

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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.

Item No.

(cont.)

White original is the work copy for the inspector's use, and it is filed under the name of the inspector by type of work: Rough (without current), and Temporary (with current), and alphabetically by name of district, then numerically by permit number within the district. The Permit shows the permittee's address, the district or location, whether a new or an old building and its use (residential, commercial), the lot and block number, the number and type of rough wiring outlets and fixtures and special fixtures, date of issue and amount of fee paid, and name of the permittee. The Permit also contains space for the approval and date of inspection or notation of defects or complaints, with the defect slip attached (Item 3), notation of approval, with initials of the inspector, and notation of notification of the power company, and serial number of the Current Cut-In Certificate (Item 4).

Yellow copy goes to the permittee as his copy.

Pink copy remains in the office, filed by year and month, with the daily receipt for fees turned over to the Collector of License Fees and Permit Fees. These slips and receipts are totalled monthly and recorded in the Permit Fee Ledger (Item 6).

After the inspection or inspections are completed and the final Current Cut-In Certificate has been issued, the white original is removed from the inspector's file and refiled in an inactive status, alphabetically under the name of the district or town. In cases in which the permit has been temporary, that notation is stamped on the card when it is removed.

The recommendation below applies to both the white original and to the pink copies of the permits, with attachments.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER FINAL INSPECTION OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN SATISFIED, WHICHEVER IS LATER, THEN DESTROY.

3 DEFECT NOTICES

Size: 4" x 6" forms

Quantity:

Dates: 1965...

File Arr.: In Inspector's Permit File (Item 2)

When an inspector finds a defect, he prepares a Defect Notice in duplicate, which is distributed as follows:-

White original goes to the contractor, who, after correcting the defect, signs this copy and returns it to the office, where it is attached, with the pink copy, to the inspector's copy of the Permit (Item 2).

Pink copy remains in the office file as a control and is attached to the permit, as shown above, after return of the white copy.

(continued)

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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.
3 (cont.)	<p>The Defect Notices give the date, the permit number, name of the owner or occupant of the property, the address, town or district, name of the person or company to whom the notice is directed, a description of the defect, notation of correction with date, and the signature of the contractor or person who corrected the defect.</p> <p>This file also includes a double card tray of special defect notices prepared by the power company, requesting the Department of Electrical Inspection to make inspection for special defects.</p> <p>The recommendation made for the Permit Files (Item 2) includes the Defect Notices prepared by the Department.</p> <p>The special defect notices issued by the power companies are considered nonrecord within the meaning of the statute governing non-record material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p>	
4	<p>CURRENT CUT-IN CERTIFICATES</p> <p>Size: 3" x 5" forms Quantity: 8 double card trays Dates: 1957... File Arr.: Numerical, by Permit number</p> <p>The Current Cut-In Certificates are prepared in triplicate for temporary and final inspections as follows:-</p> <p>a. <u>Temporary</u> - all copies <u>orange</u></p> <ol style="list-style-type: none">1. Original copy to the power company2. Copy to the Board of Electrical Examiners & Supervisors3. Copy remains in the office and is noted on the <u>white original</u> Permit (Item 2). <p>b. <u>Final</u> -</p> <ol style="list-style-type: none">1. <u>White original</u> to the power company2. <u>Gold copy</u> to the Board of Electrical Examiners & Inspectors3. <u>Blue copy</u> remains in the office and is noted on the <u>white original</u> Permit (Item 2). <p>Each form for both temporary and final certificates gives the name of the owner or occupant, the date, the town, city or district, the lot and block numbers, the address, name of the subdivision, pole number, number of fixtures and receptacles, motors and other installations, name of the company or person installing the fixtures, receptacles, or other equipment, the "cut-in" number, signature of the inspector, and name of the power company notified.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER FINAL INSPECTION, THEN DESTROY.</p> <p>(continued)</p>	

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5	<p>GENERAL FILE</p> <p>Size: Letter-size Quantity: 8 letter-size file drawers; 3 transfiles Dates: 1953... File Arr.: Chronological and alphabetical, by subject</p> <p>The General File is composed of general correspondence, daily and monthly report copies, personnel inquiries, and other assorted papers and material relating to the operation of the office.</p> <p>Extra copies of original material and papers, of which one copy is retained for the required three-year retention period, and printed and mimeographed materials are considered nonrecord within the meaning of the statute (Ann. Code of Md., 1957 Ed. as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office. Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
6	<p>PERMIT FEE LEDGER</p> <p>Size: 8 1/2" x 11" ring binders Quantity: 15 ring binders Dates: 1951... File Arr.: Chronological Audit: In the office of the Collector of License Fees, but could be subject to audit as supporting evidence</p> <p>This record of fees collected by the office is prepared daily from the pink copies of the Permits (Item 2). It is arranged alphabetically by name of the contractor or person doing the work, showing the date, the permit number, name of the owner or occupant, location of the property, and the fees, with totals carried forward at the end of each month. This information is also recorded in the permanently retained accounting records filed in the office of the County Treasurer.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN SATISFIED, WHICHEVER IS LATER, THEN DESTROY.</p>	
7	<p>GENERAL ACCOUNTING SCHEDULES</p> <p>Size: Various Quantity: 2 file drawers; 3 transfiles Dates: 1953... File Arr.: Chronological Audit: In the office of the Collector of License Fees, but could be subject to audit as supporting evidence.</p> <p>The General Accounting Records are composed of the following types of material and papers:- Receipt books and receipt copies; Gasoline receipts, reports and withdrawal tickets; Purchase orders, requisitions and supporting papers.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS ARE SATISFIED, WHICHEVER IS LATER, THEN DESTROY.</p>	