



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-629

PAGE NO.

1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

COMMUNITY DEVELOPMENT

HOUSING REHABILITATION

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p><u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permantly for eventual transfer to the Archives.</p>
2.	<p><u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual revies, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.</p>	<p>Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.</p>
3.	<p><u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings (bi-weekly copies of time sheets, and computer bi-weekly printouts).</p>	<p>Retain for one (1) year, then destroy.</p>
4.	<p><u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Workpapers</p>	<p>Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

9/2/88 *Donald A. Jones*
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

9/2/88 *Donald A. Jones*
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

9/6/88 ✓ *Frederick P. Putter*
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

10/2/88 *Donald A. Jones*
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

C-629

PAGE NO.

2 of 2

ITEM NO.	DESCRIPTION	RETENTION
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods RECEIVED memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	<u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy)	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
7.	<u>HOUSING CASES IN PROCESS - MHRP</u> New files on applicants who are in the beginning stages of the above listed program that have not reached settlement but are still awaiting documentation.	File remains active until settlement is completed. When approved or rejected, these files become item # 8 or #9, respectively.
8.	<u>HOUSING CASES - CLOSED OUT FILES (DEFERRED LOANS AND PAYBACK LOANS)</u> These files are the same as item #1 after it is approved and homeowners have completed settlement. Files contain deeds, tax bill, fire insurance, income verification, title reports, work write up, trust approval, memos, settlement papers, etc.	Retain files as active until in office until loan is repaid. It then becomes item # 10 .
9.	<u>HOUSING CASES - WITHDRAWN AND REJECTED APPLICATIONS</u> Homeowners who decided to withdraw from the program. Homeowners who were rejected from the program due to income eligibility or other reasons.	Retain in office for two (2) years, then destroy.
10.	<u>RELEASE OF MORTGAGES</u> These are the same as item #1, after the file is approved and after applicants pay off their mortgages with Baltimore County's Housing Rehabilitation Office.	Retain for four (4) years, then destroy.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
COMMUNITY DEVELOPMENT

2. DIVISION
HOUSING REHABILITATION

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
Administrative and General Correspondence

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.

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)
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
NUMBER _____ MONTH(S) YEAR(S)

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

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 that material no longer needed for current business. Directives policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>
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1. DEPARTMENT/AGENCY COMMUNITY DEVELOPMENT	2. DIVISION HOUSING REHABILITATION	3. UNIT
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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. RECORDS SERIES TITLE UNOFFICIAL PERSONNEL FILES	5 EARLIEST YEAR/LATEST YEAR _____ / _____
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6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.

7. RECORDS SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____	8. RECORDS SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY) 10. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL (S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)
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11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER _____ NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? <input type="checkbox"/> YES <input type="checkbox"/> NO (If Yes, Specify Agency or Office)
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15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> YES <input type="checkbox"/> NO	18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two years after termination, then destroy.
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9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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C629

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY
PAGE 1 OF 1

1. DEPARTMENT/AGENCY
COMMUNITY DEVELOPMENT

2. DIVISION
HOUSING REHABILITATION

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. RECORDS SERIES TITLE
LEAVE AND TIME SHEETS

5 EARLIEST YEAR/LATEST YEAR
_____/____

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)
This file contains office copies of employees annual leave and daily time recordings.

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL (S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

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

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

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 one year, then destroy.

9. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>
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1. DEPARTMENT/AGENCY COMMUNITY DEVELOPMENT	2. DIVISION HOUSING REHABILITATION	3. UNIT
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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. RECORDS SERIES TITLE BUDGET RECORDS	5 EARLIEST YEAR/LATEST YEAR _____/_____
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6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Annual Budget Submissions
 Monthly Budget printouts
 Workpapers

7. RECORDS SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____	8. RECORDS SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY) 10. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL (S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)
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11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER _____ NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)	14. IS RECORDS SERIES DUPLICATED ELSEWHERE? <input type="checkbox"/> YES <input type="checkbox"/> NO (If Yes, Specify Agency or Office)
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15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> YES <input type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain annual submissions for five years, then, destroy. Retain all other papers for two years, then destroy.
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9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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Application then becomes non record material
and may be destroyed when no longer needed

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

COMMUNITY DEVVELOPMENT

HOUSING REHABILITATDON

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. RECORDS SERIES TITLE

5 EARLIEST YEAR/LATEST YEAR

GENERAL ACCOUNTING RECORDS

_____/_____
NUMBER

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Files contain office copies of:

Goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.

7. RECORDS SERIES FORMAT(S)

8. RECORDS SERIES SEQUENCE

9. VOLUME

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER (SPECIFY)

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. VOLUME

- FILE DRAWER(S)
- MICROFILM REEL (S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- MONTH(S)
- YEAR(S)

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

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

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.

9. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY
PAGE 1 OF 1

1. DEPARTMENT/AGENCY
COMMUNITY DEVELOPMENT

2. DIVISION
HOUSING REHABILITATION

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. RECORDS SERIES TITLE
FIXED ASSETS FILE

5 EARLIEST YEAR/LATEST YEAR
_____/____

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)
Fixed asset printouts (including vehicles)
IRA Forms (office copy)
Lost/stolen forms (office forms)
Surplus forms (office forms)
Transfer Forms (office forms)

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY)
10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL (S)
 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

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

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

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 fixed asset Printout for one year, then destroy.
Retain all other completed forms for three years, then destroy.

9. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page 1 of 1

1. DEPARTMENT/AGENCY: Department of Community Development
2. DIVISION: Housing Rehabilitation Office
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: (MHRP, Rental Rehab.)
Cases In Process (Deferred Loan Program)
5. EARLIEST YEAR/LATEST YEAR: 1987 TO Present

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
New files on applicants who are in the beginning stages of the above listed programs that have not reached settlement. Still awaiting documentation etc.

7. RECORDS SERIES FORMST(S): LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER(SPECIFY)
8. RECORDS SERIES SEQUENCE: ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER SPECIFY
9. VOLUME: FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER SPECIFY
3 NUMBER
10. VOLUME: FILE DRAWER(S) MICROFILM REELS(S) COMPUTER TAPE(S) OTHER(SPECIFY)

11. FILE US USED: DAILY WEEKLY MONTHLY
12. FILES BECOME INACTIVE AFTER: MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM): (If yes, specify agency or office)
One Investment Place, Suite 800, Towson, Md. 21204
14. IS RECORDS SERIES DUPLICATED ELSEWHERE?: 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 and hardware/software)
 YES NO
18. RECOMMENDED RETENTION: active until settlement is completed. Then retain for three years, When approved or rejected, becomes Closed Out Files or Withdrawn and Rejected Applications.

19. NAME AND TITLE OF PREPARER: Deborah Poag, Secretary
20. TELEPHONE NUMBER: 494-3124
21. DATE: 7-14-88

ITEM 7

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. Box 275
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY
Page 3 of 4

1. DEPARTMENT/AGENCY Department of Community Development
2. DIVISION Housing Rehabilitation Office
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 Withdrew/Rejected
5. EARLIEST YEAR/LATEST YEAR 1986 TO Present

6. RECORD SERIES DISCRPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Homeowners who decided to withdraw from the program.
Homeowners who were rejected from the program due to income eligibility or other reasons.

7. RECORDS SERIES FORMST(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER SPECIFY

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER SPECIFY
1 NUMBER

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REELS(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER

11. FILE US USED
 DAILY WEEKLY MONTHLY
12. FILES BECOME INACTIVE AFTER
5 NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
(If yes, specify agency or office)
One Investment Place, Suite 800, Towson, Md. 21204
14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 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 and hardware/software)
 YES NO
18. RECOMMENDED RETENTION
Retain in office for two (2) years, then destroy.

19. NAME AND TITLE OF PREPARER Deborah Poag, Secretary
20. TELEPHONE NUMBER 494-3124
21. DATE 7-14-88

ITEM 9

