

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

Schedule No.

C-767

Page No.

1 of 2

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY** Department of Public Works

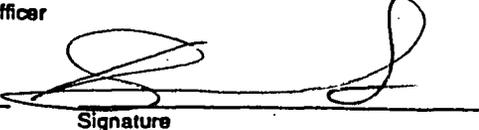
**DIVISION** Facility Eng.

Item No.	Description	Retention
1	<p><u>CAPITAL PROJECTS</u> <span style="float: right;">OK</span></p> <p>Includes files for Service &amp; Assessment correspondence; Design Contract documents; Design invoices; Design correspondence; Proposals sold; Construction Contract documents; Construction invoices; Construction correspondence; State correspondence; Construction Progress Meetings notes; Consulting Inspector Contract documents; Consulting Inspector invoices; Permits; Right of Way; Citizen Complaints; Minority Business Enterprise; Post Construction documents; Sediment Control reports; Daily Construction reports; Material certifications; Certified Payroll; Shop Drawings, Utilities; and State Grants as they pertain to Capital Projects for: Water, Wastewater, Solid Waste, Roads, General County Projects, Block Grants, Recreation &amp; Parks Projects, Libraries, Fire &amp; Police, Storm Drains, and Waterway Improvements.</p> <p>Schematic Design Reports for proposed, active &amp; completed Capital Projects. <span style="float: right;">OK</span></p> <p>Contract Specifications &amp; Addenda for proposed, active &amp; completed Capital Projects. <span style="float: right;">OK</span></p>	<p>Retain through warranty; microfilm; retain microfilm permanently; Master negative film to Maryland State Archives.</p> <p>NOTE: Files for grant funded projects retained until audit is complete.</p> <p>Permanent- Periodically transfer to Maryland State Archives</p> <p>Permanent- Periodically transfer to Maryland State Archives</p>
2	<p><u>BRIDGES</u></p> <p>Files contain information pertaining to bridge construction inspection. <span style="float: right;">OK</span></p> <p>*** All records are currently maintained on microfiche. All records will be maintained on CD from July 1996 to present.</p>	<p>Permanent- Periodically transfer to Maryland State Archives</p>

Schedule Approved by  
Records Management Officer

3/8/96   
Date Signature

Schedule Approved by  
Chief Administrative Officer

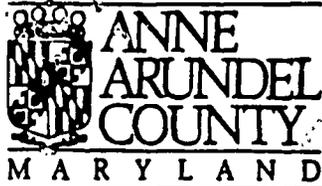
02/23/96   
Date Signature

Schedule Approved by  
Agency, or Division Representative

2/28/96   
Date Signature

Schedule Approved by  
State Archivist

FEB 19 1997   
Date Signature



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

Schedule No.  
C-767

Page No.  
2 of 2

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY**

Department of Public Works

**DIVISION**

Facility Eng.

Item No.	Description	Retention
3	<p><u>PLANNING</u></p> <p>Feasibility studies connected with SWAMP program; water &amp; sewer agreements with City of Annapolis, Baltimore City, Baltimore County, Howard County, &amp; Harford County for water and sewer supply, treatment, etc. for Anne Arundel County; facility plans used in preparing agreements; pretreatment, allocation &amp; bond ordinances files; NPDES permits; invoices; miscellaneous files.</p>	<p>Retain 10 years or thru life of agreement, whichever is longer, then destroy.</p>

Schedule Approved by  
Records Management Officer

3/8/96 *Jacqueline Ryan*  
 Date Signature

Schedule Approved by  
Chief Administrative Officer

\_\_\_\_\_  
 Date Signature

Schedule Approved by  
Agency, or Division Representative

\_\_\_\_\_  
 Date Signature

Schedule Approved by  
State Archivist

FEB 19 1997 *Edward C. Papenfuss*  
 Date Signature

<b>1. DEPARTMENT/AGENCY</b> Department of Public Works	<b>2. DIVISION</b> Bureau of Engineering	<b>3. UNIT</b> Facility Engineering Div.
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**DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.**

<b>4. RECORD SERIES TITLE</b> Capital Projects	<b>5. EARLIEST YEAR / LATEST YEAR</b> _____ TO _____
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**6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)**

Water Projects Wastewater Projects Solid Waste Projects Road Projects General County Projects Block Grant Projects Recreation & Parks Projects Libraries Fire & Police Projects Storm Drain Projects Waterway Improvement Projects	Within each of these series are files for: Service & Assessment Corresp.; Design Contract Documents; Design Invoices; Design Corresp.; Proposals Sold; Construction Contract Documents; Construction Invoices; Construction Corresp.; State Corresp.; Construction Progress Meeting Notes; Consulting Inspector Contract Documents; Consulting Inspector Invoices; Permits; Right of Way; Citizen Complaints; Minority Business Enterprise; Post Construction Documents; Sediment Control Reports; Daily Construction Report; Material Cert.; Certified Payroll; Shop Drawings; Utilities; State Grants
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<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> Letter Size <input checked="" type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	<b>9. VOLUME</b> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input checked="" type="checkbox"/> Other (Specify) <u>High Density</u> _____ Number      Filing Sys.
<b>10. ANNUAL ACCUMULATION</b> <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ _____ Number		

<b>11. FILE IS USED</b> <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<b>12. FILE BECOMES INACTIVE AFTER</b> Warranty period expires <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) _____ Number
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<b>13. CURRENT LOCATION(S) (Bldg., Floor, Room)</b> 2662 Riva Road, 3rd Floor Annapolis, MD 21401	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</b> <input checked="" type="checkbox"/> Yes <u>Same as above</u> <input type="checkbox"/> No
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<b>15. ACCESS RESTRICTIONS (If yes, cite law(s) &amp; regulation(s))</b> <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent
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<b>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</b> <input checked="" type="checkbox"/> Yes <u>Numbered system</u> <input type="checkbox"/> No	<b>18. RECOMMENDED RETENTION</b> Grant funded projects retained until audit completed. All others microfilmed after expiration of warranty; microfilm retained indefinitely.
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<b>19. NAME AND TITLE OF PREPARER</b> Bess M. Glebus, Mgt. Asst.	<b>20. TELEPHONE NUMBER</b> 410/222-7557	<b>21. DATE</b> May 24, 1994
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1. DEPARTMENT/AGENCY Department of Public Works	2. DIVISION Bureau of Engineering	3. UNIT Facility Engineering Div.
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DEFINITION - Records 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 Bridges	5. EARLIEST YEAR / LATEST YEAR _____ TO _____
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  
Information pertaining to bridge construction inspections--e.g., scour analyses, studies, correspondence, etc.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numeral <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) <u>High Density</u> <u>200</u> Filing Sys. Number
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number

11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2662 Riva Road, 3rd Floor Annapolis, MD 21401	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Same as above</u> <input type="checkbox"/> No
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <u>Numeric</u> <input type="checkbox"/> No	18. RECOMMENDED RETENTION Permanent, with periodic microfilming & transfer to State Archives.
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19. NAME AND TITLE OF PREPARER Bess M. Glebus	20. TELEPHONE NUMBER 410/222-7557	21. DATE May 24, 1994
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20734

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Department of Public Works

2. DIVISION  
Bureau of Engineering

3. UNIT  
Facility Engineering Div.

DEFINITION - Records 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  
Planning

5. EARLIEST YEAR / LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Water & Wastewater Planning Files - Feasibility studies connected with SWAMP program; water & sewer agreements with City of Annapolis, Baltimore City, Baltimore County, Howard County, & Harford County for water and sewer supply, treatment, etc. for Anne Arundel County; facility plans used in preparing agreements; pretreatment, allocation & bond ordinances files; NPDES permits; invoices; miscellaneous files.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Microfilm
- Legal Size
- Computer Tape
- Bound Book
- Floppy Disk
- Audio Tape
- Video Tape
- Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numeral
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) High Density Filing System

170  
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_  Month(s)  Year(s)  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
2662 Riva Road, 3rd Floor  
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes Same as above
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes Alphabetic
- No

18. RECOMMENDED RETENTION

10 years, or thru life of agreement

19. NAME AND TITLE OF PREPARER

Bess M. Glebus, Mgt. Asst.

20. TELEPHONE NUMBER

410/222-7557

21. DATE

May 24, 1994