

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-709

PAGE
NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

St. Mary's County Dept. of Economic & Community Development - Administration

AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>Minutes</u> Minutes and reports for oversight committees related to the office, such as the Economic Development Commission and Affordable Housing Task Force.</p>	<p>PERMANENT. Retain in office 5 years, thereafter transfer to the County Records Center & Archives.**</p>
2.	<p><u>Bonds</u> Files pertaining to the issuing of bonds: a: IRB Files - contain the essential data about issuing and redeeming bonds. b: General files - subject information and background information for bond rating visits.</p>	<p>a.) PERMANENT. Retain in office 5 years, thereafter transfer to County Records Center & Archives.** b.) Retain 3 years or until administrative value ceases, thereafter destroy.</p>
3.	<p><u>Administrative Files</u> Correspondence, subject files, division files (tourism, tri-county council), budget and accounting files to the day-to-day operation of the department.</p>	<p>Retain 3 years, thereafter destroy. Files should be reviewed prior to destruction and materials having legal or administrative values should be retained until such value ceases.</p> <p>** If no County Archives is maintained, transfer to Maryland State Archives.</p>

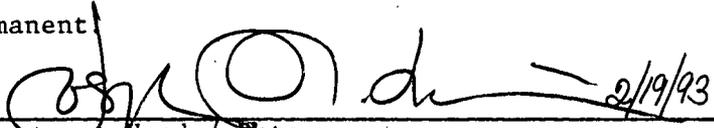
Schedule Approved by Department, Agency, or Division Representative

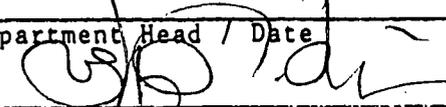
Schedule Authorized by Hall of Records Commission

[Signature]
Date: 4/19/93
Title: _____

APR 23 1993
[Signature]
Date: _____
State Archivist

RECORDS INVENTORY WORKSHEET

1) Department ECONOMIC & COMMUNITY DEVELOPMENT		Division Administration		Section	
2) Name & title of person responsible for records Joe Mitchell, Director			Office secretary/clerk Mary Langley		
3) Records series title Minutes			4) Earliest date/Latest date 1961-present		
5) Description of record series (Content, purpose, who creates, form numbers, etc.) Minutes and reports for oversight committees including the ECONOMIC DEVELOPMENT COMMISSION, HOUSING BOARD OF COMMISSIONERS, and the AFFORDABLE HOUSING TASK FORCE.					
6) Location of records transferred to County Records Center & Archives			7) Conditions of storage area (Security, environment, fireproof) <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		
8) Volume 5 cu.ft.		9) Records still being created? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10) Annual accumulation .5 cu.ft.	
11) Records series characteristics					
TYPE: <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Card <input type="checkbox"/> Bound Volume <input type="checkbox"/> Microfilm <input type="checkbox"/> Audiotape <input type="checkbox"/> Videotape <input type="checkbox"/> Machine Readable <input type="checkbox"/> Other(specify) _____					
SIZE: <input checked="" type="checkbox"/> Letter <input type="checkbox"/> Legal <input type="checkbox"/> Other (specify) _____					
STATUS: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Copy					
ARRANGE- MENT: <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Alphabetical by _____ <input type="checkbox"/> Numerical by _____ <input type="checkbox"/> Geographical <input type="checkbox"/> Other(specify) _____					
12) Are records indexed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, identify _____					
13) Reference frequency (check, insert numbers, circle appropriate words) <input checked="" type="checkbox"/> 3 times, daily, weekly, monthly, annually for 3 months, years <input type="checkbox"/> Never after _____					
14) Information available elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, where _____			15) Microfilmed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
16) Conditions of records <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor _____			17) How stored? <input type="checkbox"/> Filing cabinets <input type="checkbox"/> Shelves <input checked="" type="checkbox"/> Boxes		
18) Any known requirements for retention? (statutes, etc.) No, except Housing Authority minutes as the a non-profit organization requirement.			19) Audit requirements? <input checked="" type="checkbox"/> None* <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
20) Access restrictions? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Explain (cite laws or regulations):			*Housing Authority minutes are reviewed as part of each year's annual audit.		
21) Recommended retention Permanent					
23) Department Head / Date  2/19/93			22) Prepared by/date J. Blodgett 2/2/93		
23) Department Head / Date			24) Archivist / Date Jan Blodgett 2/23/93		

1) Department Economic and Community Development		Division Administration		Section	
2) Name & title of person responsible for records Joseph Mitchell, Director			Office secretary/clerk Mary Langley		
3) Records series title Administrative Files			4) Earliest date/Latest date 1982-1992		
5) Description of record series (Content, purpose, who creates, form numbers, etc.) Correspondence, subject files, division files (tourism, tri-county council), budget and accounting files related to the day-to-day operation of the department.					
6) Location of records transferred to County Records Center & Archives			7) Conditions of storage area (Security, environment, fireproof) <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		
8) Volume 18 cu.ft.		9) Records still being created? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10) Annual accumulation 2 cu.ft.	
11) Records series characteristics					
TYPE: <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Card <input type="checkbox"/> Bound Volume <input type="checkbox"/> Microfilm <input type="checkbox"/> Audiotape <input type="checkbox"/> Videotape					
<input type="checkbox"/> Machine Readable <input type="checkbox"/> Other(specify) _____					
SIZE: <input checked="" type="checkbox"/> Letter <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Other (specify) _____					
STATUS: <input checked="" type="checkbox"/> Original <input checked="" type="checkbox"/> Copy					
ARRANGE- MENT: <input type="checkbox"/> Chronological <input type="checkbox"/> Alphabetical by _____ <input type="checkbox"/> Numerical by _____					
<input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other(specify) varies					
12) Are records indexed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, identify _____					
13) Reference frequency (check, insert numbers, circle appropriate words) <input checked="" type="checkbox"/> 3 times, daily, weekly, monthly, annually for 3 months, years <input type="checkbox"/> Never after _____					
14) Information available elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, where _____			15) Microfilmed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
16) Conditions of records <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			17) How stored? <input type="checkbox"/> Filing cabinets <input type="checkbox"/> Shelves <input checked="" type="checkbox"/> Boxes		
18) Any known requirements for retention? (statutes, etc.) No			19) Audit requirements? <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
20) Access restrictions? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Explain (cite laws or regulations):					
21) Recommended retention Retain 3 years, then destroy. Files should be reviewed prior to destruction and materials having legal or administrative values should be kept until such value ceases.					
23) Department Head / Date  2/19/93			22) Prepared by/date J. Blodgett 2/2/93		
			24) Archivist / Date Jan Blodgett 2/23/92		

1) Department Economic & Community Development		Division Administration		Section	
2) Name & title of person responsible for records Joseph Mitchell, Director			Office secretary/clerk Mary Langley		
3) Records series title Bonds			4) Earliest date/Latest date		
5) Description of record series (Content, purpose, who creates, form numbers, etc.) Bond files consist of two groups: IRB (Industrial Revenue Bonds Issued) and General files. The IRB files are the project files and contain the essential data about the issuing and redeeming of bond series. The General files contain subject information and background information for bond rating visits.					
6) Location of records transferred to County Records Center & Archives			7) Conditions of storage area (Security, environment, fireproof) <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		
8) Volume 4 cu.ft.		9) Records still being created? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10) Annual accumulation .5 cu.ft.	
11) Records series characteristics TYPE: <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Card <input type="checkbox"/> Bound Volume <input type="checkbox"/> Microfilm <input type="checkbox"/> Audiotape <input type="checkbox"/> Videotape <input type="checkbox"/> Machine Readable <input type="checkbox"/> Other(specify) _____ SIZE: <input type="checkbox"/> Letter <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Other (specify) _____ STATUS: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Copy ARRANGE- MENT: <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Alphabetical by <u>project title</u> <input type="checkbox"/> Numerical by _____ <input type="checkbox"/> Geographical <input type="checkbox"/> Other(specify) _____					
12) Are records indexed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, identify _____					
13) Reference frequency (check, insert numbers, circle appropriate words) <input checked="" type="checkbox"/> 5 times, daily, weekly, monthly, annually for <u>3</u> months, years <input type="checkbox"/> Never after _____					
14) Information available elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, where _____			15) Microfilmed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
16) Conditions of records <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor _____			17) How stored? <input type="checkbox"/> Filing cabinets <input type="checkbox"/> Shelves <input checked="" type="checkbox"/> Boxes		
18) Any known requirements for retention? (statutes, etc.) No			19) Audit requirements? <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
20) Access restrictions? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Explain (cite laws or regulations):					
21) Recommended retention IRB Files - PERMANENT General - Retain 3 years <i>J. Blodgett</i> 2/19/93					
23) Department Head / Date <i>J. Blodgett</i>			22) Prepared by/date J. Blodgett 2/2/93		
			24) Archivist / Date <i>Jan Blodgett</i> 2/23/93		