



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.
C-679A-1

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Community Development

Livability Enforcement Section

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
9.	<p>THIS IS AN AMMENDMENT TO SCHEDULE #C-679, ITEM #9, FOR THE LIVIABILITY ENFORCEMENT DIVISION OF COMMUNITY DEVELOPMENT</p> <p>CASE HISTORY FILES (Complaints) These files contain, but are not limited to initial documentation of complaints, Inspection Reports, and any related correspondence. They document each case from initiation of complaint through solution and disposition (closing).</p>	<p>Retain for five (5) years from date closed (resolved), then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

3/24/92 *Donald A. Tumb*
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

3/30/92 *Murray EK*
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

3/20/92 *Frank R. Smith*
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

5/20/92 *Edward [Signature]*
DATE SIGNATURE

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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1. DEPARTMENT/AGENCY **Community Development**
2. DIVISION **Livability Code Enforcement**
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 **Case History Files**
5. EARLIEST YEAR/LATEST YEAR **1988 TO Present**

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

Complaints
Inspection Reports
Related correspondence

The purpose is to document the case from complaint to solution and disposition

7. RECORDS SERIES FORMST(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
3
NUMBER

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

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)
1 Investment Place, Ste 808, 8th Floor, Investment Bldg.
14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s)) **Records Mgmt Policy Livability Enforcement Policy Manual/Wayne Flora (4032)**
16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software)
 YES NO **IBM DataBase for partial records Livability complaints, names/addresses and dates**
18. RECOMMENDED RETENTION
Retain for 5 years after date closed, (case resolved) then destroy.

19. NAME AND TITLE OF PREPARER **Barbara Joyner, Admin., Asst.**
20. TELEPHONE NUMBER **887-3317**
21. DATE **March 4, 1992**