

**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

Schedule No.  
 C-705  
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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY** Anne Arundel County

**DIVISION** Risk Mgmt

Item No.	Description	Retention
1.	<u>General Correspondence</u> Original incoming letters, copies of outgoing letters, memoranda, studies, staff meetings minutes, reports, directives, policies and other material related to the Administration of the Division	Screen annually and destroy that mat'l no longer needed for current business  Directives, policies minutes and other material related to the planning and policy that illustrates the development of the Division, retain perm for eventual transfer to Archives
2.	<u>General Accounting Records</u> Records, our office copies of commitments direct payments, purchase orders, requisitions goods received memoranda, travel & expense reports, mileage reports, cash receipts, tuition reimbursements.	Retain for three (3) years, then destroy and until audit requirements met
3.	<u>Special Accounting Records</u> Audit reports (internal & external, financial or program)	Retain one (1) copy perm for eventual transfer to Archives
4.	<u>Leave and Time Sheets</u> This file contains office copies of employees annual, disability and F.S.L.A. daily time recordings.	Retain three (3) years, then destroy

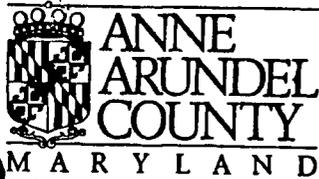
Schedule Approved by  
 Records Management Officer  
 8/3/92  
 Date  
 Bruce R. Jankovics  
 Signature

Schedule Approved by  
 Chief Administrative Officer  
 [Signature]  
 Date  
 Signature

Schedule Approved by  
 Agency or Division Representative  
 8/14/92  
 Date  
 Ronald P. [Signature]  
 Signature

Schedule Approved by  
 State Archivist  
 Edward C. [Signature]  
 Date  
 Signature

JAN 21 1993



**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

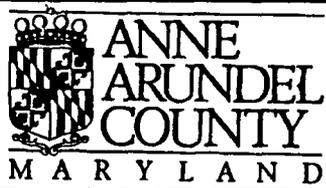
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Item No.	Description	Retention
5.	<p><u>Unofficial Personnel Files</u> Files contain information on current and past employees.</p> <p>A. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports resumes, etc.</p> <p>B. Advertisements, resumes and interviews for our contractual positions.</p>	<p>Screen annually and destroy that mat'l no longer needed for current reference Retain remaining items two (2) years after termination. Forward contractual personnel records to Personnel</p> <p>Retain 4 years then destroy</p>
6.	<p><u>Safety</u>: Records related to the Safety Risk Management functions of the Division under the following subject titles:</p> <p>A. <u>Safety General</u> - Correspondence information, research or special programs, procedures and policies</p>	<p>Screen annually destroy material no longer needed for current business</p> <p>Directives, policies minutes and other material related to the planning and policy that illustrates the development of the Division, retain perm for transfer to Archives</p>



Anne Arundel County  
OFFICE OF CENTRAL SERVICES  
Records Management Division

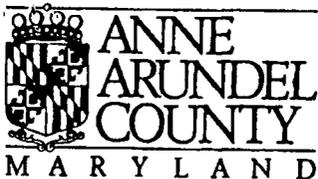
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Item No.	Description	Retention
B.	<u>Inspection, Complaint, and Investigation Files.</u> Files contain case history of safety inspections and investigations conducted as well as complaints handled.	Retain in paper Five years micro and destroy paper Retain Microfilm in office Review every 20 years for destruction.
C.	<u>Hazardous and Toxic Substances files (MOSH).</u> Files contain information concerning manufacturers M.S.D.S., employers generated chemical lists with M.S.D.S. attached and information distributed to employees to make them aware of where chemicals are used and protection to be used when working with these chemicals.	Retain for forty (40)years, then destroy
D.	<u>OSHA, MOSH files</u> Files contain information on safety violations, personal injury, general safety for Bureau of Labor Statistics (State and Federal Agencies)	Retain M.O.S.H. records for seven (7) years then destroy Retain OSHA records for ten (10) years then destroy
E.	<u>Training Files</u> Files contain attendance records, course descriptions and dates given.	Screen lesson plans annually Attendance records and lesson plans are kept on file in Personnel
7.	<u>Self-Insurance Fund</u> Records related to the Self Insuring functions of the Division under the following subject titles:	



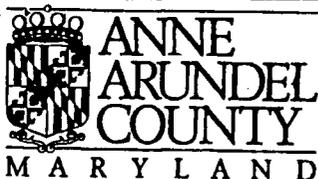
**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
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Item No.	Description	Retention
	<p>A. <u>Self Insurance Fund Committee</u> Consists of required S.I.F. Committee meetings, minutes and related supporting legal, policy, directives, and general correspondence.</p> <p>B. <u>Workers Compensation Files</u></p> <ol style="list-style-type: none"><li>1. Open and active claim files Workers Compensation files</li><li>2. Closed Workers Compensation files</li></ol> <p>C. <u>General Liability files</u></p> <ol style="list-style-type: none"><li>1. Open and active liability claims against the S.I.F. other than auto</li><li>2. Closed General Liability Files</li></ol>	<p>Cut off at end of Fiscal Year retain three years then microfilm Destroy paper Review microfilm every 20 years for destruction.</p> <p>Retain until file can be placed in</p> <p>Retain for 3 years, then organize, purge superfluous mat'l, microfilm, destroy paper, maintain microfilm perm for eventual transfer to Archives</p> <p>Retain in Division until file can be placed in closed files</p> <p>Retain for 3 years, then organize, purge superfluous mat'l, microfilm and then destroy paper Review microfilm in twenty (20) years for destruction</p>



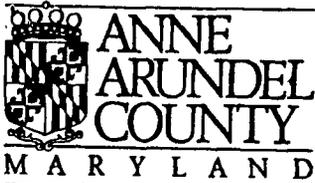
**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

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Item No.	Description	Retention
	<p>D. <u>Automobile liability and comprehensive/collision files:</u></p> <ol style="list-style-type: none"><li>1. Open and active vehicle liability, collision or comprehensive claims.</li><li>2. Closed Auto Files</li></ol> <p>E. <u>S.I.F. Computer Reports</u> Contains reports, statistics concerning accident liability system to include year end reports.</p> <p>F. <u>Miscellaneous Claims</u> Contains those claims made against the County which are not contained in C &amp; D.</p>	<p>Retain in Division until file closed, then place in closed files</p> <p>Retain for three years, then organize, purge superfluous material, microfilm, then destroy paper documents, Review microfilm every 20 years for destruction.</p> <p>Screen annually destroy that mat'l no longer needed for current business "Year End" reports should be microfilmed paper destroyed and maintained perm for eventual transfer to Archives</p> <p>Maintain for one year After occurrence date, then organize and purge superfluous mat'l and microfilm Destroy paper Review microfilm every 20 years for destruction.</p>



**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

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Item No.	Description	Retention
8.	<p><u>County Property Files:</u></p> <p>Records related to county owned buildings under the following subject titles:</p> <p>A. <u>Property Damage Claims:</u> Files of closed or inactive property damage claims &amp; subrogation efforts.</p> <p>B. <u>Insurance Policies</u> Contains expired commercial insurance policies and related correspondence.</p> <p>C. <u>Active Leases (County is lessor)</u> Leases with insurance requirements are arranged alphabetically by address and who originating agency is.</p> <p>D. <u>Expired Leases</u> Files contain leases, certifications of insurance and general correspondence.</p> <p>E. <u>Property Files</u> Files contain correspondence, deeds, and miscellaneous information obtained for insurance purposes on County owned buildings and structures.</p> <p>F. <u>Inactive Property Files</u> Files contain correspondence, deeds, and miscellaneous information obtained for insurance purposes on County non-owned buildings and structures</p>	<p>Claims info entered into computer Property damage File Retain paper records three years then destroy</p> <p>Retain policies in Division perm Screen correspondence three years after date, of expiration then destroy</p> <p>Retain until lease expires or terminated then place in expired lease file</p> <p>Retain in Division for 4 years, transfer to records center for 12 years, then destroy</p> <p>Retain Perm Screen annually &amp; destroy mat'l not needed for current business</p> <p>Retain in Division for 4 years Transfer to records center for 12 years, then destroy.</p>

**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 1 OF 8

**DEPARTMENT/AGENCY**  
Anne Arundel County Central Svcs

**2. DIVISION**  
Risk Management

**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**  
General Correspondence

**5. EARLIEST YEAR/LATEST YEAR**  
1977 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 )

Original incoming letters, copies of outgoing letters, memorandums, studies, staff meetings, minutes, reports, directives, policies and other material related to the administration of the division.

**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)  
Subject matter

**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  
NUMBER

**11. FILE IS USED**  
 DAILY  WEEKLY  MONTHLY

**12. FILE BECOMES INACTIVE AFTER**  
12  MONTH(S)  YEAR(S)  
NUMBER

**13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)**  
Arundel Center, 2nd Floor, Room 205

**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**  
Screen annually and destroy material no longer needed for current business

**NAME AND TITLE OF PREPARER**  
Bruce R. Lamartin, Asst. Manager  
Safety and Insurance

**20. TELEPHONE NUMBER**  
(410) 222-1103

**21. DATE**

**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

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**1. DEPARTMENT/AGENCY**  
Anne Arundel County Central Svcs

**2. DIVISION**  
Risk Management

**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**  
General Accounting Records

**5. EARLIEST YEAR/LATEST YEAR**  
1977 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 )

Records, our office copies of commitments, direct payments, purchase orders, requisitions, goods received, memoranda, travel and expense reports, mileage reports, cash receipts, tuition reimbursements.

**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)  
1  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

**10. ANNUAL ACCUMULATION**

- FILE DRAWER(S)  
1/10  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

**11. FILE IS USED**  
 DAILY  WEEKLY  MONTHLY

**12. FILE BECOMES INACTIVE AFTER**  
3  MONTH(S)  YEAR(S)  
NUMBER

**13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)**

Arundel Center, 2nd Floor, Room 206

**14. IS RECORD SERIES DUPLICATED ELSEWHERE?**

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO Purchasing, Finance

**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**

Retain for three years, then destroy.

**19. NAME AND TITLE OF PREPARER**  
Bruce R. Lamartin, Asst. Manager  
Safety & Insurance

**20. TELEPHONE NUMBER**  
(410) 222-1103

**21. DATE**

**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

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DEPARTMENT/AGENCY  
Anne Arundel County Central Svcs

2. DIVISION  
Risk Management

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  
Special Accounting Records

5. EARLIEST YEAR/LATEST YEAR  
1977 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)

Audit reports (internal or external, financial or program)

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)  
Subject

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/10  
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  
N/A  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Arundel Center, 2nd Floor, Room 206

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  
Retain one copy permanently for eventual transfer to Archives.

NAME AND TITLE OF PREPARER  
Bruce R. Lamartin, Asst. Manager  
Safety & Insurance

20. TELEPHONE NUMBER  
(410) 222-1103

21. DATE



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

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1. DEPARTMENT/AGENCY  
Arundel County Central Svcs.

2. DIVISION  
Risk Management

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  
Unofficial Personnel Files

5. EARLIEST YEAR/LATEST YEAR  
1977 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 may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, advertisements, resumes and interviews for our contractual positions.

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)  
N/A  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Arundel Center, 2nd Floor, Room 206

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO Merit Personnel, Contractual R.M.

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))  
Section 10-616 of the State Gov't Article of the Annotated Code of Maryland

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  
Two years after termination, then transfer to Personnel.  
Four years after termination for contractual, then destroy.

19. NAME AND TITLE OF PREPARER  
Bruce R. Lamartin, Asst. Manager  
Safety & Insurance

20. TELEPHONE NUMBER  
(410) 222-1103

21. DATE

**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

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1. DEPARTMENT/AGENCY  
Anne Arundel County Central Svcs.

2. DIVISION  
Risk Management

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  
Safety

5. EARLIEST YEAR/LATEST YEAR  
1977 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 )  
  
Records related to the Risk Management Safety Management functions comprising general correspondence, inspections, investigation files, hazardous and toxic substances files, OSHA and MOSH files and training records.

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)  
12  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)  
  
10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
Varies  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Arundel Center, 2nd Floor, Room 206

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
( IF YES, SPECIFY AGENCY OR OFFICE )  
 YES  NO Some, Division of Labor & Ind.

15. ACCESS RESTRICTIONS  YES  NO  
( IF YES, CITE LAW(S) & REGULATION(S) )

16. AUDIT REQUIREMENTS MOSH and OSHA  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? ( IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE )  
 YES  NO

18. RECOMMENDED RETENTION  
  
General correspondence screen annually. Directives policies retained permanently. Inspections, complaints, investigations, microfilm after five years, review every 20. Hazardous & toxic substances retain for 40 yrs. OSHA retain 10 yrs. then destroy. MOSH retain for seven years, then destroy.

19. NAME AND TITLE OF PREPARER  
Bruce R. Lamartin, Asst. Manager  
Safety & Insurance

20. TELEPHONE NUMBER  
(410) 222-1103

21. DATE

**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

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1. DEPARTMENT/AGENCY  
Anne Arundel County Central Svcs.

2. DIVISION  
Risk Management

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  
Self-Insurance Fund

5. EARLIEST YEAR/LATEST YEAR  
1977 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 )

Records relating to self-insuring functions of the division comprising Self-Insurance Fund Committee, Workers' Compensation files, General Liability files, Automobile Liability files and Comprehensive/Collision files, Self-Insurance Fund computer records and miscellaneous claims.

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)  
80  
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  
Varies  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Arundel Center, 2nd Floor, Room 206  
Arundel Center, Basement, Records Center

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
( IF YES, SPECIFY AGENCY OR OFFICE )  
 YES  NO State Workers' Comp Comm

15. ACCESS RESTRICTIONS  YES  NO  
( IF YES, CITE LAW(S) & REGULATION(S) )  
Section 10-616 of the State Gov't Article of the Annotated Code of Maryland

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? ( IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE )  
 YES  NO Case number assigned using first digit to denote type of claim, next two digits are year, next two are month, next two are day, next two are # of accidents that day and last two are # of claims for that accident.

18. RECOMMENDED RETENTION  
Varies as to nature of claim.  
See retention schedule.

19. NAME AND TITLE OF PREPARER  
Bruce R. Lamartin, Asst. Manager  
Safety & Insurance

20. TELEPHONE NUMBER  
(410) 222-1103

21. DATE

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

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1. DEPARTMENT/AGENCY  
Anne Arundel County Central Svcs

2. DIVISION  
Risk Management

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  
County Property Files

5. EARLIEST YEAR/LATEST YEAR  
1970 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 )

Records related to County owned buildings comprised of Property Damage claims, insurance policies, active leases, expired leases and property files.

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)  
1/10  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
Varies  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Arundel Center, 2nd Floor, Room 206

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  
Insurance policies retain permanently. Leases retained in division until four years after expiration date then Records Center for 12 years, then destroy. Property files screen annually and destroy those unneeded. Retain the rest permanently.

NAME AND TITLE OF PREPARER  
Bruce R. Lamartin, Asst. Manager  
Safety & Insurance

20. TELEPHONE NUMBER  
(410) 222-1103

21. DATE