

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 Public Works, Bur. Land Acquis.

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.
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1. RIGHTS-OF-WAY FILES (1923-present); est. total accum.: 126 cu. ft.
est. annual accum.: 18 3/4 cu. ft.

These are files of active, acquired, and abandoned or cancelled rights-of-way projects which contain a variety of items authorizing and documenting progress toward the acquisition of rights-of-way for various public purposes. Each file folder contains plans, drawings, computations, estimates, appraisals, title reports, correspondence, transmittals, copies, etc., up to the recording of a deed and plat; a job status report records progress.

Legal-sized file folders are maintained in numerical sequence by a right-of-way number assigned when the request is received; numbers are assigned consecutively by year and are cross-referenced with job order numbers assigned by the Bureau of Engineering.

The use of a single file folder for each project has operational value, but requires discretion in establishing fixed retention periods; each folder is a depository for items of long-term value as well as items of short-term or no value.

The following recommendations assume a continuing file review to eliminate non-record items promptly upon expiration of their informational value.

~~RECOMMENDATION:~~ ^A ACQUIRED PROJECT FILES (96 cu. ft.; est. ann. 6 cu.ft)

- Preliminary and supporting papers and records documenting significant steps in the acquisition process: RETAIN THREE YEARS AFTER THE DEED AND PLAT ARE RECORDED, and until all required audits (including those by Federal and State agencies administering grant funds) have been completed.

HALL OF RECORDS COMMISSION APPROVED

7. Agency, Division or Bureau Representative County Approvals (BCC 25A-5(b) have been obtained.

Richard E. Maine Signature Records Management Officer Title November 10, 1965 Date

<p>Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission:</p> <p><u>11-22-65</u> Date <u>Morris S. Redoff</u> Archivist</p>	<p>Disposal Authorized as Indicated in Col. 6 by Board of Public Works.</p> <p><u>Dec. 13, 1965</u> Date <u>[Signature]</u> Secretary</p>
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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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2. Final deed, plat, and important related papers: RETAIN INDEFINITELY; TRANSFER TO Courthouse Storage; group files to reduce the proportion of file folders to documents when preparing the files for storage.

a. MICROFILM for (1) Bureau reference and (2) security copy.

~~RECOMMENDATION:~~ ^B ABANDONED OR CANCELLED PROJECT FILES (6 cu. ft.) RETAIN FOR FIVE YEARS AFTER CANCELLATION OR ABANDONMENT, and until all required audits and program reviews have been completed, THEN DESTROY all files and items having no continuing administrative value.

2 APPRAISAL REPORTS AND TITLE REPORTS

These are files of forms and handwritten notes and reports about appraisals and titles developed preliminary to acquiring rights-of-way. The contain no information of continuing value to the specific project after the deed and plat have been recorded; some of the reports have continuing informational value for acquisitions at adjacent or nearby properties. The reports are segregated from the project file after the plat and deed are recorded.

.Changing land uses, dollar values, and property ownership limit the informational value of most of these reports to a short period.

RECOMMENDATION: APPRAISAL REPORTS: RETAIN FOR A MINIMUM OF THREE YEARS AND A MAXIMUM OF FIVE YEARS AFTER THE DEED AND PLAT ARE RECORDED (depending upon the continuing currency and value of the appraisal information contained) and until all required audits and reviews have been completed.

TITLE REPORTS: Residential: RETAIN THREE YEARS AFTER THE DEED AND PLAT ARE RECORDED.

TITLE REPORTS: Commercial, Industrial, Development: RETAIN FOR FIVE YEARS AFTER THE DEED AND PLAT ARE RECORDED, and thereafter only those items which have continuing administrative value.

APPROVED
HALL OF RECORDS COMMISSION