



RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO.

C-689

PAGE NO.

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Office of Planning & Zoning Howard County

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
<u>DIRECTOR'S OFFICE</u>		
1	<u>Planning Board:</u> Minutes - Books 1951 to present Tapes Agendas and sign-in sheets	Retain permanently. * Retain permanently. * Retain for five (5) years, then destroy.
2	<u>Budgets:</u> Operating Capital	Retain for five (5) years, then destroy.
3	<u>Administrative:</u> 1.1 thru 3.82 Budget Purchasing Co Vehicle Drafting & Graphics Personnel	Retain for five (5) years, then destroy.
4	<u>General Plan:</u> 4.1 thru 4.9 Guidelines Population General Plan Elements Community Programs/Renewal Projects House Numbering Consultants	Screen file after five (5) yr: Material related to planning and policy that illustrate the development of the County, retain permanently for eventual transfer to the Archives. Destroy remainder.
5	<u>Subdivision:</u> 5.1 General Correspondence 5.8 New Town 5.2 thru 5.9 Processing, review, task force, impact fees, fee schedule mobile home parks, pathways and open space Commission	Retain for ten (10) years, then destroy. Retain for (5) years, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

4/22/92 [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

*File retained permanently may be transferred periodically to State Archives



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Office of Planning & Zoning

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
10	<u>Federal/State Agencies:</u>	
10.1 thru 10.218	Federal Governments Correspondence State of MD. General Correspondence	Retain for three (3) years, then destroy.
10.22 thru 10.226	Dept. of Transportation Corr.	Retain for ten (10) years, then destroy.
10.23 thru 10.29	Dept. of Health & Mental Hygiene Correspondence Dept. of Public Safety & Correctional Services Correspondence Dept. of Natural Resources Corr. Other State Agencies Correspondence Dept. of Agriculture Correspondence Dept. of Gen. Services Corr. Dept. Economic and Community Development Correspondence	Retain for three (3) years, then destroy.
11	<u>Metropolitan Organizations:</u>	
10.31 thru 10.34	Regional Planning Council Corr. Greater Balto. Comm. Correspondence Balto. Metro. Area Study Comm. Corr. Metro. Transit Authority Corr.	Retain for three (3) years, then destroy.
12	<u>Central Maryland Agencies:</u>	
10.35 thru 10.3537	General Correspondence & Reports	Retain for three (3) years then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

SCHEDULE APPROVED BY
STATE ARCHIVIST

DATE

SIGNATURE

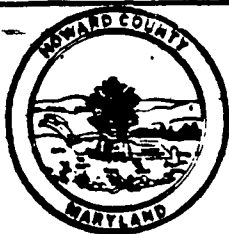
DATE

SIGNATURE

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AGENCY, OR DIVISION REPRESENTATIVE

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RECORDS RETENTION AND DISPOSAL SCHEDULE

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Office of Planning & Zoning

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
13	<u>Utilities:</u>	
	10.41 thru 10.48 General Correspondence	Retain for three (3) years, then destroy.
14	<u>Other Public Agencies:</u>	
	10.5 thru 10.6 Counties and Cities Correspondence	Retain for three (3) years, then destroy.
15	<u>Publications:</u>	
	11.1 thru 11.2 General Correspondence	Retain for three (3) years, then destroy.
16	<u>Organizations/Educational Institutions:</u>	
	12.1 thru 12.15 Professional Correspondence	Retain for three (3) years, then destroy.
	12.2 thru 12.26 State Correspondence	
17	<u>Educational Institutions:</u>	
	12.31 thru 12.38 General Correspondence & Brochures	Retain for three (3) years, then destroy.
18	<u>Local Organizations:</u>	
	12.41 thru 12.49 General Correspondence	Retain for three (3) years, then destroy.
19	<u>Special Studies and Projects:</u>	
	12.51 thru 12.54 General Correspondence	Retain for five (5) years, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

SCHEDULE APPROVED BY
STATE ARCHIVIST

DATE

SIGNATURE

DATE

SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

DATE

SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE

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Offices of Planning & Zoning

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
20	<u>Hospitals and Health Care Institutions:</u> 12.61 thru 12.63 Correspondence	Retain for three (3) years, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

SCHEDULE APPROVED BY
STATE ARCHIVIST

DATE

SIGNATURE

DATE

SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

DATE

SIGNATURE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 850-1)

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

AGENCY RECORDS INVENTORY

PAGE 1 OF 20

1. DEPARTMENT/AGENCY
Planning & Zoning

2. DIVISION
Director's Office

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
Planning Board

5. EARLIEST YEAR/LATEST YEAR
1951 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)

Minutes - 1951 Books
Tapes - 1971

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)

9. VOLUME

- 1 FILE DRAWER(S) (tapes)
27 MICROFILM REEL(S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
MINUTE BOOKS

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER MONTH(S) YEAR(S)

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

Director's Office, Planning & Zoning
George Howard Bldg.

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

Retain permanently

19. NAME AND TITLE OF PREPARER

Marsha McLaughlin
Records Retention Officer/CPA

20. TELEPHONE NUMBER

992-2356

21. DATE

9-16-88

1. DEPARTMENT/AGENCY Planning & Zoning	2. DIVISION Director's Office	3. UNIT
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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 Budgets - Operating and Capital	5. EARLIEST YEAR/LATEST YEAR <u>1973</u> TO <u>present</u>
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6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

operating and capital budgets for OPZ

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> SOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____	9. VOLUME 1 <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER 2 <input type="checkbox"/> OTHER(SPECIFY) _____ 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____
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11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>12</u> <input checked="" type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) George Howard Bldg. & Jessup	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input type="checkbox"/> NO
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15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain for five (5) years, then destroy
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19. NAME AND TITLE OF PREPARER Marsha McLaughlin Records Retention Officer, OPZ	20. TELEPHONE NUMBER 992-2356	21. DATE 9-16-88
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Planning and Zoning

2. DIVISION
Director's Office

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 Files 1.1 thru 3.82

5. EARLIEST YEAR/LATEST YEAR
1973 TO _____

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

Budget
Purchasing
Co Vehicle
Drafting & Graphics
Personnel

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)

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Director's Office, Planning & Zoning
Howard Building & Jessup

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
Retain for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9-16-88

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (AS 880-1)

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
Planning & Zoning

2. DIVISION
Director's Office

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
General Plan 4.1 thru 4.9

5. EARLIEST YEAR/LATEST YEAR
1973 TO

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

Guidelines
Population
General Plan Elements
Community Programs/Renewal Projects
House Numbering
Consultants

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)

9. VOLUME

4 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Director's Office, OPZ, Geo. Howard Bldg.

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

Material related to planning and policy that illustrates development of the County, retain permanently for eventual transfer to the Archives

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9-16-88

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

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
Planning & Zoning

2. DIVISION
Director's Office

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
Subdivision 5.1; 5.8; 5.2-5.9

5. EARLIEST YEAR/LATEST YEAR
1973 TO

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

5.1 General Correspondence
5.8 New Town
5.2 thru 5.9 Processing, review, task force, impact fees, fee schedule, mobile home parks pathways and open space Commission

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)

9. VOLUME

2 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
NUMBER 3 OTHER(SPECIFY)
boxes

10. ANNUAL ACCUMULATION

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Director's Office, Geo. Howard Bldg., 1st floor
Jessup

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
5.1 and 5.8 - Retain for ten (10) years,
then destroy.
5.2-5.9 Retain for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9-16-88

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)

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
Planning and Zoning

2. DIVISION
Director's Office

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
Zoning Correspondence

5. EARLIEST YEAR/LATEST YEAR
1973 TO

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

6.1 to 6.87

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)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
boxes
NUMBER 2
3

10. ANNUAL ACCUMULATION

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
10
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Director's Office, Geo. Howard Bldg.,
1st floor & Jessup

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
retain for ten (10 years, then destroy)

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9-16-88

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

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

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1. DEPARTMENT/AGENCY
Planning and Zoning

2. DIVISION
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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
Public Relations

5. EARLIEST YEAR/LATEST YEAR
1973 TO

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

7.1 thru 7.5 Public Hearings
 Educational Materials
 Press Releases
 Gen. Corresp. - Mailing Lists
 Conferences

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)

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)

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

 NUMBER MONTH(S) YEAR(S)

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

Director's Office, Geo. Howard Bldg.
1st floor

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

Retain 3 years, then destroy

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9-16-88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 880-1)

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

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1. DEPARTMENT/AGENCY
Planning & Zoning

2. DIVISION
Director's Office

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
Legal Opinions

5. EARLIEST YEAR/LATEST YEAR
1973 TO

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

8.1 thru 8.451 Office of Law Correspondence
Bills Correspondence
Opinions Correspondence
Litigations Correspondence
Zoning Regulations & Zoning' hp Corr.
Planning Board Cases Correspondence
Board of Appeals Cases Correspondence

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)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Director's Office, Geo. Howard Bldg.,
1st floor - Jessup

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
retain for ten (10) years, then destroy

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9-16-88

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 880-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Planning & Zoning

2. DIVISION
Director's Office

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
County/State

5. EARLIEST YEAR/LATEST YEAR
1973 TO

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

9.1 thru 9.83 - County Executive correspondnece Dept. of Parks & Recreation Correspd.
County Administrator " Police Dept. "
Management Services " Fire Administrator Civil Defence "
Citizen Services "
County Council "
Dept. of Public Works " 9.9 thru 9.995 State Agencies Correspondnece
DPW Studies "
Public Works Board "
Dept. of Education "

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)

9. VOLUME

3 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
4 boxes

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER MONTH(S) YEAR(S)

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

Director's Office, Geo.Howard Bldg. & Jessup

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

Retain for five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER

Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER

992-2356

21. DATE

9-16-88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY
Planning & Zoning

2. DIVISION
Director's Office

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
Metropolitan Organizations

5. EARLIEST YEAR/LATEST YEAR
1973 TO

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

10.31 thru 10.34 Regional Planning Council Corr.
Greater Balto. Comm. Correspondence
Baltimore Metropol. Area Study Comm. Corr.
Metro. Transit Authority Corr.

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)

9. VOLUME

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

NUMBER
2 boxes

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

3
NUMBER MONTH(S) YEAR(S)

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

Director's Office, Geo Howard Bldg.,
1st floor and Jessup

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

retain 3 years, then destroy.

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9-16-88

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

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
Planning and Zoning

2. DIVISION
Director's Office

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
Central Maryland Agencies

5. EARLIEST YEAR/LATEST YEAR
1973 TO

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
10.35 thru 10.3537 General Corresp. & Reports

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)

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Director's office, Geo. Howard Bldg.,
1st floor

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
Retain three (3) years, then destroy.

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9-16-88

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (SS 880-1)

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

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Director's Office

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
Utilities

5. EARLIEST YEAR/LATEST YEAR
1973 TO

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

10.41 thru 10.48 General Correspondence

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)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 MONTH(S) YEAR(S)
NUMBER

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

Director's office, Geo. Howard Bldg.
1st floor

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

Retain three (3) years, then destroy

19. NAME AND TITLE OF PREPARER

Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER

992-2356

21. DATE

9-16-88

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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Director's office

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

Other Public Agencies

5. EARLIEST YEAR/LATEST YEAR

1973 TO _____

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

10.5 thru 10.6 Counties and Cities Correspondence

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)

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)

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3
NUMBER MONTH(S) YEAR(S)

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

Director's office, Geo. Howard Bldg.
1st floor

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

Retain for three (3) years, then destroy

19. NAME AND TITLE OF PREPARER

Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER

992-2356

21. DATE

9-16-88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 880-1)

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

AGENCY RECORDS INVENTORY

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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
Publications

5. EARLIEST YEAR/LATEST YEAR
1973 TO _____

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

11.1 thru 11.2 Gen. Correspondence

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)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 MONTH(S) YEAR(S)
NUMBER

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

Director's office, Geo. Howard Bldg.
1st floor

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

Retain for three years, then destroy.

19. NAME AND TITLE OF PREPARER

Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER

992-2356

21. DATE

9/16/88

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

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

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1. DEPARTMENT/AGENCY
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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
Organizations/Educational Institutions

5. EARLIEST YEAR/LATEST YEAR
1973 TO

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

12.1 thru 12.15 Professional Correspondence
12.2 thru 12.26 State Correspondence

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)

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)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Director's office, Geo. Howard Bldg.
1st floor

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
Retain three (3) years, then destroy

19. NAME AND TITLE OF PREPARER
Marsh McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9/16/88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 880-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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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

Educational Institutions

5. EARLIEST YEAR/LATEST YEAR

1973 TO

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

12.31 thru 12.38 Gen Correspondence & Brochures

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)

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)
- NUMBER

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3
NUMBER
- MONTH(S)
- YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Director's office, Geo. Howard Bldg.
1st floor

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

Retain three (3) years, then destroy.

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9/16/88

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 880-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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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
Local Organizations

5. EARLIEST YEAR/LATEST YEAR
1973 TO

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

12.41 thru 12.49 Gen. Correspondence

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)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1
1 50%

10. ANNUAL ACCUMULATION

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Director's office, Geo. Howard Bldg.
1st floor

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
Retain three (3) years, then destroy

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9/16/88

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

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

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Director's Office

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
Special Studies and Projects

5. EARLIEST YEAR/LATEST YEAR
1973 TO

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

12.51 thru 12.54 Gen. Correspondence

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)

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)
- NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Director's office, Geo. Howard Bldg.
1st floor

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
Retain five (5) years, then destroy

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9/16/88

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 880-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
9275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Planning and Zoning

2. DIVISION
Director's office

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
Hospitals and Health Care Institutions

5. EARLIEST YEAR/LATEST YEAR
1973 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)

12.61 thru 12.63 correspondence

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)

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Director's office, Geo. Howard Bldg.
1st floor

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
Retain three (3) years, then destroy

19. NAME AND TITLE OF PREPARER
Marsha McLaughlin
Records Retention Officer

20. TELEPHONE NUMBER
992-2356

21. DATE
9/16/88