



Anne Arundel County  
OFFICE OF CENTRAL SERVICES  
Records Management Division

Schedule No.  
C-700  
Page No.  
1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Department of Public Works

DIVISION Watershed Mgmt.

Item No.	Description 1351	Retention
1.	<p><u>Capital Project Files</u></p> <p>Files for storm drains, dredging, emergency storm drain projects and miscellaneous projects including watershed studies.</p>	<p>Retain permanently. Microfilm periodically; transfer to State Archives periodically.</p>

Schedule Approved by  
Records Management Officer

6-2-92  
Date

Ronald C. Sweeney  
Signature

Schedule Approved by  
Chief Administrative Officer

20 Aug 92  
Date

Walter Chitwood  
Signature

Schedule Approved by  
Agency, or Division Representative

5-14-92  
Date

P. Andrews  
Signature Parker Andrews, Director

Schedule Approved by  
State Archivist

11/13/92  
Date

Edward G. ...  
Signature

TYPE OR PRINT A FORM FOR EACH NEW OR REUSED 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 \_\_\_\_ OF \_\_\_\_

1. DEPARTMENT/AGENCY  
The Arundel County

2. DIVISION  
Public Works

3. UNIT D & E Resources  
Watershed Mgmt. Div.

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 Project Files

5. EARLIEST YEAR/LATEST YEAR  
1970 TO 1991

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Files for storm drains, dredging, emergency storm drain projects, including watershed studies.

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

11. FILE IS USED N/A  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
D.P.W. Headquarters

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  
Permanently - Microfilm periodically & transfer to State Archives periodically.

19. NAME AND TITLE OF PREPARER  
Vijay Kulkarni  
Chief, Watershed Management Div.

20. TELEPHONE NUMBER  
222-7028

21. DATE  
6/10/92