	RECORDS RETENTION AND DISPOSAL SCHEDULE	**SCHEDULE NO.** C-688
		PAGE NO. 1 of 2

Howard County

AGENCY Dept. of Planning & Zoning **DIVISION** Zoning Admin.

ITEM NO.	DESCRIPTION	RETENTION
1.	GENERAL ADMINISTRATIVE CORRESPONDENCE Contents: Letters, reports, memorandums, newsletters and miscellaneous materials which reflect normal office operations	Screen annually. Destroy material no longer needed.
2.	ADMINISTRATIVE ADJUSTMENT FILES Date: Files date back to 1976 Contents: a. Application; b. Property Plat; c. Certification of Posting of Property; d. Correspondence; e. Director's Decision	Retain original files for 7 years. Thereafter, microfilm application and Director's decision. Upon validation of microfilm, destroy paper record. Retain microfilm permanently; transfer periodically to State Archives.
3.	ZONING VIOLATION FILES Date: Files date back to 1949 Contents: a. Zoning Violation Origination Form; b. Inspection Reports; c. Photographs; d. Telephone Notes; e. Correspondence; f. Zoning Violation Notice; g. Cease and Desist Orders; h. Court Decision	Retain original files for 7 years. Thereafter, microfilm violation notice. Upon validation of microfilm, destroy paper record. Retain microfilm permanently; transfer periodically to State Archives
4.	ZONING MAP AND REGULATION AMENDMENT FILES Date: Files date back to 1948 Contents : a. Petition of proposed amendment;	Retain original files for 7 years. Thereafter, microfilm entire file. Upon validation of microfilm, destroy paper record. Retain microfilm permanently;

SCHEDULE APPROVED BY RECORDS MANAGEMENT OFFICER 4/28/92 [signature] DATE SIGNATURE	**SCHEDULE APPROVED BY STATE ARCHIVIST** 6/1/92 [signature] DATE SIGNATURE
SCHEDULE APPROVED BY AGENCY, OR DIVISION REPRESENTATIVE 4/23/92 [signature] DATE SIGNATURE	

CS - 90-588

FORM RM 1A
REV. 2/75

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. C-688

Item No.	Description	Retention
	ZONING MAP AND REGULATION AMENDMENT FILES (continued) Contents: (continued) b. Property Plat; c. Planning Board Recommendation & Staff Report; d. Affidavit by Petitioner; e. Certification of Notice Posting of Property; g. Correspondence; h. Exhibits; i. Resolution and/or Decision and Order	transfer periodically to State Archives.
5.	BOARD OF APPEALS DEPARTMENTAL APPEALS Date: Files date back to 1970 Contents: a. Petition of proposed appeal; b. Property Plat; c. Department Affect - Staff Report or Comments; d. Affidavit by Petitioner; e. Certification of Notice of Hearing and Posting of Property; f. Correspondence; g. Exhibits; h. Resolution and/or Decision and Order.	Retain original files for 7 years. Thereafter, microfilm entire file. Upon validation of microfilm, destroy paper record. Retain microfilm permanently; transfer periodically to State Archives.
6.	BOARD OF APPEALS SPECIAL EXCEPTION, VARIANCE AND NON CONFORMING USES Date: Files date back to 1948 Contents: a. Petition; b. Property Plat; c. Planning Board Recommendation & Staff Report; d. Affidavit by Petitioner; e. Certification of Hearing & Posting of Property; f. Correspondence; g. Exhibits; h. Resolution and/or Decision and Order.	Retain original files for 7 years. Thereafter, microfilm entire file. Upon validation of microfilm, destroy paper record. Retain microfilm permanently; transfer periodically to State Archives.
7.	BOARD OF APPEALS SIGN REQUESTS Date: Files date back to 1973. Contents: a. Petition of Proposed Request; b. Property Plat; c. DPW Staff Report; d. Affidavit by Petitioners; e. Certification of Notice of Hearing and Posting of Property; f. Correspondence; g. Exhibits; h. Resolution and/or Decision and Order.	Retain original files for 7 years. Thereafter, microfilm Decision and Order. Upon validation of microfilm, destroy paper record. Retain microfilm permanently; transfer periodically to State Archives.

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 7
1. DEPARTMENT/AGENCY DPZ/DZA&E	2. DIVISION Zoning Admin. & Enforcement	3. UNIT n/a

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	5. EARLIEST YEAR/LATEST YEAR
General Correspondence Files	1981 TO current

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

a. Copy of all our office's correspondence (pinks)
b. All zoning inquiries received from the public with the office's response.
c. Accounting forms (purchase orders, employee expenses; store requisitions, etc)
d. Interoffice correspondence
e. Office Procedures
f. Other - letters, reports, memorandums, newsletters and miscellaneous materials which reflect normal office operations.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☒ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ☒ NUMERICAL ☒ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) 8 NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION ☒ FILE DRAWER(S) 1-1/2 NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☒ DAILY ☐ WEEKLY ☐ MONTHLY	5 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) George Howard	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ 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 ANY HARDWARE/SOFTWARE) ☐ YES ☒ NO	18. RECOMMENDED RETENTION Screen annually. Destroy material no longer needed.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Marsha McLaughlin File Retention Officer	(410) 313-2350	3/6/92

DGS 550-4 (REVISED 2/87)

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 2 OF 7
1. DEPARTMENT/AGENCY DPZ/DZA&E	2. DIVISION Zoning Admin. & Enforcement	3. UNIT n/a

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 Adjustment Files	5. EARLIEST YEAR/LATEST YEAR 1976 TO current

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

a. Application
b. Property Plat
c. Certification of Posting of Property
d. Correspondence
e. Director's Decision

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ☒ NUMERICAL ☒ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 8 NUMBER
		10. ANNUAL ACCUMULATION ☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 1-1/2 NUMBER

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☒ DAILY ☐ WEEKLY ☐ MONTHLY	7 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) George Howard	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☒ NO
15. ACCESS RESTRICTIONS ☐ YES ☒ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS After 7 years, ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO	18. RECOMMENDED RETENTION After 7 years, microfilm specified items. Validate microfilm and retain permanently with periodic transfer to State Archives Destroy paper.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Marsha McLaughlin File Retention Officer	(410) 313-2350	3/6/92

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 3 OF 7
1. DEPARTMENT/AGENCY DPZ/DZA&E	2. DIVISION Zoning Admin. & Enforcement	3. UNIT n/a

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	5. EARLIEST YEAR/LATEST YEAR
Zoning Violation Files	1949 TO current

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

a. Zoning Violation Origination Form
b. Inspection Reports
c. Photographs
d. Telephone Notes
e. Correspondence
f. Zoning Violation Notice
g. Cease and Desist Order
h. Court Decision

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☒ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ☒ NUMERICAL ☒ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) 8 NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION ☒ FILE DRAWER(S) 1-1/2 NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☒ DAILY ☐ WEEKLY ☐ MONTHLY	7 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) George Howard	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ 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 ANY HARDWARE/SOFTWARE) ☐ YES ☒ NO	18. RECOMMENDED RETENTION After 7 years, microfilm specified items. Validate microfilm and retain permanently with periodic transfer to State Archives. Destroy paper.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Marsha McLaughlin File Retention Officer	(410) 313-2350	3/6/92

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 4 OF 7
1. DEPARTMENT/AGENCY DPZ/DZA&E	2. DIVISION DZA&E	3. UNIT n/a

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	5. EARLIEST YEAR/LATEST YEAR
Zoning Map and Regulation Amendment Files	1948 TO current

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

a. Petition of Proposed amendment
b. Property Plat
c. Planning Board Recommendation & Staff Report
d. Affidavit by Petitioner
e. Certification of Notice of Hearing
f. Certification of Posting of Property
g. Correspondence
h. Exhibits
i. Resolution and/or Decisions & Orders

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☒ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ☒ NUMERICAL ☒ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	8 NUMBER ☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 1-1/2 NUMBER ☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☒ DAILY ☐ WEEKLY ☐ MONTHLY	7 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) George Howard Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ 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 ANY HARDWARE/SOFTWARE) ☐ YES ☒ NO	18. RECOMMENDED RETENTION After 7 years, microfilm specified items. Validate microfilm & retain permanently with periodic transfer to State Archives. Destroy paper.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Marsha McLaughlin File Retention Officer	(410) 313-2350	3/6/92

DGS 850-4 (REVISED 2/87)

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 5 OF 7
1. DEPARTMENT/AGENCY DPZ/DZA&E	2. DIVISION Zoning Admin. and Enforcement	3. UNIT n/a

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	5. EARLIEST YEAR/LATEST YEAR
Board of Appeals - Departmental Appeals	1970 TO current

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

a. Petition of proposed appeal
b. Property Plat
c. Department Affect - Staff Report or Comments
d. Affidavit by Petitioner
e. Certification of Notice of Posting & Posting of Property
f. Correspondence
g. Exhibits
h. Resolution and/or Decision & Order

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
[X] LETTER SIZE [ ] MICROFILM [ ] LEGAL SIZE [ ] COMPUTER TAPE [ ] BOUND BOOK [ ] FLOPPY DISK [ ] AUDIO TAPE [ ] VIDEO TAPE [ ] OTHER(SPECIFY)	[ ] ALPHABETICAL [X] NUMERICAL [X] CHRONOLOGICAL [ ] GEOGRAPHICAL [ ] OTHER(SPECIFY)	8 NUMBER [X] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 1-1/2 NUMBER [X] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
[X] DAILY [ ] WEEKLY [ ] MONTHLY	7 NUMBER [ ] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) George Howard Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [ ] YES [X] NO
15. ACCESS RESTRICTIONS [ ] YES [X] NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS [X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) [ ] YES [X] NO	18. RECOMMENDED RETENTION After 7 years, microfilm specified items. Validate microfilm and retain permanently with periodic transfer to State Archives

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Marsha McLaughlin File Rentention Officer	(410) 313-2350	3/6/92

DGS 550-4 (REVISED 2/87)

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 278 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 6 OF 7
1. DEPARTMENT/AGENCY DPZ/DZA&E	2. DIVISION Zoning Admin. & Enforcement	3. UNIT n/a

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	5. EARLIEST YEAR/LATEST YEAR
Board of Appeals - Special Exception, Variance & Non-conforming Uses	1948 TO current

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

a. Petition
b. Property Plat
c. Planning Board Recommendation and Staff Report
d. Affidavit by Petitioner
e. Certification of Notice of Hearing & Posting of Property of Property
f. Correspondence
g. Exhibit
h. Resolution and/or Decision and Order

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
[X] LETTER SIZE [ ] MICROFILM [ ] LEGAL SIZE [ ] COMPUTER TAPE [ ] BOUND BOOK [ ] FLOPPY DISK [ ] AUDIO TAPE [ ] VIDEO TAPE [ ] OTHER(SPECIFY)	[ ] ALPHABETICAL [X] NUMERICAL [X] CHRONOLOGICAL [ ] GEOGRAPHICAL [ ] OTHER(SPECIFY)	8 NUMBER [X] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 2 NUMBER [X] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
[X] DAILY [ ] WEEKLY [ ] MONTHLY	7 NUMBER [ ] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) George Howard Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [ ] YES [X] NO
15. ACCESS RESTRICTIONS [ ] YES [X] NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS [X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) [ ] YES [X] NO	18. RECOMMENDED RETENTION After 7 years, microfilm specified items, Validate microfilm and retain permanently with periodic transfer to State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Marsha McLaughlin File Retention Officer	(410) 313-2350	3/6/92

DGS 550-4 (REVISED 2/87)

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 7 OF 7
1. DEPARTMENT/AGENCY DPZ/DZA&E	2. DIVISION Zoning Admin. & Enforcement	3. UNIT n/a

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	5. EARLIEST YEAR/LATEST YEAR
Board of Appeals - Sign Requests	1973 TO current

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

a. Petition of Proposed Request
b. Property Plat
c. DPW Staff Report
d. Affidavit by Petitioners
e. Certification of Notice of Hearing & Posting of Property
f. Correspondence
g. Exhibits
h. Resolution and/or Decision & Order

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☒ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ☒ NUMERICAL ☒ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	8 NUMBER ☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 1/3 NUMBER ☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☒ DAILY ☐ WEEKLY ☐ MONTHLY	7 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) George Howard Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ 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 ANY HARDWARE/SOFTWARE) ☐ YES ☒ NO	18. RECOMMENDED RETENTION After 7 years, microfilm specified items. Validate microfilm & retain permanently with periodic transfer to State Archives

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Marsha McLaughlin File Retention Officer	(410) 313-2350	3/6/92

DGS 550-4 (REVISED 2/87)