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### BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

RECORDS RETENTION AND DISPOSAL SCHEDULE

Records Management Division

SCHEDULE NO.

C\_568.

PAGE NO.

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Office of Law

	AGENCY	DIVISION	
ITEM NO.	DESCRIPTION		RETENTION
	This Schedule Supersedes Schedule C54	1	
1.	CONDEMNATIONS		
	Size: 8½x14 File Arrangement: Numerical and chro Frequency: Annually	nological	Permanent - microfilm five (5) years after case is closed.
	These files are for the purpose of ta for county use. Process is initiated Land Acquisitions prior to entry of p condemnation with information being f Office of Law. These projects are Lo Federally funded. Federally funded p subject to audit by State and Federal The files are given a master number a cross-indexed by property name. Thes include all or some of the following		
<i>i</i>	- Orders, motions, inquisitions, wavi notices and demurrer filed in the C		
	- Invoices and record of payment for court costs		
	- Appraisals		
	- Reports and memorandums related to	condemnation	
	- Plats and drawings		
2.	TAX SALES		
	Size: 8½xl4 File Arrangement: Numerical and chro Frequency: Annually	nological	Retain for seven (7) years from the date the case is closed and then destroy.
	E APPROVED BY MANAGEMENT OFFICER	SCHEDULE APPROVED BY COUNTY ADMINISTRATIV	
	186 <u>Berald Lunc</u> SIGNATURE	DATE	SIGNATURE
	E APPROVED BY OR DIVISION REPRESENTATIVE	SCHEDULE APPROVED B STATE ARCHIVIST	Ŷ
8/18 DATE	186 Sex Lairis SIGNATURE	7/19/36 Z	hall gr

RM 1 (REV. 1/86)



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# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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ITEM NO.		RETENTION	
2.	TAX SALES (continu		
	After annual sale have not been paid Division forwards Office of Law. Of and notify propert one year from date has not paid delin the Office of Law Publication, and D finalizes the sale This file includes		
	- Tax Sale Certifi	cates	
	- Bill of Complain	t Petition	
	- Order of publica	tion	
	- Notification of	property owner	
	- Decree		
		a master number annually with mber for each property sold at	
3.	ZONING INJUNCTIONS AND CITATIONS		
		8½xl4 Numerically and chronologically Annually	Retain for seven (7) years from the date the case is closed and then destroy.
	and Zoning Office. in District and Ci are filed with the	itiated by the Zoning Commissioner Zoning Injunctions may be filed rcuit Court, and Zoning Citations District Court. These files filed, hearing transcripts, and	cher deserby.
4.	COUNTY COUNCIL BILLS		
	Size: File Arrangement:	8½x14 Chronologically and numerically calender year of bill's intro- duction and hyphen numerical sequence	Permanent - microfilm five (5) years after Legislation is adopted.
	Frequency:	Annually	



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ITEM NO.	DESCRIPTION	RETENTION
4.	COUNTY COUNCIL BILLS (continued)	
	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).	
5.	BOARD OF APPEALS	
	Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annually	Retain for ten (10) years after file is closed, then destroy.
	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.	
6.	WORKMAN'S COMPENSATION CLAIMS	
	Size: $8\frac{1}{2}x14$ File Arrangement: Chronologically and numerically Frequency: Annually 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.	Retain for ten (10) years after case is closed, then destroy.



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# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.

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ITEM NO.	DESCRIPTION				RETE	NTION
7.	ROAD CLOSINGS					
	Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annually				years after recorded i	seven (7) er closing is in Land Records,
	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.					- <b>U</b> y •
8.	SPECIAL 1	LITIGATION				
1			8½x14 Chronologically and r Annually	numerically	after case	ten (10) years is closed destroy.
	forwarded Litigatic are inclu damages, Public Wo etc. Leg	d to Offic on Proceed uded, in t discrimin orks Agree gal pleadi	e of Law for filing ar ings. The types of ca his category are: mand ations, contracts, in- ments, specific perfor	nd ases that damus, junctions, mance,		
9.	GUARDIANS	SHIPS				
		-	8½xl4 Chronologically and r Annually	numerically	years afte	three (3) er case is nen destroy.
)	Services. Guardians cases; Cl ance; Ter Protectic Law Offic Court or the proce is signed the file away or n	. There a ships whic INA'S whic mporary Ca on. The p ce for rev Juvenile ess. The d by a Jud may be re needing ad	re three categories - h are long term care a h are children in need re, and APS, which is etitions are forwarded iew and are filed with Court (CINA'S only) to file is closed once a ge. However, in a CIN opened due to a child ditional assistance.	Regular and adoption d of assist- Adult d to the h Equity o finalize final order WA Case, running Petitions,		
	NO. 7. 8.	<ul> <li>NO.</li> <li>7. ROAD CLO</li> <li>Size: File Arra Frequence</li> <li>Road clo</li> <li>Works, L</li> <li>Petition and publ then hole to Land County L</li> <li>and corra</li> <li>8. SPECIAL 1</li> <li>Size: File Arra Frequence</li> <li>These file forwardee</li> <li>Litigation are included</li> <li>9. GUARDIANS</li> <li>Size: File Arra Frequence</li> <li>9. GUARDIANS</li> <li>Size: File Arra Frequence</li> <li>These file Services</li> <li>Guardians</li> <li>cases; Cance; Ter Protection</li> <li>Law Office</li> <li>Court or the procession</li> </ul>	<ul> <li>NO.</li> <li>7. <u>ROAD CLOSINGS</u> <ul> <li>Size:</li> <li>File Arrangement:</li> <li>Frequency:</li> <li>Road closings are</li> <li>Works, Land Acquis</li> <li>Petitions are file</li> <li>and published by O</li> <li>then holds hearing</li> <li>to Land Acquisitio</li> <li>County Land Record</li> <li>and correspondence</li> </ul> </li> <li>8. <u>SPECIAL LITIGATION</u> <ul> <li>Size:</li> <li>File Arrangement:</li> <li>Frequency:</li> </ul> </li> <li>8. <u>SPECIAL LITIGATION</u> <ul> <li>Size:</li> <li>File Arrangement:</li> <li>Frequency:</li> </ul> </li> <li>7. These files are in forwarded to Officilitigation Proceed are included, in the damages, discriminal Public Works Agreement:</li> <li>Public Works Agreement:</li> <li>Pile Arrangement:</li> <li>Frequency:</li> <li>These files original Services. There are Guardianships which cases; CINA'S which ance; Temporary Campotection. The public works ance; Temporary Campotection. The public works ance; Temporary Campotection. The public works and the file may be reaway or needing additional services. There are an an</li></ul>	<ul> <li>NO. DESCRIPTION</li> <li>7. ROAD CLOSINGS</li> <li>Size: 8½x14 <ul> <li>File Arrangement: Chronologically and r</li> <li>Frequency: Annually</li> <li>Road closings are initiated by Departmer</li> <li>Works, Land Acquisitions or private part</li> <li>Petitions are filed and notifications and and published by Office of Law. Office then holds hearing. Order is executed at to Land Acquisition for recording in the County Land Records. Petition, legal pl and correspondence are included.</li> <li>8. SPECIAL LITIGATION</li> <li>Size: 8½x14</li> <li>File Arrangement: Chronologically and r</li> <li>Frequency: Annually</li> <li>These files are initiated by various sou forwarded to Office of Law for filing ar Litigation Proceedings. The types of ca are included, in this category are: mand damages, discriminations, contracts, in Public Works Agreements, specific perforetc. Legal pleadings and correspondence included.</li> <li>9. GUARDIANSHIPS</li> <li>Size: 8½x14</li> <li>File Arrangement: Chronologically and r</li> <li>Frequency: Annually</li> <li>These files originate in the Department Services. There are three categories - Guardianships which are long term care a cases; CINA'S which are children in need ance; Temporary Care, and APS, which is Protection. The petitions are forwarded Law Office for review and are filed witt Court or Juvenile Court (CINA'S only) to the process. The file is closed once a is signed by a Judge. However, in a CIN the file may be reopened due to a child away or needing additional assistance.</li> </ul> </li> </ul>	<ul> <li>NO. DESCRIPTION</li> <li>7. ROAD CLOSINGS</li> <li>Size: 8½x14 <ul> <li>File Arrangement: Chronologically and numerically Frequency: Annually</li> <li>Road closings are initiated by Department of Public Works, Land Acquisitions or private parties.</li> <li>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.</li> <li>8. <u>SPECIAL LITIGATION</u></li> <li>Size: 8½x14</li> <li>File Arrangement: Chronologically and numerically Frequency: Annually</li> <li>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.</li> <li>9. <u>GUARDIANSHIPS</u></li> <li>Size: 8½x14</li> <li>File Arrangement: Chronologically and numerically</li> </ul></li></ul>	NO.         DESCRIPTION         Reference           7.         ROAD CLOSINSS         Size:         8½14         Retain for years after recorded in the destributions are private parties.           8.         Size:         Retain for years after recorded in the destributions 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.         Retain for after according in the Baltimore County Land Records. Petition, legal pleadings and correspondence are included.           8.         SPECIAL LITIGATION         Size:         8½x14         Retain for after case 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.         Retain for years after cases (INA'S which are long term care and adoption cases; CINA'S which are long term care and adoption cases; CINA'S which are long term care and adoption cases; CINA'S which are children in need of assistance. Petitions. 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 awy or needing additional assistance. Petitions, signed by a Judge. However, in a CINA Case, the file may be reopened due to a child running away or needing additional assistrace. Petitions.



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#### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
10.	SEIZED FUNDS	
	Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annual	Retain for three (3) years after case is closed, then destroy.
	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.	
11.	GRIEVANCES PROCEEDINGS	
	Size: 8½x14 File Arrangement: Chronologically and numerically Frequency: Annual	Retain for three (3) years after case is closed, then destroy.
	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.	
12.	AUTO AND GENERAL LIABILITY - NEGLIGENCE	
	Size: 8½xl4 File Arrangement: Chronologically and numerically Frequency: Annual	Retain for three (3) years after case is closed, then destroy.
	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.	



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## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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L		DESCRIPTION			6 Of /	
	ITEM NO.				RETENTION	
	12.	The files (for auto by Centra	s are orig c) and a B al Service , it is as	IABILITY - NEGLIGENCE (Continued) inally assigned a BCA Number CL Number (for general liability) s. After the Law Office receives signed a number from their		
	13.	LIQUOR BO Size: File Arra Frequency	angement:	8½x14 Chronologically and numerically Annual	years	for three (3) after case is 1, then destroy.
	)	These fil of Law re Hearings. complaint These cas	les contain epresents . They ind ts, transfe ses could l	n cases, in which, the Office the county at Liquor Board clude cases on violations, ers and awarding new licenses. be appealed to Circuit Court. as is exhausted, case is closed.	Crosed	, then destroy.
	14.	COLLECTIO Size: File Arra Frequency	angement:	8½xl4 Chronologically and alphabeticall Annual	y years	a for three (3) after case is 1, then destroy.
		Office of due to th sources s Public Wo Baltimore	f Law becan ne county. such as: 1 orks (enfo e City Hosp . Letters	ent legal action taken by the use of non-payment of debts They originate from various Finance (non-payment of taxes), rcing Public Works Agreements), pital Bills and other county , memos, legal pleadings are		
,	15.	Size:	FIED FILES	8 <sup>1</sup> / <sub>2</sub> x14		for three (3)
	•	Frequency These fil and poten stage. E is used e which is	/: les contain ntial cases Each depart each year. pertinent Law. Ag	Chronologically and numerically Annual a non-litigation information, s which have not reached litigatio tment is assigned a number which Also included is information to the internal operation of the reements, contracts, memos are	then d	after origin, lestroy.

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