

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

1. Requesting Agency **Baltimore County**
Dept. of Permits and Licenses

2. Division or Bureau of Requesting Agency
Plumbing Inspection Division

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.

1. **Plumbing Permit**

Dates: 1956 on

Quantity: Estimated 50 cu.ft.

Annual accumltn: Estimated 6 cu.ft.

File arrangement: Alphabetical by name of plumber

Original and three copies:

White: The original copy that goes to the plumber.

Pink copy: Copy that goes to the Application and Permits Section.

Yellow copy: This copy is retained in the Plumbing Inspection Division and is filed by Permit Number. This is the only used as an assist in retrieval because it is numerically filed and has no value after final inspection and can be then destroyed.

Blue copy: This copy is given to the inspector for his use on which he makes his progress reports and records of progress. When he make a notation on the blue copy he then leaves it in the office for a day in order to have his notations entered into the Ledger which is the master record for the Division. When the inspector approves **FINAL INSPECTION** he then turns this copy in to the office where the Ledger is finalized. The blue copy is then dead filed by County District and Street. All of the information has now been entered in the Ledger and all of the copies have no further value.

HALL OF RECORDS COMMISSION
APPROVED

For Baltimore County **Baltimore County, Maryland**
[Signature] DIRECTOR, CENTRAL SERVICES
[Signature] Director Administrative Officer

7. Agency, Division or Bureau Representative
Thomas D. Burnett Signature
Records Management Title
Jan 9, 1967 Date

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

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

JAN 30 1967 *Morris S. Dackoff*
Date Archivist

[Signature]
Date Secretary

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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
contd.

The form shows the following information:

Permit number, dated, type, application number, bldg. permit number, cash slip no., type of building, permission granted to: (name of plumber), owner's name, location, work being performed in detail, remarks, sanitary sewer location and depth, Y branch location and depth. The back of the form contains the inspector's report on the gas fixtures and the plumbing fixtures and then dates the following progress: 1. Rough-in 2. Septic tank 3. Sewer Connection 4. Final Inspection with notations of Approved or Condemned, by whom and remarks.

The form is a complete progress report during its life but the information is recorded on the ledger pages when the permanent record is kept. The blue copy then has no further reference value.

RECOMMENDATION: Keep the blue copy three years after final inspection, then destroy. The other copies are non-record material and destroyed when their useful life ends.

2

Plumbing Plan File

Dates: 1962 to present
Quantity: 50 cu. ft.
Annual accumulation: 5 cu. ft.
File Arrangement: Permit number

These are the rolled drawings and blueprints submitted with the Plumbing permit applications as required by the Plumbing Code. Among them are the commercial plans which include a variety of multiple dwelling or public occupancy buildings, which are reviewed for conformity to the Code requirements before permit issuance. When the permit is issued which is almost immediately after review, these prints are held for reference and inspection purposes only.

RECOMMENDATION: Retain for three years and then destroy.

REQUEST FOR RECORDS RETENTION SCHEDULE
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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.

3. **Plumbing Permit Applications**

Dates: 1942 to present
Quantity: 30 cu. ft. or more
Annual accumulation: Estimated 5 cu. ft. plus
File arrangement: By permit number

These are the original applications made for various types of plumbing permits made by the plumber initially along with whatever drawings are required by the code. The submitted drawings are reviewed and then the permit is issued on the basis of the application and the drawings go with the permit. The applications are used as working copies after the permit is issued. The applications are marked with the permit number and the date of issuance after which they become only an office cross-reference. In the past these were bound in groups of 150 to 200 applications and kept. These become non-record material when the permit is issued.

RECOMMENDATION: Retain for three years after permit is issued, then destroy.

4. **Plumbing Correspondence**

Dates: 1955 to present
Quantity: 5 cu. ft. approx.
Annual accumulation: 1 cu. ft.
File arrangement: Plumber's name generally, permit number.

The correspondence breaks itself down into two groups, one the plans review correspondence which is filed separately in letter sized folders by year and permit number and the general correspondence of the office which for the most part is of routine nature covering the requisitions, purchase order copies, submitted budgets and other "house-keeping" items.

RECOMMENDATION: General correspondence and plans review correspondence retain for three years and then destroy all items having no further administrative, legal or fiscal value.

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7. 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.
5	<p>Gas releases</p> <p>Date: 1955 to present Quantity: 10 linear feet Annual accumulation: 1 linear foot File arrangement: Permit number</p> <p>Gas releases are issued to the Baltimore Gas and Electric Company as an authorization to set the meters and turn on the gas. They state that final inspection has been made and that all permits required have been issued. The white copy goes to the Gas and Electric Company which they keep. The pink copy is kept by the County and filed. Its reference life is at most a matter of a few weeks, and is non-record within the meaning covering non-record material and may be destroyed as soon as no longer needed.</p> <p>The release shows Permit number, date, owner, location, gas fixtures, name of Plumber and The Chief Plumbing Inspector signature.</p>	