

Hall of Records
Commission

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

SCHEDULE NO. **200**

PAGE NO. **1.**

1. Requesting Agency

MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

COUNTY BOARD OF APPEALS

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. MINUTE BOOKS

Size: 8 1/2" x 11"
Dates: 1928 - - -
Quantity: 14 volumes
File Arrangement: Chronological
Index: Docket Books (Item 2)

The Minute Books are the records of the regular and executive sessions of the County Board of Appeals on County zoning including appeals, petitions, variations, and special exceptions to the zoning ordinances. The Board was formerly known as the Board of Zoning Appeals, May 25, 1928 to August 21, 1952, when the title was changed to County Board of Appeals.

RECOMMENDATION: RETAIN PERMANENTLY.

2. DOCKET BOOKS

Size: 8" x 10 1/2"
Dates: 1928 - - -
Quantity: 14 volumes
File Arrangement: Chronological

The Docket Books are an index to the Minutes of the Board, arranged alphabetically by names of the petitioners giving the case number and date, the names of the parties, and the action of the Board.

RECOMMENDATION: RETAIN PERMANENTLY.

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7. Agency, Division or Bureau Representative

Creston Jones
Signature

Chairman
Title

8/17/61
Date

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

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

9/13/1961
Date

Morris S. Radoff
Archivist

SEP 10 1961
Date

Ludwig Stuedel
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.
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3. SPECIAL EXCEPTION CASE FILES

Size: Legal size
Dates: 1928 - -?, 1952 - -
Quantity: 24 file drawers, 11 record center boxes
Index: Card index

This file is arranged by Case Number beginning with Case #1 on July 16, 1952. Each case is assigned one or more folders which contain all or some of the following papers:

- Names and addresses of owners or occupants of surrounding properties
- Exhibits
- Transcripts of testimony
- Building permit copies
- Plats, photographs, and drawings
- Notification copy of Board action

RECOMMENDATION: RETAIN IN OFFICE FILE WHILE CURRENT AND FOR THREE YEARS THEREAFTER, THEN TRANSFER TO THE COUNTY RECORD CENTER FOR A PERIOD OF TEN YEARS AND THEN DESTROY.

4. PLAT BOOKS

Dates: c. 1952 - -
File Arrangement:
Quantity: 2 map folios

The Plat Books are composed of zoning plats and maps of all areas in Montgomery County. The plats and maps are prepared by the Department of Inspection and Licenses and are retained until revised at which time the original map ceases to have further value to the administration of the office.

RECOMMENDATION: RETAIN UNTIL REPLACED, THEN TRANSFER TO THE COUNTY RECORD CENTER FOR THREE YEARS AND THEN DESTROY.

5. GENERAL FILE

Size: Letter size
Dates: c. 1952 - -
File Arrangement: By subject

The General File contains material pertinent to the operation of

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BOARD OF PUBLIC WORKS
SEP 19 1961
Andrew Heald, Jr.
SECRETARY

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(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.
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the Board under the following subjects:

- Amendments to the Zoning Code
- Annual Reports
- Budget
- Building Code Amendments
- Building Permit Denials
- Citations of Zoning Cases
- County Attorney
- Circuit Court Appeals
- Filing Fee Lists
- General Correspondence

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

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