

**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

Schedule No.

C-765

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY** Anne Arundel County Public Works

**DIVISION** Tech Eng

Item No.	Description	Retention
1	<p>Payroll/Time and Attendance Records</p> <p>Federal audits may be randomly conducted which requires documentation of all expenditures including payroll. These audits make retention of some payroll records beyond the scheduled period necessary. These records contain copies of computer printouts of payroll entries into the county automated system, hard copies of time and attendance sheets (FLSA), as well as copies of manually entered payroll sheets submitted to the Payroll Office for merit and contractual personnel and handwritten time cards and tracking notes.</p>	<p>Retain (3) three years, then destroy            Or until all audit requirements have been met, whichever is later</p>
2	<p>Survey Control Files</p> <p>Files consist of monument control sheets showing location of County control points in all areas of the County, as well as monument control cards that show elevations, coordinates and location of each point. This information is used as a cross reference/point of contact guide for the purposes of looking up deeds, etc.</p>	<p>Retain Permanently.            Periodically transfer to Md. State Archives (MSA).            Will be maintained in GIS.</p>
3	<p>Survey Sealed Plat Files</p> <p>These original files consist of all of Anne Arundel County's easement plats, right-of-way plats, and fee simple areas which have been completed and sealed.</p>	<p>Retain Permanently.            Used for reference purposes. Periodically transfer to MSA.</p>
4	<p>Survey Field Books</p> <p>Records of all work completed by the Survey Section of the Technical Engineering. Files include original details, sketches, coordinates, measurements, etc. for each surveyor's work.</p>	<p>Retain 30 years, then destroy.</p>

Schedule Approved by  
 Records Management Officer

10/10/96  
 Date

*Jacqueline Rejon*  
 Signature

Schedule Approved by  
 Chief Administrative Officer

10/23/96  
 Date

*[Signature]*  
 Signature

Schedule Approved by  
 Agency, or Division Representative

10/20/96  
 Date

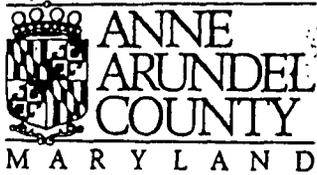
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 Signature

Schedule Approved by  
 State Archivist

FEB 19 1997  
 Date

*Edward C. [Signature]*  
 Signature

Item No.	Description	Retention
5	<p>Survey Consultant Field Books</p> <p>Records of all work completed by consultants. Files include details, sketches, coordinates, measurements, etc., prepared by consultants contracted by the County.</p>	<p>Retain 20 years, then destroy.</p>
6	<p>Survey New Subdivision Cost Estimate for Monument &amp; Marker Files</p> <p>Files consist of information pertaining to all new subdivisions and containing a cost estimate for monuments and markers to be set. These cost estimate are prepared by the County and used as a bond against the Developer/Engineering Firm as an insurance for completion of work agreed upon.</p>	<p>Retain until agreed upon work is completed and bond is released, then destroy.</p>
7	<p>Survey Job Folder Files</p> <p>Filed by subdivision within each tax district. Each job has property plats, deeds, legal descriptions, computation sheets and other related material.</p>	<p>Retain as reference file Purge annually and destroy any material not needed for current business.</p>
8	<p>Survey Worksheet Plat Files</p> <p>Files contain original worksheets prepared by the Survey Section. Worksheets show field work performed, property lines, computations, boundary determinations, right-of-way lines, and other related facts.</p>	<p>Retain as reference file Purge annually and destroy any material no longer needed for current business.</p>
9	<p>Drafting, Records and Research Construction Tracings</p> <p>Files contain information pertaining to water, sewer, roads, storm drains, traffic engineering and county project construction.</p>	<p>Retain Permanently. Used as a reference file Periodically transfer to MSA. Will be maintained in GIS.</p>
10	<p>Drafting, Records &amp; Research</p> <p>Files include Forty foot (40') scale water and sewer plans; Two hundred foot (200') scale water, sewer, storm drain, road, fire hydrant, overlays, sketches; Two hundred foot (200') scale topographic maps and One thousand foot (1000') topographic maps.</p>	<p>Retain Permanently. Periodically transfer to MSA. Will be maintained in GIS.</p>



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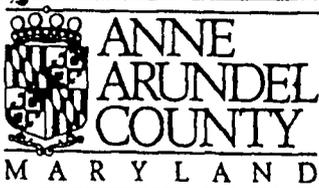
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Item No.	Description	Retention
11	Proposed Construction Plans - Signed Out  Files contain log books documenting the signing out of construction plans from Drafting, Records & Research reference files of construction plans.	Retain five (5) years then destroy.
12	Drafting, Records & Research Wetland Maps  Files contain wetland maps of Anne Arundel County.	Retain Permanently. Periodically transfer to MSA. Will be maintained in GIS.
13	Right of Way Road Petitions  A. Correspondence pertaining to roads petitioned and taken over by the County.  B. Correspondence pertaining to private roads (non-county) petitioned for and in the process of being considered for County Take-over.	Retain one (1) year after response process is exhausted then destroy.  Retain ten (10) years after the petition process is exhausted. then destroy.
14	Right of Way Road Abandonments  Petitions for portions of County roads to be privately owned.	Retain ten (10) years after the abandonment process is complete then destroy.
15	Right of Way Surplus Property  Petitions for purchase of surplus by individuals of property owned by the County.	Retain until property transaction completee sold. Then destroy.
16	Right of Way Capital Projects  Active Capital Projects including emergency storm drains.	Retain five (5) years after completion of the project, then destroy.
17	Right of Way Lease Agreements  Lease of County owned property for use (various uses parking, sales, etc.) by individuals.	Retain three (3) years after termination of the lease, then destroy.



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Item No.	Description	Retention
18	Engineering Service Request Correspondence Files  Active files pertaining to engineering assistance for County related or public assisted projects.	Retain five (5) years after completion of project, then destroy.
19	Technical Engineering General Correspondence Files  Requests for general information pertaining to Technical Engineering functions, and responded to by Division Chief.	Retain three (3) years after completion of inquiries, then destroy.
20	Miscellaneous Reference Materials - Technical Engineering  Includes Council Bills, Personnel Bulletins, Bureau Meeting Notes, etc.	Retain as reference. Purge annually and destroy material no longer needed for current business.