

RECORDS RETENTION AND DISPOSAL SCHEDULE

CALVERT COUNTY

Board of County Commissioners

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>MINUTES OF THE PROCEEDINGS OF THE BOARD</u></p> <p>The minutes contain the Board proceedings and resolutions on county government, matters pertaining to county roads, the levying and collection of county taxes, their allocation and expenditure, water supply, sanitation, zoning and planning, and appointments to county boards and commissions. Minutes are arranged chronologically by dates of meetings. Copies of the resolutions are also filed in the Records Room, Office of the Clerk of the Circuit Court.</p>	<p>Retain permanently one (1) set of original minutes. Copies prepared for distribution may be destroyed as nonrecord when no longer needed by the office.</p>
2.	<p><u>COMMITTEES AND COMMISSIONS FILE</u></p> <p>Appointments made by the Board of County Commissioners are contained in this file giving terms of office along with correspondence and miscellaneous papers and reports relating to the conduct of the offices. The file is arranged chronologically by fiscal year.</p>	<p>Retain permanently.</p>
3.	<p><u>SPECIAL SUBJECTS FILE</u></p> <p>The file covers active projects subject to frequent reference, including the following:</p> <ul style="list-style-type: none"> <li>Bicentennial Committee</li> <li>Calvert Arundel Medical Center (plans and planning)</li> <li>Calvert Memorial Hospital</li> <li>Fire and Rescue Commission</li> <li>Housing Authority</li> <li>Johnson Grass Control</li> <li>Mosquito Control</li> <li>Pier Ordinance</li> <li>Sediment Control</li> <li>Solid Waste (Green Boxes/Dumps/Sanitary Landfill)</li> <li>Weed Ordinance</li> <li>Forestry Board</li> <li>Nature Conservancy</li> </ul>	<p>Retain for three (3) years, then destroy. Materials having continuing value to the office should be retained until such value ceases.</p>

Schedule approved by Department, Agency or Division Representative

*Jack G. Gorton*  
Signature

*Administrative Director*  
Title

*1-22-76*  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

*3-2-76*  
Date

*Edward J. Poppen*  
Archivist

Date

Secretary

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

ORM-RM-1A  
REV. 2/75

SCHEDULE  
NO. C-422

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Item No.	Description	Retention
4.	<p><u>GENERAL ADMINISTRATIVE CORRESPONDENCE FILE</u></p> <p>This file contains material arranged alphabetically under the following subjects:</p> <ul style="list-style-type: none"> <li>Administrative Directives and Orders</li> <li>Audit Papers (including correspondence and instructions on procedures with copies of the completed audits)</li> <li>Affirmative Action Plan</li> <li>Bids</li> <li>Contracts</li> <li>Organizational Charts</li> <li>Organizational Lists (Service Clubs)</li> <li>Public Hearing Rules</li> <li>Personnel (Position Description/Retirement)</li> <li>Publications (Distribution Lists)</li> <li>Request for Use of County Property</li> <li>Requisitions/Purchase Orders</li> <li>State Highway Administration (information regarding requests for integration of roads into the county road system, financial reports and other material on state and county roads)</li> <li>Street Light Requests/Street Light Contracts</li> <li>Taxes/Tax Credits (information on county tax rate and credits issued)</li> </ul>	<p>Retain permanently final audits and papers relating to organization and reorganization of county agencies. Retain all other material for three (3) years and until legal and administrative value ceases, then destroy.</p>
5.	<p><u>DEPARTMENT AND AGENCY CORRESPONDENCE FILE</u></p> <ul style="list-style-type: none"> <li>Department File (correspondence and reports relating to operations of offices and departments)</li> <li>State Agency File (applications for grants, with reports and correspondence with State agencies)</li> <li>Subdivision File (correspondence and papers relating to origin and growth of specified subdivisions, their roads, ordinances, etc.)</li> <li>Tri County File (correspondence to and from county agencies directly under the Tri-County Council)</li> </ul>	<p>Retain permanently.</p>