BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

# RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. C-658-A1

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AGENCY | DIVISION

| ITEM NO. | DESCRIPTION | RETENTION |
|---|---|---|
| | THIS IS A CHANGE TO PUBLIC WORKS - PUBLIC SERVICES SCHEDULE C-658, RETENTION FOR ITEM #8 | |
| 8. | BUILDING PERMITS (RESIDENTIAL)<br>These files consist of legal size Permit files and in-house quick reference index card file. The files are arranged alphabetically by project name and contain information, correspondence, comments, miscellaneous related information related to each specific project. They are partially duplicated in the Department of Permits and Licenses. The card files are arranged numerically by permit number and contain condensed status of the building permit file, serving as an expendable, duplicate quick reference resource for each project. | **Building Permits** - after project is completed, send to record Center for five (5) years, then destroy.<br><br>**Index Cards** - review annually and dispose of those cards no longer needed for current business. |

| SCHEDULE APPROVED BY RECORDS MANAGEMENT OFFICER | SCHEDULE APPROVED BY COUNTY ADMINISTRATIVE OFFICER |
|---|---|
| 7/30/91 (DATE) Gerald A. Turel (SIGNATURE) | 8/16/91 (DATE) [signature] (SIGNATURE) |
| **SCHEDULE APPROVED BY AGENCY, OR DIVISION REPRESENTATIVE** | **SCHEDULE APPROVED BY STATE ARCHIVIST** |
| 8-8-91 (DATE) Robert C. Cwahey (SIGNATURE) | 9/11/91 (DATE) Edwards [signature] (SIGNATURE) |

RM 1 (REV. 1/86)