

SUPERSEDES SCHEDULE C-508

DEPARTMENT OF GENERAL SERVICES
Records Management Division

DGS-550-1
REV. 7/86

SCHEDULE
NO. C-591

PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY

OFFICE OF LAW

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 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. If not appealed retain as Board of Appeals file	Retain as Permanent Record if appealed. Retain 3 Years in Office, then destroy if office not active in case.
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 Division 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 Division 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

RECEIVED

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

9/2/87 *[Signature]*
Date Signature
County Solicitor
Title

OCT 13 1987
11/6/87
RECORDS MANAGEMENT
Date DIVISION
[Signature]
State Archivist

STEPHEN R. BEARD

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
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
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
20	<u>Mail Log and Agreements Tracking System Log</u>	Retain 1 year in office then destroy
21	<u>Zoning Citation Cases</u>	Retain 3 years in office then destroy