ANNE ARUNDEL COUNTY
MARYLAND

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No. C 734

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Planning and Code Enforcement **DIVISION** License/Enforc

Item No.	Description	Retention
1.	AMUSEMENT LICENSES	
	These licenses are issued to operate or permit the operation of a carnival, coin-operated amusement device, game or event. Records are maintained in legal size manilla folders.	RETAIN IN OFFICE THREE YEARS, THEN DESTROY.
2.	ARCADE HEARINGS	
	Written record of public hearings required for annual renewal of arcade license.	RETAIN IN OFFICE TWO YEARS FROM DATE OF ISSUANCE, THEN DESTROY.
3.	BOARDS AND COMMISSIONS	
	A. Audio-recording or written transcript of all hearings and meetings conducted by the Boards and Commissions.	RETAIN IN OFFICE FOR A PERIOD OF THREE YEARS, THEN DESTROY.
	B. Minutes of all hearings and meetings conducted by the Boards and Commissions.	RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO STATE ARCHIVES.
	C. Correspondence, etc. pertaining to the Boards and Commissions.	RETAIN IN OFFICE FOR A PERIOD OF THREE YEARS, THEN DESTROY.
	D. Exam results of trade license applicants.	RETAIN IN OFFICE FOR A PERIOD OF ONE YEAR, THEN DESTROY.

Schedule Approved by Records Management Officer	Schedule Approved by Chief Administrative Officer
Date 8/9/94 Signature Jacqueline Levine for R. Sweeney	Date 8/9/94 Signature
Schedule Approved by Agency, or Division Representative	**Schedule Approved by State Archivist**
Date 7/25/94 Signature	Date 5/22/95 Signature

ANNE ARUNDEL COUNTY MARYLAND

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No. C-734

Item No.	Description	Retention
4.	MISCELLANEOUS LICENSES	
	Multi-family dwellings, mobile home parks, individual mobile home licenses. These licenses are approved through complex administrative processes. The approval generally transfers with the sale of a property. To provide complete, accurate information on these properties the entire history must be available. Access to the contents of these files has proved invaluable to the licenseholder and the County, in establishing continuity of use, resolving legal issues and making license decisions. Filed Alpha by License Holders name.	PERMANENT. RETAIN IN OFFICE FOR FIVE (5) YEARS FROM DATE OF ISSUANCE: THEN MICRO-FILM, CREATING TWO MASTE R NEGATIVES. UPON VALIDATION OF MICROFILM, DESTROY PAPER RECORDS FORWARD ONE MASTER NEGATIVE TO MD STATE ARCHIVES. RETAIN OTHER MASTER NEGATIVE FOR A.A. CO. USE.
	Bail bonds, drag strip, and pawn brokers.	RETAIN FOUR YEARS FROM DATE OF ISSUANCE, THEN DESTROY.
	Hucksters, auctioneers, mobile home dealers.	RETAIN TWO YEARS FROM ISSUANCE, THEN DESTROY.
	Parades, disabled parking, and camp meetings.	RETAIN ONE YEAR FROM ISSUANCE, THEN DESTROY.
	Truck towers, taxi cab and taxi cab drivers.	RETAIN THREE YEARS FROM ISSUANCE, THEN DESTROY.
5.	GENERAL CORRESPONDENCE	RETAIN IN OFFICE FOR A PERIOD OF THREE YEARS, THEN DESTROY.
6.	TRADE LICENSES	
	Licenses to perform work in the electrical, mechanical and plumbing trades.	RETAIN IN-OFFICE THREE YEARS FROM LICENSE EXPIRATION, THEN DESTROY.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 1 of 13

1. DEPARTMENT/AGENCY
Anne Arundel County

2. DIVISION
Planning & Code Enforcement

3. UNIT
Licensing and Enforcement

DEFINITION - Records 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
Amusement Licenses

5. EARLIEST YEAR / LATETEST YEAR
1965 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)

These licenses are issued to operate or permit the operation of a carnival, coin-operated amusement devise, game or event. Records are maintained in legal size manilla folders.

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)
- ☐ Other (Specify) _____

4
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

1/4
Number

11. FILE IS USED

☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

1
Number ☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office).
☒ Yes System 36 ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)
☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS
☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
☒ Yes Hardcopy - Alpha ☐ No
Computer - Alpha & Numerical

18. RECOMMENDED RETENTION
Retain in office three years, then destroy.

19. NAME AND TITLE OF PREPARER
Anne Hatcher, Chief of Licensing

20. TELEPHONE NUMBER
(410) 222-7787

21. DATE
19 May 1994

DGS 550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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
Anne Arundel County

2. DIVISION
Planning & Code Enforcement

3. UNIT
Licensing and Enforcement

DEFINITION - Records 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
Arcade Hearings

5. EARLIEST YEAR / LATETEST YEAR
1965 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)

Written record of public hearings required for annual renewal of arcade license.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☒ Legal Size
- ☐ Bound Book
- ☐ Audio Tape
- ☐ Other (Specify) _____
- ☐ Microfilm
- ☐ Computer Tape
- ☐ Floppy Disk
- ☐ Video Tape

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

1/4
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____
Number

11. FILE IS USED

☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

1
Number ☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes System 36 ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

☒ None ☐ State ☐ Federal ☐ Independent

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

☒ Yes Hardcopy - Alpha
Computer - Alpha & Numerical ☐ No

18. RECOMMENDED RETENTION

Retain in Office for two years from date of issuance, then destroy.

19. NAME AND TITLE OF PREPARER
Anne Hatcher, Chief of Licensing

20. TELEPHONE NUMBER
(410) 222-7787

21. DATE
19 May 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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
Anne Arundel County

2. DIVISION
Planning & Code Enforcement

3. UNIT
Licensing and Enforcement

DEFINITION - Records 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
Boards and Commissions - Audio recording/written transcript

5. EARLIEST YEAR / LATETEST YEAR
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)

Audio recording or written transcript of all hearings and meetings conducted by the Boards and Commissions.

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)
- ☒ Other (Specify) Bound Books

1 Shelf
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☒ Other (Specify) Tapes

40-48
Number

11. FILE IS USED

☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

5
Number

☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

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 in office for a period of three years, then destroy.

19. NAME AND TITLE OF PREPARER
Anne Hatcher, Chief of Licensing

20. TELEPHONE NUMBER
(410) 222-7787

21. DATE
19 May 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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
Anne Arundel County

2. DIVISION
Planning & Code Enforcement

3. UNIT
Licensing and Enforcement

DEFINITION - Records 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
Boards and Commissions - Minutes

5. EARLIEST YEAR / LATETEST YEAR
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)

Minutes of all hearings and meeting conducted by the Boards and Commissions.

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)
- ☒ Other (Specify) Bound Books

1 Shelf
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☒ Other (Specify) Tapes

40-48 sets
Number

11. FILE IS USED

☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

5
Number

☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

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. Transfer periodically to State Archives.

19. NAME AND TITLE OF PREPARER
Anne Hatcher, Chief of Licensing

20. TELEPHONE NUMBER
(410) 222-7787

21. DATE
19 May 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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
Anne Arundel County

2. DIVISION
Planning & Code Enforcement

3. UNIT
Licensing and Enforcement

DEFINITION - Records 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
Boards and Commissions - Correspondence

5. EARLIEST YEAR / LATETEST YEAR
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)

Correspondence, etc. pertaining to the Boards and Commissions.

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)
- ☐ Other (Specify) _____

_____ Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly
Rarely

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

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 in office for a period of three years, then destroy.

19. NAME AND TITLE OF PREPARER
Anne Hatcher, Chief of Licensing

20. TELEPHONE NUMBER
(410) 222-7787

21. DATE
19 May 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

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1. DEPARTMENT/AGENCY
Anne Arundel County

2. DIVISION
Planning & Code Enforcement

3. UNIT
Licensing and Enforcement

DEFINITION - Records 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
Boards and Commissions - Exam results

5. EARLIEST YEAR / LATETEST YEAR
1965 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)

Exam results of trade license applicants.

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)
- ☐ Other (Specify) _____

1
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

Number

11. FILE IS USED

☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

1
Number ☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

☒ None ☐ State ☐ Federal ☐ Independent

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

☒ Yes Alpha ☐ No

18. RECOMMENDED RETENTION
Retain in office for a period of one year, then destroy.

19. NAME AND TITLE OF PREPARER
Anne Hatcher, Chief of Licensing

20. TELEPHONE NUMBER
(410) 222-7787

21. DATE
19 May 1994

DGS 550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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
Anne Arundel County

2. DIVISION
Planning & Code Enforcement

3. UNIT
Licensing and Enforcement

DEFINITION - Records 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
MISCELLANEOUS LICENSES

5. EARLIEST YEAR / LATETEST YEAR
1965 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)

Multi-family dwellings, mobile home parks, individual mobile home licenses. These licenses are approved through complex administrative processes. The approval generally transfers with the sale of a property. To provide complete, accurate information on these properties the entire history must be available. Access to the contents of these files has proved invaluable to the licenseholder and the County, in establishing continuity of use, resolving legal issues and making license decisions.

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)
- ☐ Other (Specify) _____

8
Number

10. ANNUAL ACCUMULATION
- ☒ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

0
Number

11. FILE IS USED
☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER
1 Number ☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
☒ Yes System 36 ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))
☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS
☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
☒ Yes Hardcopy - Alpha ☐ No
Computer - Alpha & Numerical

18. RECOMMENDED RETENTION
Retain in office for five years from issuance. Then micro-film. Retain micro-film permanently. Periodically transfer to State Archives.

19. NAME AND TITLE OF PREPARER
Anne Hatcher, Chief of Licensing

20. TELEPHONE NUMBER
(410) 222-7787

21. DATE
19 May 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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
Anne Arundel County

2. DIVISION
Planning & Code Enforcement

3. UNIT
Licensing and Enforcement

DEFINITION - Records 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
MISCELLANEOUS LICENSES

5. EARLIEST YEAR / LATETEST YEAR
1965 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)

Bail Bonds, Drag Strip, and Pawn Brokers.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☒ Legal Size
- ☐ Bound Book
- ☐ Audio Tape
- ☐ Other (Specify) _____
- ☐ Microfilm
- ☐ Computer Tape
- ☐ Floppy Disk
- ☐ Video Tape

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☒ 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) _____

0 Number

11. FILE IS USED

☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

1 Number ☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes System 36 ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

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 four years from date of issuance, then destroy.

19. NAME AND TITLE OF PREPARER
Anne Hatcher, Chief of Licensing

20. TELEPHONE NUMBER
(410) 222-7787

21. DATE
19 May 1994

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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
Anne Arundel County

2. DIVISION
Planning & Code Enforcement

3. UNIT
Licensing and Enforcement

DEFINITION - Records 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
MISCELLANEOUS LICENSES

5. EARLIEST YEAR / LATETEST YEAR
1965 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)

Hucksters, Auctioneers, Mobile Home Dealers.

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)
- ☐ Other (Specify) _____

1
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

0
Number

11. FILE IS USED

☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

1 Number ☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes System 36 ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

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 two years from date of issuance, then destroy.

NAME AND TITLE OF PREPARER
Anne Hatcher, Chief of Licensing

20. TELEPHONE NUMBER
(410) 222-7787

21. DATE
19 May 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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
Anne Arundel County

2. DIVISION
Planning & Code Enforcement

3. UNIT
Licensing and Enforcement

DEFINITION - Records 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
MISCELLANEOUS LICENSES

5. EARLIEST YEAR / LATETEST YEAR
1965 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)

Parades, Disabled Parking, and Camp Meetings

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☒ Legal Size
- ☐ Bound Book
- ☐ Audio Tape
- ☐ Other (Specify) _____
- ☐ Microfilm
- ☐ Computer Tape
- ☐ Floppy Disk
- ☐ Video Tape

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

1/4
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

0
Number

11. FILE IS USED

☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

1
Number

☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes System 36 ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

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 one year from date of issuance, then destroy.

19. NAME AND TITLE OF PREPARER
Anne Hatcher, Chief of Licensing

20. TELEPHONE NUMBER
(410) 222-7787

21. DATE
19 May 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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	2. DIVISION	3. UNIT
Anne Arundel County	Planning & Code Enforcement	Licensing and Enforcement

DEFINITION - Records 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

MISCELLANEOUS LICENSES

5. EARLIEST YEAR / LATETEST YEAR

1965 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)

Truck Towers, Taxi Cab and Taxi Cab Drivers

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☒ Legal Size
- ☐ Bound Book
- ☐ Audio Tape
- ☐ Microfilm
- ☐ Computer Tape
- ☐ Floppy Disk
- ☐ 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)
- ☐ Other (Specify) _____

6 Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

_____ Number

11. FILE IS USED

☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Expiration Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes System 36 ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

☒ None ☐ State ☐ Federal ☐ Independent

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

☒ Yes Hardcopy - Alpha Computer - Alpha & Numercial ☐ No

18. RECOMMENDED RETENTION

Retain three years from issuance, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Anne Hatcher, Chief of Licensing	(410) 222-7787	19 May 1994

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1).

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
PO BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY
Anne Arundel County

2. DIVISION
Planning & Code Enforcement

3. UNIT
Licensing and Enforcement

DEFINITION - Records 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
GENERAL CORRESPONDENCE

5. EARLIEST YEAR / LATETEST YEAR
1965 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)

General Correspondence pertaining to licensing and permits.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☒ Legal Size
- ☐ Bound Book
- ☐ Audio Tape
- ☐ Microfilm
- ☐ Computer Tape
- ☐ Floppy Disk
- ☐ Video Tape
- ☐ Other (Specify) _____

Kept in File Folder

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

Kept in File Folder

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

0
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

0
Number

11. FILE IS USED

☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

1
Number

☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

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 in office for a period of three years, then destroy.

NAME AND TITLE OF PREPARER
Anne Hatcher, Chief of Licensing

20. TELEPHONE NUMBER
(410) 222-7787

21. DATE
19 May 1994

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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
Anne Arundel County

2. DIVISION
Planning & Code Enforcement

3. UNIT
Licensing and Enforcement

DEFINITION - Records 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
Trade Licenses

5. EARLIEST YEAR / LATETEST YEAR
1965 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)

Licenses to perform work in the electrical, mechanical and plumbing trades.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☒ Legal Size
- ☐ Bound Book
- ☐ Audio Tape
- ☐ Microfilm
- ☐ Computer Tape
- ☐ Floppy Disk
- ☐ 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)
- ☐ Other (Specify) _____

16
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

1
Number

11. FILE IS USED

☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

3
Number

☐ Month(s) ☒ Year(s)
After Expired

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2664 Riva Road, 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes System ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

☒ None ☐ State ☐ Federal ☐ Independent

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

☒ Yes Hardcopy - Alpha
Computer - Alpha & Numerical ☐ No

18. RECOMMENDED RETENTION

Retain in office three years from license expiration, then destroy.

19. NAME AND TITLE OF PREPARER
Anne Hatcher, Chief of Licensing

20. TELEPHONE NUMBER
(410) 222-7787

21. DATE
19 May 1994