ANNE ARUNDEL COUNTY
MARYLAND

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No. C-747

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Dept. of Planning and Code Enforcement **DIVISION** Current Planning

Item No.	Description	Retention
1.	Zoning Application Files ** Individual zoning application files for request for rezoning, special exception, and variance containing application, P.A.C.E. staff report, site plan, agency comments, and decision of Hearing Officer or Board of Appeals.	Retain closed files in office for 3 years then transfer periodically to the MD State Archives for permanent retention.
2.	Nonconforming Use Files ** Individual files containing applications for legal nonconforming uses. Files contain application, site plan, documentary evidence, affidavits, and annual questionnaires. Files are numbered by year and case number (e.g. NC1-90).	Retain closed files in office for 3 years then transfer periodically to the MD State Archives for permanent retention.
3.	Comprehensive Rezoning Files Individual files on applications for change or retention of zoning during comprehensive zoning process. Includes Dept. and P.A.B. recommendations.	Closed files retained in-house for 3 years then transferred to outside storage for 20 years then destory.
	** Card Catalog Catalog cross referencing nonconforming use and zoning application files by name and number.	Retain Permanently. Periodically transfer film to Maryland State Archives.

Schedule Approved by Records Management Officer	Schedule Approved by Chief Administrative Officer
Date: 10/12/95 Signature: Jacqueline M. Ryan	Date: 11/8/95 Signature:
Schedule Approved by Agency, or Division Representative	**Schedule Approved by State Archvist**
Date: 10-11-95 Signature:	Date: MAR 15 1996 Signature: Edward C. Papenfuse

ANNE ARUNDEL COUNTY
MARYLAND

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No. C-747

Item No.	Description	Retention
4.	Subdivision, Waiver, and Agreement Files	
	Includes all administrative, major and minor subdivisions with plans, plats, comments, letters, waivers and agreements.	Closed files retained in-house for 3 years then transferred to outside storage for 20 years, then destroy.
5.	Engineering Mechanical Files	
	Includes development plans, correspondence, studies, comps, etc.	Closed files retained in-house for 3 years then transferred to outside storage for 20 years, then destroy.
6.	Correspondence	
	Includes letters and memos unrelated to specific zoning and subdivision applications.	Files retained for 3 years in-house 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

1. DEPARTMENT/AGENCY
PLANNING AND CODE ENORCEMENT

2. DIVISION
CURRENT PLANNING

3. UNIT
ZONING

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
ZONING APPLICATION FILES

5. EARLIEST YEAR / LATETEST YEAR
1952 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)

Individual zoning application files for requests for rezoning special exception, and variance containing application, P.A.C.E. staff report, site plan, agency comments, and decision of Hearing Officer or Board of Appeals. Files are numbered by case and year (e.g. V1-90) beginning each year.

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

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

11. FILE IS USED
☐ Daily ☐ Weekly ☒ Monthly Less Than

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

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
☒ Yes Admin. Hearing Office ☐ 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 Card File ☐ No

18. RECOMMENDED RETENTION Closed files retained for 3 years in-house, then transferred to outside storage for 20 years. Then destroy.

19. NAME AND TITLE OF PREPARER
L.E. Burkins
Planning Administrator

20. TELEPHONE NUMBER
(410) 222-7496

21. DATE
7/13/95

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
PLANNING AND CODE ENFORCEMENT

2. DIVISION
CURRENT PLANNING

3. UNIT
SUBDIVISION APPLICATION CENTER

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
Subdivision, Waiver and Agreement Files

5. EARLIEST YEAR / LATETEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Contains files on stages of Performal, Sketch, Preliminary and final processes and all their applications, review, comments, minutes, approvals, plans, plats, waivers and agreements.

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) _____

800 At any one time.
Number

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

40
Number

11. FILE IS USED
☐ Daily ☐ Weekly ☒ Monthly Less Than

12. FILE BECOMES INACTIVE AFTER
10+
Number
☐ Month(s) ☒ Year(s)

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

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 Computer File ☐ No

18. RECOMMENDED RETENTION Closed files retained in-house for 3 years then transferred to outside storage for 20 years. Then destroy.

19. NAME AND TITLE OF PREPARER
L.E. Burkins, Current Planning Admin.

20. TELEPHONE NUMBER
(410) 222-7496

21. DATE
7/13/95

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 5 Of 6

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
PLANNING AND CODE ENFORCEMENT	CURRENT PLANNING	SUBDIVISION APPLICATION CENTER

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	5. EARLIEST YEAR / LATETEST YEAR
Engineering/Technical Files	____ TO ____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Includes development plans, correspondence, studies, comps, etc. Files are alphabetical and will be dated as to the time of transfer.

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) ____

0 Number

10. ANNUAL ACCUMULATION

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

40 Number

11. FILE IS USED

☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

10+ Number ☐ Month(s) ☒ Year(s)

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

Everything currently being stored in-house

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

Closed files retained in-house for 3 years then transferred to outside storage for 20 years. Then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
J.E. Burkins Current Planning Administrator	(410) 222-7496	7/13/95

DGS 550-4 (Revised 1/93)

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

1. DEPARTMENT/AGENCY
PLANNING AND CODE ENFORCEMENT

2. DIVISION
CURRENT PLANNING

3. UNIT
ZONING

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
Comprehensive Rezoning Files

5. EARLIEST YEAR / LATETEST YEAR
1987 TO 1989

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Individual files on applications for change or retention of zoning during comprehensive zoning process (prefiles and petitions).

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) _____

10 Number

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

N/A Number

11. FILE IS USED
☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER
~~10+~~ Less Than Number ☐ Month(s) ☒ Year(s)

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

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 Map & Book File ☐ No

18. RECOMMENDED RETENTION Closed files retained in-house for 3 years then transferred to outside storage for 20 years. Then destroy.

19. NAME AND TITLE OF PREPARER
L.E. Burkins
Current Planning Administrator

20. TELEPHONE NUMBER
(410) 222-7496

21. DATE
7/13/95

DGS 550-4 (Revised 1/93)

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

1. DEPARTMENT/AGENCY
PLANNING AND CODE ENFORCEMENT

2. DIVISION
CURRENT PLANNING

3. UNIT
SUBDIVISION APPLICATION CENTER

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
Subdivision, Waiver and Agreement Files

5. EARLIEST YEAR / LATETEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Contains files on stages of Performal, Sketch, Preliminary and final processes and all their applications, review, comments, minutes, approvals, plans, plats, waivers and agreements.

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) _____

800 At any one time.
Number

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

40
Number

11. FILE IS USED
☐ Daily ☐ Weekly ☒ Monthly Less Than

12. FILE BECOMES INACTIVE AFTER
10+
Number
☐ Month(s) ☒ Year(s)

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

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 Computer File ☐ No

18. RECOMMENDED RETENTION Closed files retained in-house for 3 years then transferred to outside storage for 20 years. Then destroy.

19. NAME AND TITLE OF PREPARER
L.E. Burkins, Current Planning Admin.

20. TELEPHONE NUMBER
(410) 222-7496

21. DATE
7/13/95

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 3 OF 6

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
PLANNING AND CODE ENFORCEMENT	CURRENT PLANNING	ZONING

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

Comprehensive Rezoning Files

5. EARLIEST YEAR / LATETEST YEAR

1987 TO 1989

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Individual files on applications for change or retention of zoning during comprehensive zoning process (prefiles and petitions).

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) _____

10 Number

10. ANNUAL ACCUMULATION

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

N/A Number

11. FILE IS USED

☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

~~10+~~ Less Than Number ☐ Month(s) ☒ Year(s)

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

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 Map & Book File ☐ No

18. RECOMMENDED RETENTION Closed files retained in-house for 3 years then transferred to outside storage for 20 years. Then destroy.

19. NAME AND TITLE OF PREPARER

L.E. Burkins
Current Planning Administrator

20. TELEPHONE NUMBER

(410) 222-7496

21. DATE

7/13/95

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
PLANNING AND CODE ENFORCEMENT

2. DIVISION
CURRENT PLANNING

3. UNIT
ZONING

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
NONCONFORMING USE FILE

5. EARLIEST YEAR / LATETEST YEAR
1952 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)

Individual files containing applications for legal nonfonforming uses. Files contain application, site plan, documentary evidence, affidavits, and annual questionnaires. Files are numbered by year and case number (e.g. NC1-90).

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) _____

1 Number

11. FILE IS USED
☐ Daily ☐ Weekly ☒ Monthly

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

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

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 Card & Computer File ☐ No

18. RECOMMENDED RETENTION Closed files retained in-house for 3 years then transferred to outside storage for 20 years. Then Destroy.

19. NAME AND TITLE OF PREPARER
L.E. Burkins
Current Planning Administrator

20. TELEPHONE NUMBER
(410) 222-7496

21. DATE
7/13/95