

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. **C-508**

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY: ANNE ARUNDEL COUNTY, MARYLAND

DIVISION: OFFICE OF LAW

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 as Permanent Record
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.	Retain as Permanent Record
3	<u>Social Services Adoption Cases</u> -Primary adoption records are retained by the Court.	Retain as Permanent Record in office.
4	<u>Social Services Guardianships with Right to Consent to Adoption</u>	Retain for 2 years beyond date of release of guardianship then Destroy
5	<u>Condemnation Cases</u> - Cases where Anne Arundel County is named as party defendant for tax payment purposes--ats State Road Commission, Baltimore Gas & Electric, Annapolis Urban Renewal, U. S. Government	Retain 3 years in office then Destroy
6	<u>Property Acquisition Files</u> - Property purchased by County for capital projects and settlement performed by outside counsel - Right of Way Div. has the master files on these cases.	Retain 1 year in office then Destroy
7	<u>Property Acquisition Files</u> - Settlements handled by Office of Law. Right of Way Div. retains master files on these cases.	Retain 1 year in office then Destroy
8	<u>Health Department Violations</u> - (not litigated)	Retain in office 3 years then Destroy
9	<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
10	<u>Collection Files</u> - (Personal Property and Miscellaneous	Retain 1 year if paid, Retain 12 years if Judgment entered, then Destroy

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

10/26/79

Richard Lazer Hillman County Solicitor

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
11	<u>General Correspondence</u> - Miscellaneous correspondence with all departments and with the public.	Retain 3 years in office then Destroy
12	<u>Accounting records and budget</u>	Retain 3 years in office then Destroy
13	<u>Reading Files</u> - Copies of all outgoing correspondence	Retain 1 year in office then Destroy
14	<u>Public Works Default Files</u> - not litigated	Retain as permanent record
15	<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
16	<u>Adult Guardianships</u>	Retain 1 year after legally terminated then Destroy
17	<u>Legal Opinions</u>	Permanent in office.
18	<u>Professional Service Contracts</u>	Retain 3 years from expiration date then Destroy
19	<u>Personnel Files</u>	Retain 1 year in office from date of termination then Destroy