

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE NO. C-608

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RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY  
DEPT. OF UTILITIES  
BUREAU OF OPERATIONS SUPPORT SERVICES (B.O.S.S.)

Item No.	Description	Retention
1.	<p><u>BUREAU OF OPERATIONS SUPPORT SVC. (B.O.S.S.)</u></p> <p><u>CAPITAL SEWER &amp; WATER PROJECTS</u></p> <p><u>A. DESIGN FILES</u> Files contain correspondence, change orders purchase orders, estimates and payments, bid tabs and proposals sold. Files date from Day 1 to present.</p> <p><u>B. CONSTRUCTION FOLDERS</u> Files contain contract documents, contractor and consultant estimates and payments, purchase orders, change orders, construction general correspondence, state reports, progress meeting notes, material certification, certified payrolls M.B.E., shop drawings, daily reports, state correspondence, post construction documents. Files date from Day 1 to present.</p>	<p>RECOMMENDATION: GRANT FUNDED PROJECTS: NEVER DISCARD. FACILITIES: NEVER DISCARD. ALL OTHERS DESTROY 12 YEARS AFTER PROJECT PERFORMANCE WHICH IS ONE YEAR AFTER COMPLETION.</p>
2.	<p><u>ENGINEER SERVICE REPORTS</u></p> <p>Copies of Engineering Service Requests. Monthly Reports of Updates and Status. Final Files of Completed Engineering Service Reports. ESR Reports</p>	<p>RECOMMENDATION: COPIES ESR: 1 YEAR MONTHLY REPORTS: 6 MONTHS FINAL FILES: 3 YEARS AFTER COMPLETION. ESR REPORT: 10 YEARS AFTER COMPLETION.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

9-22-87  
Date

*J. B. ...*  
Signature

Title

4/5/88  
Date

*Edward ...*  
State Archivist

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Item No.	Description	Retention
3.	<p><u>COMPUTER PRINT OUT TIME SHEETS</u> Files contain completed Time Sheets &amp; Work Sheets for B.O.S.S. Personnel.</p>	<p>RECOMMENDATION: RETAIN ONE YEAR, THEN DESTROY.</p>
4.	<p><u>LIBRARY</u> B.O.S.S. LIBRARY Files contain the following:  O &amp; M Manuals Cold Storage Product Catalogs Technical Contract Specifications Magazines A.A. County Designers Reports Preliminary</p>	<p>RECOMMENDATION: RETAIN PERMANENTLY; EXCEPT MAGAZINES, TWO YEARS; PRODUCT CATALOGS, TWO YEARS, THEN DESTROY.</p>
5.	<p><u>REPORTS: PIPE RELEASED FOR SERVICE - OVERTIME</u>  Files contain the following; Overtime records for incorporation in larger records. Pipe released report for incorporation in larger records.</p>	<p>RECOMMENDATION: RETAIN SIX MONTHS, THEN DESTROY.</p>
6.	<p><u>INVENTORY</u>  Contain Inventory of Office Furniture, Machines.</p>	<p>RECOMMENDATION: RETAIN FOR LIFE OF ARTICLE.</p>
7.	<p><u>VEHICLE RECORDS</u> Contain Tag Numbers, radio information, serial numbers, date of purchase, maintenance records.</p>	<p>RECOMMENDATION: RETAIN FOR THE LIFE OF THE VEHICLE, THEN DESTROY.</p>
8.	<p><u>FLSA Time Sheets</u>  Contains Fair Labor Standard Act time sheets of number of hours and types of leave used per employee.</p>	<p>RECOMMENDATION: MANDATORY THREE YEAR RETENTION, THEN DESTROY.</p>

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Item No.	Description	Retention
9.	<p><u>CLAIM FOLDERS - CAPITAL PROJECTS</u> Contain Documentation pertaining to claims filed against Capital Projects: i.e., Correspondence, Invoices, Purchase Orders, Change Orders and copies of Interrogatories and Judgments.</p>	<p>RECOMMENDATION: GRANT FUNDED PROJECTS, RETAIN PERMANENTLY. ALL OTHERS DESTROY 12 YEARS AFTER PROJECT PERFORMANCE WHICH IS 1 YEAR AFTER COMPLETION.</p>
10.	<p><u>CAPITAL PROJECT PURCHASE ORDER ACKNOWLEDGEMENTS</u>  Contains acknowledgement copy of Purchase Orders for Capital Projects.</p>	<p>RECOMMENDATION: RETAIN PERMANENTLY.</p>
11	<p><u>PENDING UA'S (Utility Agreements, Plans, Correspondence), OLDER UTILITY AGREEMENTS (Utility Agreement Files, Agreements, Correspondence, Plans), UTILITY AGREEMENTS BEING PROCESSED (Draft Agreements, Correspondence, plans).</u></p>	<p>RECOMMENDATION: RETAIN IN OFFICE UNTIL AGREEMENT IS COMPLETE, THEN FORWARD TO SERVICE &amp; ASSESSMENTS SECTION (ADMIN/FINANCE).</p>
12	<p><u>MBE FOLDERS (Minority Business Enterprises)</u> <u>Contracts, Invoices from Consultants, Agreements</u></p>	<p>RECOMMENDATION: RETAIN PERMANENTLY.</p>

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13	<u>HOUSE CONNECTION CONTRACTS</u>	RECOMMENDATION: RETAIN ONE YEAR, THEN DESTROY.
14	<u>GENERAL FILES - ADMIN DIVISION</u> General Files - Correspondence, work stats, copy machine records.	RECOMMENDATION: RETAIN THREE YEARS, THEN DESTROY.
15	<u>DAILY DIARIES</u> All outgoing memos, letters, notes, UA's, etc. Compiled by Division on weekly basis.	RECOMMENDATION: RETAIN ONE YEAR. PURGED MONTHLY.
16	<u>GENERAL FILES- CHIEF ENGINEERS OFFICE</u> Correspondence: on special projects; w/other Bureaus; w/THN; w/J. Brew.	RECOMMENDATION: RETAIN THREE YEARS -OR WHEN PROJECT IS COMPLETE: THEN DESTROY. IF IT BECOMES A CAPITAL PROJECT FILE, THEN ADD TO CAPITAL PROJECT FILE.

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17	<u>GENERAL FILES-ENGINEERING DIVISION</u> Correspondence, open-end contracts; general files on background information, etc.	RECOMMENDATION: RETAIN THREE YEARS, THEN DESTROY.
18	<u>WASTEWATER SPS STATISTICS</u> Statistics on SPS - get one printout per station per year (used to follow trends, etc.)	RECOMMENDATION: RETAIN PERMANENTLY.
19	<u>FACILITY PLANS</u> Alphabetical by Facility - All correspondence relative to facility.	RECOMMENDATION: MICRO-FICHE AFTER TEN YEARS, RETAIN PERMANENTLY.
20	<u>WATER &amp; SEWER AVAILABILITY</u> Alphabetically by Service Area	RECOMMENDATION: RETAIN TEN YEARS, THEN DESTROY.

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21	<p><u>NPDES PERMITS</u> Permits, by W.W.Plant</p>	<p>RECOMMENDATION: RETAIN PERMANENTLY.</p>
22	<p><u>PLANNING DIV - GENERAL FILES</u> Alphabetical listing of all files for Division</p>	<p>RECOMMENDATION: RETAIN TEN YEARS, THEN DESTROY.</p>
23	<p><u>COMMERCIAL BUILDING PERMITS</u> Site plan, building permit, worksheet, comments, correspondence, flow projections.</p>	<p>RECOMMENDATION: IF NO WATER OR SEWER IS INVOLVED, RETAIN THREE MONTHS, THEN DESTROY. IF WATER OR SEWER ARE INVOLVED, PERMIT IS ADDED TO WORKING UA FILE - RETAINED IN UA FILE UNTIL COMPLETE, THEN FORWARDED TO SERVICE &amp; ASSESSMENTS SECTION (ADMIN/FINANCE)</p>
24	<p><u>MINOR SUBDIVISIONS</u> All correspondence, plans, agreements</p>	<p>RECOMMENDATION: RETAIN a) NO WATER OR SEWER - 3 MONTHS, THEN DESTROY: b) NO PROBLEMS AFTER APPROVALS - 6 MONTHS, THEN DESTROY: c) NO ACTIVE CORRESPONDENCE - 3 YEARS, THEN DESTROY.</p>

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Item No.	Description	Retention
25	<u>GENERAL FILES - DEVELOPER SERVICES DIV.</u> Miscellaneous Correspondence, Water & Sewer Availability	RECOMMENDATION: RETAIN THREE YEARS, THEN DESTROY.
26	<u>WAIVERS -</u> Waivers of Zoning Requirements. Only need file if there is no subdivision file correspondence, plans, worksheet.	RECOMMENDATION: RETAIN a) NO WATER OR SEWER - 3 MONTHS, THEN DESTROY: b) NO PROBLEMS AFTER APPROVALS- 6 MONTHS, THEN DESTROY: c) NO ACTIVE CORRESPONDENCE - 3 YEARS, THEN DESTROY.