

REQUIREMENT FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

(Cards made)

SCHEDULE NO. **C 273**

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1. Requesting Agency: **Baltimore County**
2. Division or Bureau of Requesting Agency: **Department of Public Safety, Fire Bureau**

3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1	<p>RADIO LICENSE RECORDS; LOGS AND TAPES (1952-date); 35 cu. ft.</p> <p>These records are daily radio station logs, tapes, and maintenance records required to be kept by licensees of public safety radio stations under FCC Regulation 89.175</p> <p>The logs (8 1/2" x 11" forms) show date, operator, time, station received, remarks (nature of communication), and location code for tape reference.</p> <p>The tapes, logs, and other required records are made pursuant to Federal regulations and serve no operating purpose which warrants retention in excess of legal requirements. The Federal retention requirement is one year (FCC Regulation 89.179).</p> <p>RECOMMENDATION: <u>Logs and other paper records:</u> RETAIN THREE YEARS, then destroy. <u>Tapes:</u> RETAIN FOR THREE YEARS, then erase for re-use</p>	
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2	<p>TELEPHONE RECORDS: TAPES AND LOGS (1952-date; 35 cu. ft.)</p> <p>All telephone calls coming through the Central Alarm switchboard are automatically recorded on magnetic tapes. Calls which result in the dispatch of emergency equipment are logged on 8 1/2" x 11" forms showing date, time of call, location on scale (tape), and the type of call (e.g., fire, ambulance).</p> <p>These records are made and retained by the Communications Division for reporting and supervisory purposes; no federal, state, local, or telephone company regulations are known to require or govern</p>	
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7. Agency, Division or Bureau Representative County Approvals (BCC 25A-5 (b) have been obtained.

Richard L. Maine Signature Records Management Officer November 10, 1965 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

11-22-65 Date *Morris S. Radloff* Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Dec. 13, 1965 Date *Richard H. Hubert* Secretary

HALL OF RECORDS COMMISSION
APPROVED

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Item
No.

the retention of recorded messages.

RECOMMENDATION: Logs: RETAIN THREE YEARS, then destroy.
Tapes: RETAIN THREE YEARS, then erase for re-use.
Transcribe any items of continuing import.

APPROVED
HALL OF RECORDS COMMISSION