

PRINCE GEORGE'S COUNTY  
OFFICE OF CENTRAL SERVICES  
ADMINISTRATIVE SERVICES DIVISION  
RECORDS CENTER



SCHEDULE NO. C-534

RECORDS RETENTION AND DISPOSAL SCHEDULE

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County Council  
DEPARTMENT/AGENCY

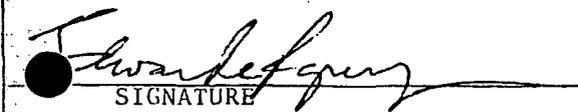
DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>Bill Journal</u> : Records containing the history of each bill proposed during a legislative session of the County Council, whether or not enacted, and includes all drafts and the executed bill.	Microfilm after close of legislative year. Retain originals in Clerk's office for five (5) additional years; then transfer to State Hall of Records for permanent retention.
2.	<u>Resolutions</u> : Records containing the original executed copies of resolutions adopted by the County Council; proposed resolutions that were not adopted; and any accompanying documents.	Microfilm after close of legislative year. Retain originals in Clerk's office for five (5) additional years; then transfer to State Hall of Records for permanent retention.
3.	<u>Administrative Bill Files</u> : Includes all correspondence legal notices, committee information, etc. relating to a specific bill.	Maintain current year in Clerk's office; retain five (5) years in Documents Library; retain five (5) additional years in Records Center; then destroy.
4.	<u>Administrative Resolution Files</u> : Includes any correspondence, legal notices (where appropriate) committee information, etc. relating to a specific resolution.	Maintain current year in Clerk's office; retain in Documents Library for five (5) years; then destroy.
5.	<u>Council Meeting Day Files</u> : Includes the agenda and all relevant back up material for each meeting of the County Council.	Retain current and past year in Clerk's office; store for four (4) additional years in Records Center; then destroy.

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	Deputy Council Administrator	6/15/83
SIGNATURE	TITLE OF DEPT/AGENCY REPRESENTATIVE	DATE
	County Records Manager	6/15/83
SIGNATURE	<del>Chief Administrative Officer</del>	DATE

Schedule Authorized by Hall of Records Commission

	State Archivist	6/29/83
SIGNATURE	TITLE	DATE

DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

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

No.	Description	Retention
6.	<u>Minutes of Proceedings of the County Council:</u> Consists of the original, signed minutes of meetings of the County Council.	Cut off at end of calendar year; microfilm. Retain originals in Clerk's office for four (4) additional years; then transfer to State Hall of Records for permanent retention.
7.	<u>Index Cards to Minutes:</u> 3x5 cards representing the only index tool to the minutes and as such are critical for reference purposes.	Retain in Clerk's office until volume warrants transmittal to State Hall of Records for permanent retention.
8.	<u>Executive Appointments:</u> Pertinent information concerning appointments submitted by the County Executive for Council consideration.	Cut off at end of calendar year; retain for eight (8) additional years; then destroy.
9.	<u>Legislative Agents Registrations &amp; Annual Reports:</u> Include registration forms and annual reports of Legislative Agents as required by the Prince George's County Code.	Retain current records for five (5) years; then destroy. Responsibility for future registrations given to Board of Ethics.
	<u>General Files:</u> All materials related to annexations, metro, committee meeting minutes and other miscellaneous materials.	Cut off at end of calendar year; retain for five (5) additional years. Microfilm selected material to be determined by Clerk then destroy all originals.
11.	<u>Vote Logs &amp; Attendance Records:</u> Attendance and voting records of County Council as required by Council Rules of Procedure.	Microfilm worksheets only once for each four-year administration; destroy originals.
12.	<u>Ten Year Water &amp; Sewer Plan Files:</u> All records relating to the annual revision of the County's 10 Year Water & Sewer Plan and any amendments thereto.	Retain for 10 years after original date; then destroy.
13.	<u>Master Plans &amp; Special Treatment Areas:</u> Records on all adopted master plans and special treatment areas.	Retain in Clerk's office for five (5) years; microfilm; retain large maps in Documents Library; destroy remaining originals.
14.	<u>Sectional Map Amendments including Revisory Petitions:</u> Comprise the record on comprehensive rezoning maps adopted by the District Council and amendments thereto.	Microfilm when all potential threat of litigation has passed; retain large maps in Documents Library; destroy remaining originals.

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

No.	Description	Retention
15.	<u>Zoning Ordinances, Orders of Denial, Zoning Hearing Examiner Findings, Etc.:</u> Records containing the original executed documents adopted by the District Council.	Cut off at end of calendar year; microfilm. Retain originals for five (5) years in Clerk's office, then transfer to State Hall of Records for permanent retention.
16.	<u>District Council Zoning Cases:</u> Records of all applications for zoning map amendment petitions, special exceptions, waivers, and all other zoning actions taken by District Council.	Microfilm; retain hard copy five (5) years after filming; then destroy all files except record plats upon which a decision has been predicated.
17.	<u>Minutes of Proceedings of the District Council:</u> Consists of the original, signed minutes of meetings of the District Council when considering zoning actions. (Includes District Council Resolutions for 2/5/72 - 2/21/77).	Cut off at end of calendar year; microfilm; retain originals in Clerk's office for four (4) years; then transfer to State Hall of Records for permanent retention.
18.	<u>Court Reporter's Tapes and Notes:</u> Tape recordings and stenographic notes of the proceedings of the Board of Licenses Commissioners, the Consumer Protection Commission, and other County agencies.	Retain for three (3) years, or as directed by using agency; remove tapes for reuse and destroy notes.
19.	<u>Zoning Proposals &amp; Resolutions:</u> Copies of the executed zoning proposals and resolutions adopted by the District Council for the period 1951 to Jan. 25, 1972.	Complete microfilming for 1971 thru 1/25/72; then send originals from 1961 - 1/25/72 to State Hall of Records for permanent retention.
20.	<u>District Council Resolutions:</u> Contained as part of the District Council Minutes from 2/5/72 thru 2/21/77 and reflect official Council actions.	Cut off at end of calendar year; microfilm; retain originals in Clerk's office for four (4) years; then transfer to State Hall of Records for permanent retention.
21.	<u>Minutes of Executive Sessions:</u> Consists of the original, signed minutes of open and closed sessions, in accordance with Section 13 of Article 76A of the Annotated Code of Maryland.	Due to confidentiality, retain in Council Administrator's office for 6 months, then destroy.
22.	<u>Master Files:</u> All Council correspondence relating to County issues.	Cut off at end of calendar year; retain for four (4) additional years, then destroy.
	<u>Budget Files:</u> Council budget review for all departments.	Retain for three (3) years after proposed budget is approved; then destroy.

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RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

No.	Description	Retention
24.	<u>Reading Files:</u> Consists of all Chairman response to correspondence.	Cut off at end of calendar year; retain for three (3) additional years; then destroy
25.	<u>General Correspondence Files:</u> Correspondence received which would not require a response.	Cut off at end of calendar year; retain for one (1) additional year; then destroy.
26.	<u>Purchase &amp; Vehicle Records:</u> Consisting of the following: Payment Requests, Printing & Purchase Requisitions, Stores Requests, Vehicle Statistics, Mainstem Reports, and FAMIS Reports.	Cut off at end of fiscal year; retain for three (3) additional years; then destroy.
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