



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C 637A-1

PAGE NO.

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

ENVIRONMENTAL PROTECTION

REGIONAL COMMUNITY SERVICES

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
23	<p>THIS IS AN AMMENDMENT FOR SCHEDULE #C-637 ITEM #23</p> <p><u>SWIMMING POOL FILES</u> These files are maintained by the Bureau of Regional Community Services. They include forms regulating use of swimming pools including the following:</p> <ul style="list-style-type: none"> <li>A. Licensing for permit to operate a public swimming pool</li> <li>B. Application for permit to operate a public swimming pool</li> <li>C. "Two Guard Waiver Request Letter" forms</li> <li>D. Swimming Pool Construction Plans, Plan Review form, Opening Inspection form</li> <li>E. Specification sheet and follow-up</li> <li>F. Swimming pool weekly operating record</li> <li>G. Various licenses and permits</li> <li>H. Bacteriological report on swimming water</li> </ul>	Retain for three (3) years; then destroy.

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

6/10/92 *Gerald A. Tuset*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

6/25/92 *Margaret Kelly*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

6/18/92 *J. James Dute*  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

AUG 17 1992 *Edward C. Papadopoulos*  
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

Page 1 of 2

1. DEPARTMENT/AGENCY DEPRM 2. DIVISION Regional Community Services 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 Swimming Pool Files Item 23 5. EARLIEST YEAR/LATEST YEAR TO

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

*Change Retention to read:  
Retain for three (3) years, then destroy.*

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)  
NUMBER  OTHER SPECIFY

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

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) (If yes, specify agency or office) 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 18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER Catherine Kleeman 20. TELEPHONE NUMBER 887-3755 21. DATE 12/19/91

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  
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Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page 2 of 2

1. DEPARTMENT/AGENCY: DEPRM  
2. DIVISION: Regenial Community Services  
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: Swimming Pool Files Item 23  
5. EARLIEST YEAR/LATEST YEAR: \_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DISCRPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  
For 23(C) - Delete  
23(D) - Delete  
Add: Two Guard Waiver Request Letter  
Swimming Pool Construction Plans; Plan Review Form, and  
Pre-Opening Inspection Form

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

8. RECORDS SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER SPECIFY \_\_\_\_\_

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

10. VOLUME  
3  
NUMBER  FILE DRAWER(S)  
 MICROFILM REELS(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY) \_\_\_\_\_

11. FILE US USED  
 DAILY  WEEKLY  MONTHLY

12. FILES BECOME INACTIVE AFTER  
3 NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
(If yes, specify agency or office)  
Hannah More Academy 12035 Reisterstown Rd

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?  
21136  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

18. RECOMMENDED RETENTION  
3 years then dispose

19. NAME AND TITLE OF PREPARER: Catherine Fleeman  
20. TELEPHONE NUMBER: 887-3755  
21. DATE: 12/19/91