



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

699C

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

PUBLIC WORKS

ENGINEERING

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p>THIS SCHEDULE SUPERCEDES SCHEDULE C-462</p> <p>STORM DRAIN STUDY FILES This file contains all information needed to describe any drainage problem in an area and the information for designing particular drain systems. Included are letters, drawings, topographical maps, gradient sheets, and plan view drawings.</p>	<p>Microfilm. When film is accepted, destroy paper records. Retain film permanently.</p> <p><i>Transfer master negative to Maryland State Archives.</i></p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

9/16/92 *Sherald A. Tunt*
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

9/23/92 *Wanda E. Ke...*
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

9/17/92 *Chris Seep*
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

10/19/92 *Edward L. Kan...*
DATE SIGNATURE

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

AGENCY RECORDS INVENTORY

PAGE OF

1. DEPARTMENT/AGENCY

Public Works

2. DIVISION

Engineering

3. UNIT

Storm Drain Section

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. RECORDS SERIES TITLE

Storm Drain Study Files

5 EARLIEST YEAR/LATEST YEAR

 69 / 82

5. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Storm Drain Study Files contain all the information needed to describe any drainage problem in an area and the information for designing particular drain systems. Included are letters, drawings, topo maps, gradient sheets, and plan view drawings.

7. RECORDS SERIES FORMAT(S)

LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 ROUND 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)
 9 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY) Boxes

10. VOLUME

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

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

 10 MONTH(S) YEAR(S)
NUMBER

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

111 Chesapeake Avenue
Room 200

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

NCRS STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

YES NO

18. RECOMMENDED RETENTION

10 year

Listed by job order number

9. NAME AND TITLE OF PREPARER

Carlos Kellum

20. TELEPHONE NUMBER

887-3711

21. DATE