

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
	ANY OR ALL OF THE BELOW LISTED PERMANENT FILES MAY BE MICROFILMED	Retain Microfilm as Permanent Record
1	<u>Litigation Files</u> - All cases prosecuted or defended by the Office of Law including litigation occasioned by insurance claims.	Retain 12 years, then destroy.
2	<u>Board of Appeals Cases</u> - All cases presented before the Board of Appeals. When a matter is appealed to the Circuit Court, it is transferred to a litigation file. If not appealed, retain as Board of Appeals file.	Retain 12 years if appealed, then destroy
3	<u>Social Services Guardianships with Right to Consent to Adoption</u>	Retain for 2 years beyond date of release of guardianship then destroy
4	<u>Condemnation Cases</u> - Cases where Anne Arundel County is named as party defendant for tax payment purposes -- at State Road Commission, Baltimore Gas & Electric, Annapolis Urban Renewal, U.S. Government	Retain 3 years in office then destroy
5	<u>Property Acquisition Files</u> - Property purchased by County for captial projects and settlement performed by outside counsel - Right of Way Division has the master files on these cases.	Retain 1 year in office then destroy
6	<u>Property Acquisition Files</u> - Settlements handled by Office of Law. Right of Way Division retains master files on these cases.	Retain 1 year in office then destroy
7	<u>Health Department Violations</u> (not litigated)	Retain in office 3 years then destroy

Schedule Approved by
Records Management Officer

Date: 2/6/96
 Signature: Jacqueline M. Ryan

Schedule Approved by
Chief Administrative Officer

Date: 2/14/96
 Signature: [Signature]

Schedule Approved by
Agency, or Division Representative

Date: 2/6/96
 Signature: [Signature]

Schedule Approved by
State Archivist

Date: 2/15/96
 Signature: Edward C. Papenfuss

Item No.	Description	Retention
8	<u>Lease Agreements</u> - Lease of property by County for its use and lease out of County owned property.	Retain in office 3 years after expiration of lease then destroy
9	<u>Collection Files</u> - (Personal Property and Miscellaneous)	Retain 1 year if paid Retain 12 years if Judgment entered, then destroy
10	<u>General Correspondence</u> - Miscellaneous correspondence with all departments and with the public	Retain 3 years in office then destroy
11	<u>Accounting records and budget</u>	Retain 3 years in office then destroy
12	<u>Reading Files</u> - Copies of all outgoing	Retain 1 year in office then destroy
13	<u>Public Works Default Files</u> - not litigated	Retain 10 years, then destroy.
14	<u>Social Service Claims against Estates</u> - Cases where Department of Social Services attempts to get reimbursement from an estate for money advanced to elderly.	Retain 1 year then destroy
15	<u>Adult Guardianships</u>	Retain 1 year after legally terminated then destroy
16	<u>Professional Service Contracts</u>	Retain 3 years from expiration date then destroy
17	<u>Personnel Files</u>	Retain 1 year in office from date of termination then destroy
18	<u>Mail Log and Agreements Tracking System Log</u>	Retain 1 year in office then destroy
19	<u>Zoning Citation Cases</u>	Retain 3 years in office then destroy