ANNE ARUNDEL COUNTY
MARYLAND

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No. C-702

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Department of Public Works **DIVISION** General Engineering

Item No.	Description	Retention
1.	Capital Projects	
	A. Capital projects files include all correspondence invoices, purchase orders and change orders, daily reports, proposals, contracts, progress meetings, etc. Files are kept from inception of project design through construction warranty period. Files contain information regarding projects pertaining to Library System; Fire/Police; Recreation & Parks; Block Grant/Community Development; General County/Central Services; Department of the Aging, etc.	Retain through warranty period, then destroy.
	B. Capital Projects w/problems files include all specific projects which are experiencing construction problems that have not been resolved during the warranty period (which normally lasts for one year after project is completed.)	Retain five (5) years or until problem is resolved, then destroy.
2.	Operating Transaction Records	
	These files include daily logs of all expenditures for Bureau, including change orders, etc.	Retain three (3) years, then destroy.
3.	Program Management Files	
	All information concerning consultants contracts with County.	Retain three (3) years, after contract expires, then destroy.
4.	Contract Specifications	
	Files contain all contract specifications for capital projects.	Retain permanently. Microfilm periodically. Transfer to State Archives periodically.

Schedule Approved by Records Management Officer	Schedule Approved by Chief Administrative Officer
Date: 6-2-92 Signature: Ronald C Sweany	Date: 9/28/92 Signature: Louis H Parker
Schedule Approved by Agency, or Division Representative	**Schedule Approved by State Archvist**
Date: 5-14-92 Signature: [illegible]	Date: 11/10/92 Signature: Edward C Papenfuse

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

1. DEPARTMENT/AGENCY: A. A. County
2. DIVISION: DPW
3. UNIT: General Eng.

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: Capital Projects
5. EARLIEST YEAR/LATEST YEAR: 197? 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)

Correspondence, invoices, purchase orders & change orders, daily reports, proposals, contracts, progress meeting minutes, ;

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [x] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER: 20

10. ANNUAL ACCUMULATION
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

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

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] 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 until project is complete through warranty in GEI
Microfilm & retain
Permanently

19. NAME AND TITLE OF PREPARER:

20. TELEPHONE NUMBER: 222-7337

21. DATE:

DGS 550-4 (REVISED 2/87)

Fig. 7

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

1. DEPARTMENT/AGENCY: A.A. County
2. DIVISION: DPW
3. UNIT: General Eng.

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: Operating Transaction Records
5. EARLIEST YEAR/LATEST YEAR: 1988 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)

daily logs of all expenditures for Bureau, all Purchase orders, change orders. Copies of all invoices

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [ ] ALPHABETICAL
- [x] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER: 1

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER: 1

11. FILE IS USED
- [ ] DAILY
- [x] WEEKLY
- [ ] MONTHLY

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

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] 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:

20. TELEPHONE NUMBER: 222-7337

21. DATE:

DGS 550-4 (REVISED 2/87)

Fig. 7

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

1. DEPARTMENT/AGENCY: A. A. County
2. DIVISION: DPW
3. UNIT: Gen. Eng.

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: Program Management Files
5. EARLIEST YEAR/LATEST YEAR: 192 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)

Consultant's Contract, general info, invoices, purchase orders, change orders.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [x] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER: 2

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER: 2

11. FILE IS USED
- [ ] DAILY
- [ ] WEEKLY
- [x] MONTHLY

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

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] 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 after contract expires, then destroy.

19. NAME AND TITLE OF PREPARER:

20. TELEPHONE NUMBER: 222-7337

21. DATE:

DGS 550-4 (REVISED 2/87)

Fig. 7

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

1. DEPARTMENT/AGENCY: A.A. County
2. DIVISION: DPW
3. UNIT: Gen. Eng.

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: Contract Specifications
5. EARLIEST YEAR/LATEST YEAR: ? 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)

All contract specifications, that have gone through the bidding/advertisement procedure.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [ ] ALPHABETICAL
- [x] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
NUMBER
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

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

11. FILE IS USED
- [ ] DAILY
- [x] WEEKLY
- [ ] MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
DPW-Library & storage room

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] 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

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (REVISED 2/87)

Fig. 7