

QUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **211**

PAGE NO. **1**

1. Requesting Agency - **MONTGOMERY COUNTY DEPARTMENT OF INSPECTION & LICENSES**

2. Division or Bureau of Requesting Agency
OFFICE OF THE DIRECTOR

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

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.
-------------	---	---

1. **BOARD OF LICENSE COMMISSIONERS MINUTE BOOK**

Date: 1949 --
Quantity: 1 file drawer
Annual Accumulation: Negligible
File Arrangement: Chronological

A Board of License Commissioners was created in 1949 when the Liquor Control System of Montgomery County was reorganized. The Board is authorized to pass on the issuance of licenses for the sale of liquor, wine, and beer. It conducts hearings and maintains minutes of its meetings in loose leaf binders.

RECOMMENDATION: RETAIN PERMANENTLY.

2. **LEGAL OPINIONS**

Date: 1951 --
Quantity: 4 linear inches
Annual Accumulation: Negligible
File Arrangement: Chronological

This file contains copies of legal opinions rendered by the County Attorney's Office pertaining to all matters falling under the jurisdiction of the Department of Inspection and Licenses.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Eus Buschlie
Signature

Dir Dept. Insp. Lic.
Title

8-22-61
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

9/13/1961
Date

Monie S. Odeh
Archivist

SEP 19 1961
Date

Andrew Stuckey
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. m
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.

ZONING PETITIONS

Date: 1934 --
Quantity: 52 file drawers
Annual Accumulation: 4 file drawers
File Arrangement: By application number

An individual file is maintained on each application received for rezoning of property. There are currently about 200 applications received each year. Each file contains the application, exhibits pertaining to the petition, such as master and zoning plans, plats, fee receipts, sign inspection reports, Park and Planning Commission recommendations, advertising information, correspondence, and a copy of the County Council resolution deciding the case.

RECOMMENDATION: RETAIN PERMANENTLY.

4.

SPECIAL EXCEPTIONS HEARD BY DIRECTOR

Date: 1961 --
Annual Accumulation: 1 file drawer
File Arrangement: Numerical by case number

A 1961 amendment to the Montgomery County Zoning Ordinance has given the Director of the Department of Inspection and Licenses authority to grant certain Special Exceptions (i.e. to permit commercial parking lots in C-1 zones). This amendment is designed to take some of the workload off of the Board of Appeals and to speed decision making. This file contains all papers pertinent to the petition, hearing, and decision.

RECOMMENDATION: RETAIN PERMANENTLY.

5.

CORRESPONDENCE

Date: 1951 --
Quantity: 3 file drawers
Annual Accumulation: Approximately 1 linear foot
File Arrangement: Alphabetical

This file contains correspondence initiated by or received by the Director of the Department, various County agencies, Park and Planning Commission, and other organizations and individuals. There is also a chronological reading file dating back to 1951. At the present time information is also being retained in this file pertaining to hearings on proposed ordinances.

RECOMMENDATION: RETAIN THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
PUBLIC WORKS
SEP 19 1961
Andrew Steubek, Jr.
SECRETARY