

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

SCHEDULE NO. 10296

PAGE NO. 1 of 2

1. Requesting Agency: Baltimore County, Maryland
2. Division or Bureau of Requesting Agency: Office of Planning and Zoning

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>ZONING PETITION FILES</p> <p>Dates: 1941 on Quantity: Estimated 135 cu. ft. Annual accumulation: Estimated 3 cu. ft. and increasing File arrangement: By case number, by street name within election district, and alphabetically by petitioner's name.</p> <p>A zoning file contains all of the official documents produced as a result of a zoning action such as reclassifications, special exceptions, variances, or special hearings. A minimum file would contain the order of the Zoning Commissioner or the Deputy Zoning Commissioner, the individual's petition with attached plat or plats, the advertisement of the hearing as it appeared in a newspaper, a certificate that posting of the property had been accomplished, and a copy of the cashier's receipt for the advertising costs and filing fees paid by the petitioner. In addition, should the case have been appealed to the Board of Appeals or to a Court, the file would contain a letter of appeal by either the petitioner or the protestant, and the orders of the Courts and the Board of Appeals.</p> <p>Each zoning file is contained in a manila folder which has been identified with a case number. Initially, zoning cases were numbered sequentially from the first case in 1941 until 1959. Beginning in 1959 calendar year, cases were numbered by year and sequential number. Beginning July 1, 1963, cases were numbered sequentially by fiscal year and number.</p> <p>RECOMMENDATION: PERMANENT RETENTION</p>	
----	---	--

APPROVED
HALL OF RECORDS COMMISSION

7. Approved for Baltimore County: <i>George S. Gaudin</i> Director of Planning	<i>John Hume</i> County Administrative Officer
--	---

Agency, Division or Bureau Representative		
Signature	Title	Date

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

30 1967 *Minnie S. Dabolt*
Archivist

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

FEB 8 1967 *Cudrum*
Date Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.
2.	<p><u>ZONING VIOLATIONS FILES</u></p> <p>Dates: 1956 on Quantity: Estimated 25 cu. ft. Annual Accumulation: Estimated 3 cu. ft. a year and increasing File arrangement: By street name, property owner's name, numerically by fiscal year, and by election district.</p> <p>The zoning violation file consists of a manila folder identified by the information noted above. The folder contains all of the official documents relating to an alleged violation of the Zoning Regulations. A minimum file would contain a letter of complaint to the Zoning Commissioner or Zoning Office; a building inspector's report of the alleged violation; a copy of a summons issued by the Zoning Commissioner to the property owner; a copy of the Zoning Commissioner's order; and a receipt acknowledging the Zoning Commissioner's order. In addition, the folder would also contain whatever additional documents, such as photographs, which had been introduced into the case should it have been appealed to the Board of Appeals or Courts.</p> <p>RECOMMENDATION: PERMANENT RETENTION.</p>	