

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE NO. C-566-4

PAGE NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Howard County Department of Public Works		Bureau of Engineering Utilities Division
Item No.	Description	Retention
1.	<p><u>Capital Project File (i.e., Contract File)</u></p> <p>A. Drawings of proposed water and sewer facilities, extensions in existing areas.</p> <p>B. <u>Ridders' Package for Contract</u> will contain bidder information, Proposal forms, specifications to be followed by bidder in construction of facility, signal control between Contractor and Howard County and/or Engineering Agreement with Consultant, and the Performance Bond of Contractor.</p> <p>(1) <u>Contract Specifications/Plans</u> Specifications consist of data complementary to architectural and engineering drawings. This file contains the record copy of contract specifications for each project administered and supervised by the Bureau of Engineering.</p> <p>The contract specifications for a project frequently include addenda - forms of clarification amending or interpreting the Contract Document issued by the architect prior to the receipt of bids.</p> <p>C. <u>Correspondence</u>, arranged chronologically, contains incoming and outgoing correspondence and memoranda relative to project design and construction.</p> <p>1. Applications to City of Baltimore for Water Service and Main Extensions.</p> <p>2. Letters of Approval from Baltimore City re. water and sewer main design and construction.</p>	<p>Retain one (1) official copy until project completion. Then destroy</p> <p>Retain for three (3) years after project close-out (formal acceptance); then destroy (will be on microfilm)</p> <p>Retain permanently</p> <p>Screen every six (6) months. Destroy correspondence when subject matter has been taken care of. Destroy after Project close-out</p> <p>Destroy after Project Close-out</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

8-14-86  
Date

*Bruce Cooper*  
Signature  
Ch./Adm. Svcs.  
Title

9/7/86  
Date

*Edward C. [Signature]*  
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

Item	Description	Retention
1.	<p>C. <u>Correspondence</u> (continued)</p> <p>3. Final Estimates and invoices from Consultant/Contractor for engineering and construction services performed.</p> <p>4. Progress Reports from Consultant/Contractor re. water/sewer facility installation.</p> <p>5. Miscellaneous correspondence from Howard County citizens re. repair of property disturbed by Contractor activity.</p> <p>6. Correspondence with BG&amp;E and C&amp;P re. construction of gas transmission lines and telephone service over existing water and sewer facilities.</p> <p>7. Petition for extensions of water and sewer facilities.</p>	<p>Retain for three (3) years. Then destroy</p> <p>Destroy three years after Project closed out (formal acceptance)</p> <p>Retain for three years; then destroy</p> <p>Retain for three years; then destroy</p> <p>Retain for three years after Project close-out and formal acceptance by County</p>