] COMPUTER TAPE(S) HUNDER [] OTHER(SPECIFY)
11. FILE IS USED M DAILY M WEEKLY (X) WHENEVER FILE IS UPDA	X) MONTRLY TED	12. FILE BECOMES I	HACTIVE AFTER FINAL DISPOSITION. [] MONTH(S) [] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) County Office Bldg. 3rd Floor, Rm. 304		N YES [] NO	IBS DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office) missioner's Office, OPZ, retains g case files: Ckt. Ct. retains
15. ACCESS RESTRICTIONS [] YES [M NO (If yes, cite law(s) & regulation(s)		15. AUDIT REQUIREM	. 11
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] 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.		is completed Exhibits in cases are re and People's	open files until appeal process or final decision made. recent County Board of Appeals turned to Zoning Commissioner, Counsel's file is then trans-
9. NAME AND TITLE OF PREPARER Shirley M. Hess	20. TELEPHONE NUMBER	rerred to cl	osed case files.
Legal Assistant to P.C.	887-2188		October I1, 1990
DGS 550-4(REVISED 2/87)			

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