

RECORDS RETENTION AND DISPOSAL SCHEDULE

Board of Zoning & Administrative Appeals

Prince George's County

AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>General Correspondence Files</u> consisting of records of official correspondence of the Commission, statistics, purchase orders, budget records, and other official transactions. 1954 - Present	Cut off at end of calendar year; retain for three (3) additional years; then destroy.
2.	<u>Locator card:</u> 3" x 5" Address card with case number. 1954 - Present	Retain permanently.
3.	<u>Locator card:</u> 3" x 5" Alphabetical card with case number. 1954 - Present	Retain permanently.
4.	<u>Minutes of Appeal Board Hearings</u> consisting of original minutes and supporting documents of Administrative and Zoning Appeal Hearings. 1968 - Present	Retain permanently by micro-filing after five (5) years; then forward originals to the Hall of Records.
5.	<u>Administrative Appeals:</u> These records consist of: Letter of Appeal; Notice of Hearing; Hearing Folder; Report (s) from appropriate County agency; Photographs; Engineering Drawings/Sketches; Architectural Plans; evidence in the form of Affidavits, etc.; Final Decision by Board; Certified Mail Receipts; Hearing Transcript; Appeal to Circuit Court and Copy of Board Minutes. 1954 - Present	Retain permanently. Micro-film thru 1975 in calendar year 1980; after microfilming, retain originals and forward periodically to the Hall of Records.
6.	<u>Zoning Appeals:</u> These records consist of: Application/ Letter of Appeal; Notice of Hearing; Hearing Folder; Plat; Report(s) from appropriate County Agency; Photographs; Engineering Drawings/Sketches; Architectural Plans; Evidence in the form of Affidavits, etc; Aerial photographs; Certified Mail Receipts; Final Decision by Board; Hearing Transcript; Appeal to Circuit Court; Copy of Board Minutes; Zoning Hearing Decision; County Council Decision; Planning Board Decision. 1954 - Present	Retain permanently. Transfer to State Hall of Records for permanent retention.

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Schedule approved by Department, Agency or Division Representative

Lois Gosnell

Signature

*Lois M. Gosnell, Clerk to the Board*

Title

*8/18/78*

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

*12/15/78*

Date

*Edward Bepko*

Archivist

(No Longer Required)

Date

Secretary

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

Item No.	Description	Retention
7.	<p><u>Tax Assessment Appeals</u>: These records consist of: Letter of Appeal; Hearing Notice; Assessors Property Report; Tax Assessment Appeal Board Decision; and Board Minutes. February 1968 - June 30, 1973</p>	<p>Cut off at end of year. Hold five (5) additional years; then destroy.</p>