ANNE ARUNDEL COUNTY MARYLAND

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No. C-716

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Anne Arundel County DIVISION Human Rel

Item No.	Description	Retention
	This Schedule supersedes Schedule Number C481 dated December 19, 1978.	
1	General Correspondence and Administrative Files	
	Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other material related to the administration of the department.	Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the department, retain permanent for eventual transfer to the Md. State Archives (MSA). Retain all other material for a period of three (3) years, then destroy.

Schedule Approved by Records Management Officer 7-28-93 Date Signature	Schedule Approved by Chief Administrative Officer 8/2/93 Date Signature
Schedule Approved by Agency, or Division Representative 7-28-93 Date Signature	Schedule Approved by State Archvist OCT 19 1993 Date Signature

ANNE ARUNDEL COUNTY
MARYLAND

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No. C-716

Item No.	Description	Retention
2	Annual Reports	
	File includes copies of the Commission's Annual Report which summarizes year-end activities and pamphlets identifying the structure of the Human Relations Office.	Permanent. Transfer periodically to the MD State Archives.
3	Minutes & Special Reports	
	File includes monthly minutes of Commission meetings and reports written on special projects.	Permanent. Transfer periodically to the MD State Archives.
4	Complaint Cases	
	File contains cases of discrimination filed by county residents and are confidential.	Retain for 3 years, then destroy.

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 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 4

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Anne Arundel County	Human Relations	

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	5. EARLIEST YEAR/LATEST YEAR
General Correspondence and Administrative Files	1975 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)

Files contain general correspondence and policies and procedures, etc.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☒ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL	☐ FILE DRAWER(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL	☐ MICROFILM REEL(S)
☐ BOUND BOOK ☐ FLOPPY DISK	☒ CHRONOLOGICAL	15 NUMBER ☐ COMPUTER TAPE(S)
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL	☒ OTHER(SPECIFY)
☐ OTHER(SPECIFY)	☐ OTHER(SPECIFY)	Boxes - Tandem
		10. ANNUAL ACCUMULATION
		☐ FILE DRAWER(S)
		☐ MICROFILM REEL(S)
		5 NUMBER ☐ COMPUTER TAPE(S)
		Boxes ☒ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ☒ MONTHLY	1 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)	**14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)**
Arundel Center, 4th Floor, Co. Exec Office's	☐ 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)	**18. RECOMMENDED RETENTION**
☐ YES ☒ NO	Screen Annually, then 3 years Policies, procedures, etc Permanent.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jacqueline R. Levine, Clerk	(410) 222-1784	7/28/93

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 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 2 OF 4
1. DEPARTMENT/AGENCY Anne Arundle County	2. DIVISION Human Relations	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	5. EARLIEST YEAR/LATEST YEAR
Annual Reports	1975 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)

Commission's Annual Report which summarizes year-end activities and pamphlets identifying the structure of the Human Relations Office.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☒ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ RADIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ☐ NUMERICAL ☒ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 1 NUMBER
		10. ANNUAL ACCUMULATION ☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 1/2 NUMBER

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ☒ MONTHLY	1 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Arundel Center, 4th Floor, County Exec's Offices	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 2 years, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jacqueline R. Levine, Clerk	(410) 222-1784	7/28/93

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 PAGE 3 OF 4
1. DEPARTMENT/AGENCY Anne Arundel County	2. DIVISION Human Relations	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	5. EARLIEST YEAR/LATEST YEAR
Minutess & Special Reports	~~1975~~ 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)

Monthly minutes of Commission meetings and written reports on special projects.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
[x] LETTER SIZE [ ] MICROFILM [ ] LEGAL SIZE [ ] COMPUTER TAPE [ ] BOUND BOOK [ ] FLOPPY DISK [ ] AUDIO TAPE [ ] VIDEO TAPE [ ] OTHER(SPECIFY)	[ ] ALPHABETICAL [ ] NUMERICAL [x] CHRONOLOGICAL [ ] GEOGRAPHICAL [ ] OTHER(SPECIFY)	[x] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY) 1 NUMBER
		10. ANNUAL ACCUMULATION [x] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY) 1 NUMBER

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
[ ] DAILY [ ] WEEKLY [x] MONTHLY	1 NUMBER [ ] MONTH(S) [x] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Arundel Center, 4th Floor, Co. Exec Offices	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [ ] YES [x] NO
15. ACCESS RESTRICTIONS [ ] YES [x] NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS [x] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) [ ] YES [x] NO	18. RECOMMENDED RETENTION Permanent. Transfer periodically to the MD State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jacquline R. Levine, Clerk	(410) 222-1784	7/28/93

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

PAGE 4 OF 4

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Anne Arundel County	Human Relations	

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	5. EARLIEST YEAR/LATEST YEAR
Complaint Cases	1975 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)

Files contain cases of discrimination filed by county residents and are confidential

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☒ LETTER SIZE ☐ MICROFILM	☒ ALPHABETICAL	☒ FILE DRAWER(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL	☐ MICROFILM REEL(S)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL	1 NUMBER ☐ COMPUTER TAPE(S)
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL	☐ OTHER(SPECIFY)
☐ OTHER(SPECIFY)	☐ OTHER(SPECIFY)	
		10. ANNUAL ACCUMULATION
		☒ FILE DRAWER(S)
		☐ MICROFILM REEL(S)
		1/2 NUMBER ☐ COMPUTER TAPE(S)
		☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☒ WEEKLY ☐ MONTHLY	1 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)	**14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)**
Arundel Center, 4th Floor, Co Exec Offices	☐ 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)	**18. RECOMMENDED RETENTION**
☐ YES ☒ NO	3 years, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jacqueline R. Levine, Clerk	(410) 222-1784	7/28/93

DGS 550-4 (REVISED 2/87)

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