



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-568

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Office of Law

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p>This Schedule Supersedes Schedule C541</p> <p><u>CONDEMNATIONS</u></p> <p>Size: 8½x14 File Arrangement: Numerical and chronological Frequency: Annually</p> <p>These files are for the purpose of taking property for county use. Process is initiated by Bureau of Land Acquisitions prior to entry of petition for condemnation with information being forwarded to Office of Law. These projects are Local, State and Federally funded. Federally funded projects are subject to audit by State and Federal Governments. The files are given a master number and are also cross-indexed by property name. These files may include all or some of the following documentation:</p> <ul style="list-style-type: none"> - Orders, motions, inquisitions, wavier, petition notices and demurrer filed in the Circuit Court - Invoices and record of payment for appraisals and court costs - Appraisals - Reports and memorandums related to condemnation - Plats and drawings 	<p>Permanent - microfilm five (5) years after case is closed.</p>
2.	<p><u>TAX SALES</u></p> <p>Size: 8½x14 File Arrangement: Numerical and chronological Frequency: Annually</p>	<p>Retain for seven (7) years from the date the case is closed and then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

8/18/86 *Gerald A. Lusk*
DATE SIGNATURE

DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

SCHEDULE APPROVED BY
STATE ARCHIVIST

8/18/86 *Ann Harris*
DATE SIGNATURE

7/12/86 *Frank J. ...*
DATE SIGNATURE



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ITEM NO.	DESCRIPTION	RETENTION
2.	<p><u>TAX SALES</u> (continued)</p> <p>After annual sale of properties for which taxes have not been paid, the Office of Finance, Revenue Division forwards Tax Sale Certificates to the Office of Law. Office of Law attempts to locate and notify property owner of Tax Sale. If after one year from date of Tax Sale, property owner has not paid delinquent taxes and redeemed property, the Office of Law files a petition, Order of Publication, and Decree with Circuit Court, which finalizes the sale. The file is then closed. This file includes the following documentation:</p> <ul style="list-style-type: none">- Tax Sale Certificates- Bill of Complaint Petition- Order of publication- Notification of property owner- Decree <p>This file is given a master number annually with a hyphen-suffix number for each property sold at tax sale.</p>	
3.	<p><u>ZONING INJUNCTIONS AND CITATIONS</u></p> <p>Size: 8½x14 File Arrangement: Numerically and chronologically Frequency: Annually</p> <p>These files are initiated by the Zoning Commissioner and Zoning Office. Zoning Injunctions may be filed in District and Circuit Court, and Zoning Citations are filed with the District Court. These files contain pleadings filed, hearing transcripts, and court decisions.</p>	<p>Retain for seven (7) years from the date the case is closed and then destroy.</p>
4.	<p><u>COUNTY COUNCIL BILLS</u></p> <p>Size: 8½x14 File Arrangement: Chronologically and numerically calendar year of bill's introduction and hyphen numerical sequence Frequency: Annually</p>	<p>Permanent - microfilm five (5) years after Legislation is adopted.</p>



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

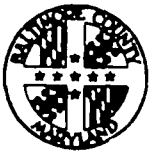
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ITEM NO.	DESCRIPTION	RETENTION
4.	<p><u>COUNTY COUNCIL BILLS</u> (continued)</p> <p>These files originate from either County Council Office or department requests through the Administrative Office. They contain the original legislative request, research, memo's relating to requests, council testimony and deliberation, and approved Council Bills (legislation).</p>	
5.	<p><u>BOARD OF APPEALS</u></p> <p>Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annually</p> <p>These files represent Appeals of Decisions by the Zoning Commissioner, Permits and Licenses, Animal Board, Retirement, and other Administrative Agencies, and Boards. Appeal documentation is forwarded to the Office of Law by respective agency or board when they are filed with the Board of Appeals. These cases also include appeals of Board of Appeals decisions to the Circuit Court. A hearing is held, order, and opinion rendered, and if no further appeal is filed within 30 to 60 days, the file is closed.</p>	<p>Retain for ten (10) years after file is closed, then destroy.</p>
6.	<p><u>WORKMAN'S COMPENSATION CLAIMS</u></p> <p>Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annually</p> <p>These cases originate in the Office of Central Services and are forwarded to the consulting firm contracted by the county to administer its self insured Workman's Compensation Program. Any cases that require hearings at the Workman's Compensation Commission are transmitted to the Office of Law for review and processing. The files are assigned a BCW number by Central Services which include the year and a sequential number. (example BCW-83-5) File is considered closed after settlement is reached between counsel or appeal is taken and tried before a jury.</p>	<p>Retain for ten (10) years after case is closed, then destroy.</p>



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ITEM NO.	DESCRIPTION	RETENTION
7.	<p><u>ROAD CLOSINGS</u></p> <p>Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annually</p> <p>Road closings are initiated by Department of Public Works, Land Acquisitions or private parties. Petitions are filed and notifications are prepared and published by Office of Law. Office of Law then holds hearing. Order is executed and sent to Land Acquisition for recording in the Baltimore County Land Records. Petition, legal pleadings and correspondence are included.</p>	<p>Retain for seven (7) years after closing is recorded in Land Records, then destroy.</p>
8.	<p><u>SPECIAL LITIGATION</u></p> <p>Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annually</p> <p>These files are initiated by various sources and forwarded to Office of Law for filing and Litigation Proceedings. The types of cases that are included, in this category are: mandamus, damages, discriminations, contracts, injunctions, Public Works Agreements, specific performance, etc. Legal pleadings and correspondence are included.</p>	<p>Retain for ten (10) years after case is closed and then destroy.</p>
9.	<p><u>GUARDIANSHIPS</u></p> <p>Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annually</p> <p>These files originate in the Department of Social Services. There are three categories - Regular Guardianships which are long term care and adoption cases; CINA'S which are children in need of assistance; Temporary Care, and APS, which is Adult Protection. The petitions are forwarded to the Law Office for review and are filed with Equity Court or Juvenile Court (CINA'S only) to finalize the process. The file is closed once a final order is signed by a Judge. However, in a CINA Case, the file may be reopened due to a child running away or needing additional assistance. Petitions, other legal pleadings and letters are included.</p>	<p>Retain for three (3) years after case is closed, then destroy.</p>



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10.	<p><u>SEIZED FUNDS</u></p> <p>Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annual</p> <p>These files are established when monies are seized by the Police Department and are declared contraband. The actual money is held in an account by the Office of Finance. The Office of Law prepares a petition which is filed in District or Circuit Court, depending on amount of money seized. After a hearing, the final order transfers the money to the general fund of the county, or returns the money to defendant; the file is closed. Petition, other legal pleadings and correspondence are included.</p>	Retain for three (3) years after case is closed, then destroy.
11.	<p><u>GRIEVANCES PROCEEDINGS</u></p> <p>Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annual</p> <p>These files may originate from an employee or a department who has filed a grievance and gone through the preliminary steps. The Law Office establishes a file once the grievance has been appealed to the Labor Commissioner. After the hearing with the Labor Commissioner, the case may go to Arbitration or to Personnel Salary and Advisory Board, with the case being closed after a decision is rendered by one of these two authorities. Related correspondence is also included in these files.</p>	Retain for three (3) years after case is closed, then destroy.
12.	<p><u>AUTO AND GENERAL LIABILITY - NEGLIGENCE</u></p> <p>Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annual</p> <p>These claims originate in the Office of Central Services and are forwarded to the consulting firm contracted by the county to administer its self insurance program. Any cases that require legal settlement or suit are transmitted to the Office of Law for review and processing.</p>	Retain for three (3) years after case is closed, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
12.	<p><u>AUTO AND GENERAL LIABILITY - NEGLIGENCE</u> (Continued)</p> <p>The files are originally assigned a BCA Number (for auto) and a BCL Number (for general liability) by Central Services. After the Law Office receives the case, it is assigned a number from their master file.</p>	
13.	<p><u>LIQUOR BOARD</u></p> <p>Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annual</p> <p>These files contain cases, in which, the Office of Law represents the county at Liquor Board Hearings. They include cases on violations, complaints, transfers and awarding new licenses. These cases could be appealed to Circuit Court. After appeal process is exhausted, case is closed.</p>	Retain for three (3) years after case is closed, then destroy.
14.	<p><u>COLLECTIONS</u></p> <p>Size: 8½x14 File Arrangement: Chronologically and alphabetically Frequency: Annual</p> <p>These files represent legal action taken by the Office of Law because of non-payment of debts due to the county. They originate from various sources such as: Finance (non-payment of taxes), Public Works (enforcing Public Works Agreements), Baltimore City Hospital Bills and other county agencies. Letters, memos, legal pleadings are included.</p>	Retain for three (3) years after case is closed, then destroy.
15.	<p><u>UNCLASSIFIED FILES</u></p> <p>Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annual</p> <p>These files contain non-litigation information, and potential cases which have not reached litigation stage. Each department is assigned a number which is used each year. Also included is information which is pertinent to the internal operation of the Office of Law. Agreements, contracts, memos are included.</p>	Retain for three (3) years after origin, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
16.	<p><u>ADMINISTRATIVE FILES</u></p> <p>Size: 8½x14 File Arrangement: Numerically Frequency: Annually</p> <p>These files represent administrative matters set up by the County Attorney. Information is pertinent to the internal operation of the Law Office.</p>	<p>Retain for ten (10) years after file is closed and then destroy.</p>