

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

1. Requesting Agency: BALTIMORE COUNTY
2. Division or Bureau of Requesting Agency: DEPARTMENT OF PERMITS AND LICENSES

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	<p><u>EATING AND DRINKING PERMITS</u></p> <p>Dates: 1967 to present Size: 8 1/2" x 11" Quantity: 9 cu. ft. File Arrangement: Chronological</p> <p>These are Eating and Drinking Permits made out by the Department of Permits and Licenses. These files contain the department copy of the application record and approval by the Health Department and a copy of the License issued. The forms show the applicant's name, address, place of business, fee, and Cash Receipt number.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
2	<p><u>CASH SLIP RECEIPTS AND DAILY SUMMARY</u></p> <p>Dates: 1957 to present Size: 10" x 6 1/2" Quantity: 23 cu. ft. File Arrangement: Chronological</p>	

Approved for Baltimore County:
Hatter & Jones Supervisor *[Signature]* County Administrative Officer

7. Agency, Division or Bureau Representative
Frank R. Thornton Signature Records Management Officer Title November 11, 1971 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.
3-1-72 Date *Merrin L. Radloff* Archivist 3/13/72 Date *[Signature]* Secretary

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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.
3	<p>These are cash receipts made out by the Department of Permits and Licenses in receipt for money paid for permit applications, licenses, penalties, code books, etc. The Department of Permits and Licenses retains the white (original) copy. They show the date, applicant's name and address, fee, name of person who made out the receipt, how many licenses, books, etc. were received by applicant.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p> <p><u>TRAILER PERMITS</u></p> <p>Dates: 1967 to present Size: 8 1/2" x 11" Quantity: 1 cu. ft. File Arrangement: Chronological</p> <p>These are trailer permits made out by the Department of Permits and Licenses. These files contain the department copy of the application issued, approval by County Agencies, the copy of the permit issued. The forms show the applicant's name, address, location and size of trailer, together with plot plan showing set backs.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.</p>	
4	<p><u>WATER APPLICATIONS</u></p> <p>Dates: 1955 to present Size: 8 1/2" x 11" Quantity: 9 cu. ft. File Arrangement: Chronological</p> <p>These are duplicate copies of applications for the installation of water meters made out in the Department of Permits and Licenses. The forms show the application number, owner's name, location of property and the size and type of water meter requested.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	

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5	<p><u>MASTER PLUMBERS BONDS</u></p> <p>Dates: 1960 to present Size: 8 1/2" x 13" Quantity: 2 cu. ft. File Arrangement: Alphabetical</p> <p>These are bonds made by bonding agency guaranteeing master plumber's workmanship, etc. to Baltimore County. These forms show the owner's name and address and the name and address of the bonding agency.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
6	<p><u>BINGO PERMITS AND SUMMATION SHEETS</u></p> <p>Dates: 1960 to present Size: 8 1/2" x 11" Quantity: 14 cu. ft. File Arrangement: Alphabetical</p> <p>These are bingo permits made out by the Department of Permits and Licenses. The files, also, contain the approved copy of the original application. The forms show the name and address of the organization holding bingo, location where bingo is held. Also, in the files are summation reports submitted by the holder of the bingo indicating the profit or loss.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
7	<p><u>TAXI CAB APPLICATIONS</u></p> <p>Dates: 1961 to present Size: 8 1/2" x 11" Quantity: 8 cu. ft. File Arrangement: Alphabetical</p> <p>These are taxi cab drivers permits made out by the Department of Permits and Licenses. These files contain the department copy of the approved application and the permit number issued. The forms show the applicant's name and residence, photograph and other pertinent information.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	

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8	<p><u>DAY NURSERY, CAMP AND MOTEL FOLDERS</u></p> <p>Dates: 1963 to present Size: 8 1/2" x 11" Quantity: 4 cu. ft. File Arrangement: Day Nurseries-Alphabetical Camp and Motel-Numerical</p> <p>These are day nursery and camp and motel permits made out by the Department of Permits and Licenses. The files also contain the approved copies of the original application. The files show the name and location of the respective type permit. Also, found in the folders are copies of the permit which were issued.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	
9	<p><u>AMUSEMENT DEVICE</u></p> <p>Dates: 1953 to present Size: 5 1/2" x 8 1/2" Quantity: 4 cu. ft. File Arrangement: Numerical</p> <p>These are amusement device licenses issued by the Department of Permits and Licenses. The folders show the license and tag number issued the proprietor and place of business in which the amusement device is located. The cards also contain the registration form which shows the location in which he has amusement devices located.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	
10	<p><u>CASH SLIP RECEIPTS</u></p> <p>Dates: 1957 to present Size: 10" x 6 1/2" Quantity: File Arrangement: Chronological</p> <p>These are cash receipts made out by the Department of Permits and Licenses in receipt for money paid for permit applications, licenses, penalties, code books, etc. The Department of Permits and Licenses retain the white (original) copy. They show the date, applicant's name and address, fee, name of person who made out the receipt, how many licenses, books, etc., were received by applicant.</p>	

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11	<p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p> <p><u>PLUMBING RECEIPT BOOKS</u></p> <p>Dates: 1958 to present Size: 9 1/4" x 11 7/8" Quantity: 9 cu. ft. File Arrangement: Chronological</p> <p>These are records kept in the Department of Permits and Licenses showing the records of cash and other monies collected from the sale of plumbing permits.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	
12	<p><u>PLUMBING PERMIT APPLICATIONS</u></p> <p>Dates: 1967 to present Size: 8 1/2" x 11" Quantity: 10 cu. ft. File Arrangement: Numerical</p> <p>These are applications submitted by a master register plumber to perform plumbing work within the limits of Baltimore County. These applications show the owner's name, the location where the plumbing is taking place, the type of plumbing work being installed, the name and address of the master plumber doing the work.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
13	<p><u>BINGO REGISTER</u></p> <p>Dates: 1960 to present Size: 9 3/4" x 13" Quantity: 4 cu. ft. File Arrangement: Chronological and Alphabetical</p> <p>These are records kept by the Department of Permits and Licenses showing in chronological order the bingo permits, temporary and annual, which were issued the various qualifying organizations. They, also, show the amount of profits or losses reported to this department by the various organizations as a result of the bingo games which were held.</p>	

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14	<p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p> <p><u>WATER APPLICATION REGISTER</u></p> <p>Dates: 1957 to present Size: 9 1/4" x 11 7/8" Quantity: 2 cu. ft. File Arrangement: Numerical</p> <p>These books contain a numerical listing of the water applications accepted by this department. They show the owner's name, location of the property, date the application was received and date the application was forwarded to the Bureau of Water Supply.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
15	<p><u>CASH SLIP REGISTER</u></p> <p>Dates: 1960 to present Size: 11" x 17" Quantity: 8 cu. ft. File Arrangement: Chronological</p> <p>These are records kept in the Department of Permits and Licenses showing the amount of cash taken in for the sale of permits. These permits include Amusement Devices, Taxicabs, Electrical Adm. Board Licenses, Plumbing Board Licenses, Solicitors and Canvassers Permit, Towing Vehicles Licenses, Dog Licenses, Refuse Collectors and Disposer's Permits, Elevator Licenses, Fire Prevention Code, Trailer Permits, Amusement Device Penalties, Dog License Penalties, Bingo Applications, Electrical Adm. Board Ex. Fees, Electrical Adm. Board, Tuition Code School, Sale of Building Code Books, Trailer Camps, Control of Day Nurseries, Percolation Tests, Eating and Drinking Est. Permit, Bingo Licenses, Electrical Permits, Public Swimming Pool and Bathing Beach, Water Applications, Sale of Plumbing Code Books, Sewer, House Connection Applications, Plumbing Permit Applications, Sub-soil Drain Permit Applications, Storm Drain Applications, Septic Tank Permits, Gas Permit Applications, Sewer Service Charge Pro-rated, Sewer, System Connection Charge, Water System Connection Charge, Water Distribution Accounts, Change of Occupancy, Building Permit Applications.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	

