

RECORDS RETENTION AND DISPOSAL SCHEDULE

No. C-640 A1
 Page
 No. 1 of 1

Agency St. Mary's County	Division County Commissioners
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Item No.	Description	Retention
12.	<p>*****THIS IS AN ADDITION TO SCHEDULE C-640*****</p> <p>COUNTY ATTORNEY - INACTIVE FILES</p> <p>Working files containing correspondence, memos, and reference materials relating to county legal matters such as court cases involving the county government, reviews of contracts and questions raised by county departments.</p>	<p>Retain 20 years or until administrative value ceases, thereafter destroy by shredding.</p>

Schedule approved by Department, Agency, or Division Representative

Schedule authorized by

Joseph R. Stanford County Attorney 3/17/90
 Signature Title Date

Jan Blodgett 3/27/90
 County Archivist Date
Edward Egan 10/9/90
 State Archivist Date

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
St. Mary's County

2. DIVISION
County Commissioners

3. UNIT
County Attorney

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
County Attorney - Inactive Files

5. EARLIEST YEAR/LATEST YEAR
1980 TO 1988

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Working files containing correspondence, memos and reference materials relating to County legal matters such as court cases involving the county, reviews of contracts and questions raised by county departments.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 SOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
5 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
1 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
20 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
St. Mary's County Records Center & Archives

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
MD Annotated Code State Government §10-618(f)

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain 20 years or until administrative value ceases, thereafter destroy by shredding.

19. NAME AND TITLE OF PREPARER
Jan Blodgett / County Archivist

20. TELEPHONE NUMBER
(301)475-7844

21. DATE
3/27/90