

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.
C-745

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY *Dept. of Planning and Code Enforcement*

DIVISION *Insp & Env Pro*

Item No.	Description	Retention
1	<p>GRADING PERMITS</p> <p>Files containing all related correspondence and plans for authorized (permitted) earth disturbance to include, but not limited to; clearing, excavating, filling, stockpiling, and logging and timber removal which disturbs more than 5,000 square feet of earth. These files contain plans, sensitive area reports, violation notices, cash receipts, correspondence, etc.</p>	<p>Retain hard copy of finalized permits in storage for four years, then destroy. Microfische to be maintained for 10 years, then destroyed.</p>
2	<p>GRADING WAIVER FILES</p> <p>Requests for modification or exception to the Grading Ordinance. These files are kept separately from their related permit files, however the approval/disapproval is attached to the grading permit file. These files will contain the processed application, transmittals, plans and approval letter, generally.</p>	<p>Retain in office for 20 years, then destroy.</p>
3	<p>ENVIRONMENTAL PROGRAMS INSPECTION REPORTS</p> <p>Magnetic tape containing the database on the inspection report histories for every site in Environmental Programs' jurisdiction. Hard copies of this material was kept in the permit files until the computer database system was initiated.</p> <p>CONTINUED ON NEXT PAGE</p>	<p>These magnetic tapes are to remain in the office for 20 years, then destroy.</p>

Schedule Approved by
Records Management Officer

10/12/95
Date

Jacqueline M. Ryan
Signature

Schedule Approved by
Chief Administrative Officer

11/8/95
Date

[Signature]
Signature

Schedule Approved by
Agency, or Division Representative

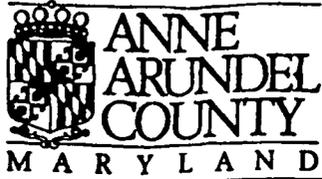
10-11-95
Date

[Signature]
Signature

Schedule Approved by
State Archivist

11/8/95
Date

Edward C. [Signature]
Signature



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

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Item No.	Description	Retention
4	<p>GENERAL CORRESPONDENCE</p> <p>Correspondence, both internal and external, relating to the goals and objectives of the division/county. These files are retained for reference and informational purposes.</p>	<p>These files are to be kept in the office for three years then destroyed.</p>

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 <u>1</u> Of <u>4</u>	
1. DEPARTMENT/AGENCY Planning and Code Enforcement		2. DIVISION Inspections/Env. Programs		3. UNIT Environmental Programs	
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 Grading Permits				5. EARLIEST YEAR / LATEST YEAR <u>1988</u> to <u>1995</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>Files containing all related correspondence and plans for authorized (permitted) earth disturbance to include, but not limited to; clearing, excavating, filling, stockpiling, and logging and timber removal which disturbs more than 5,000 square feet of earth. These files contain plans, sensitive area reports, violation notices, cash receipts, correspondence, etc.</p>					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>30</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>6</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Hard copy 4 years. Microfische 10 years.			
19. NAME AND TITLE OF PREPARER Dawn Rainey, Secretary II		20. TELEPHONE NUMBER (410) 222-7790		21. DATE October 2, 1995	

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 <u>2</u> of <u>4</u>	
1. DEPARTMENT/AGENCY Planning and Code Enforcement		2. DIVISION Inspections/Env. Programs		3. UNIT Environmental Programs	
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 Grading Waiver Files				5. EARLIEST YEAR / LATEST YEAR <u>1990</u> to <u>1995</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>Requests for modification or exception to the Grading Ordinance. These files are kept separately from their related permit files, however the approval/disapproval is attached to the grading permit file. These files will contain the processed application, transmittals, plans and approval letter, generally.</p>					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numeral <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>3</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/2</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION 20 years			
19. NAME AND TITLE OF PREPARER Dawn Rainey, Secretary II		20. TELEPHONE NUMBER (410) 222-7790		21. DATE October 2, 1995	

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 7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>4</u> of <u>4</u>	
1. DEPARTMENT/AGENCY Planning and Code Enforcement		2. DIVISION Inspections/Env. Programs		3. UNIT	
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 / LATEST YEAR <u>1991</u> to <u>1995</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>Correspondence, both internal and external, relating to the goals and objectives of the division. These files are retained for reference and informational purposes.</p>					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numeral <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>3</u> Number	
				10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (Specify) <u>maintained</u> <u>3</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2664 Riva Road, 2nd Floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION 3 years in the office, then destroy.			
19. NAME AND TITLE OF PREPARER Dawn Rainey, Secretary II		20. TELEPHONE NUMBER (410) 222-7790		21. DATE October 2, 1995	