FORM HR-RM 1
(8-60)
Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. C-212

PAGE NO. 1

1. Requesting Agency - MONTGOMERY COUNTY DEPARTMENT OF INSPECTION AND LICENSES

2. Division or Bureau of Requesting Agency DIVISION OF ZONING, PERMITS, AND LICENSES

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 [x] 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.	**ALCOHOLIC BEVERAGES LICENSES** Dates: 1939 -- Quantity: 7 file drawers Annual Accumulation: ½ file drawer File Arrangement: Alphabetical by name of business Article 2-B of the Annotated Code of Maryland, sets forth the rules and regulations governing the sale of alcoholic beverages in Montgomery County. Within the County the licensing is controlled by a Board of License Commissioners. Each individual or organization must apply for either a special one-day permit in the case of special events, or for a yearly license in the case of clubs, taverns, or similar organizations dispensing alcoholic beverages. The Department of Inspection and Liceses maintains a file on each organization which it licenses. The file contains a copy of the corporation constitution, its application for a license, a copy of the license, the inspector's report, a transcript of the hearing before the Board of License Commissioners, and correspondence of interested persons. Material which has no continuing legal or administrative value should be destroyed periodically and the balance of the contents of each file retained while it has current value to the operation of the office. RECOMMENDATION: RETAIN WHILE CURRENT OR FOR THREE YEARS, WHICHEVER IS LATER AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature	Title	Date
Eur Buckelie	Dir. Dept. Insp. & Lic.	8-22-61

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

Date	Archivist
9/13/1961	Morris S. Radoff

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

Date	Secretary
SEP 19 1961	Andrew Stewart Jr

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REQUEST FOR RECORDS RETENTION SCHEDULE
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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.
2.	**ZONING CASE FILE** Dates: 1954 -- Quantity: 4 file drawers Annual Accumulation: ½ file drawer File Arrangement: Numerically by case number This file is created as a result of complaints from citizens about alleged violations of the zoning ordinance. Complaints are received on a form called a "Complaint Record." Other material which may go into this file includes a report of the inspector, a registered letter to the offending property owner when a violation is detected, and a recheck report after follow-up is made. RECOMMENDATION: RETAIN TEN YEARS (NINE YEARS IN COUNTY RECORDS CENTER), THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION
3.	**DOG LICENSE BOOKS** Dates: 1958 -- Quantity: 3 file drawers Annual Accumulation: 1 file drawer File Arrangement: Chronological Audit: Periodic internal audit; annual external audit The Montgomery County Code provides for the annual licensing of dogs. The duplicate copy of the license permit is retained in what is known as the "Dog License Books." Forms are prenumbered on 4" x 5" slips which are arranged four to a page. These slips are subject to audit. RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER (TWO YEARS IN COUNTY RECORDS CENTER) AND THEN DESTROY.	
4.	**YEARLY LICENSE FILES** Quantity: 15 file drawers File Arrangement: Alphabetical by name of licensee The Division of Zoning, Permits, and Licenses is responsible for issuing licenses for the following uses and occupations, and for enforcing County ordinances pertaining thereto: Passenger Vehicles (Taxis), Nursing and Rest Homes, Rooming Houses and Hostels, Enterprises (amusement parks, theaters, establishments where public dancing is permitted, carnivals, etc.), Trailer Coach Parks, Riding Stables, Plumbers and Gas Fitters, Electrical Contractors, Slaughter houses, Kennels, Refuse Collectors, Junk Yards, Child Care Homes, Private Educational Institutions, Pistol and Rifle Ranges, and Quarries. The information contained in each of the preceding files is essentially the same. It consists of the original application, yearly renewal applications, sometimes a copy of the license issued, inspection reports by inspection and Licenses personnel and other	APPROVED BY BOARD OF PUBLIC WORKS SEP 19 1961 Andrew Hauck, Jr. SECRETARY

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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.
4.	**YEARLY LICENSE FEES (Continued)** County agencies such as the Health Department and Fire Marshal when appropriate, special exception decisions of the Board of Appeals, and correspondence. RECOMMENDATION: A) RETAIN FILE ON LICENSEE WHILE ACTIVE. WHEN INACTIVE, RETAIN IN OFFICE FOR ONE YEAR AND THEN RETIRE TO COUNTY RECORDS CENTER FOR TWO ADDITIONAL YEARS BEFORE DESTROYING. B) RETAIN APPLICATIONS AND INSPECTION REPORTS WITHIN EACH LICENSEE FILE FOR THREE YEARS AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION
5.	**APPLICATION FOR BENEFIT PERFORMANCE LICENSE** Dates: 1960 -- Quantity: 6 inches Annual Accumulation: 4 inches File Arrangement: Chronological The Montgomery County Zoning Ordinance requires that any individual or organization desiring to give a benefit performance in the County must secure a license. The application gives pertinent information about the applicant, the sponsoring organization, the type of performance, the date and time of performance and the distance from the nearest building. It is used as the basis for issuing a license and is of no value after the license is issued. RECOMMENDATION: RETAIN THREE YEARS (ONE YEAR IN OFFICE AND TWO YEARS IN COUNTY RECORDS CENTER) AND THEN DESTROY.	
6.	**BENEFIT PERFORMANCE LICENSE** Dates: 1960 -- Quantity: 6 inches Annual Accumulation: 4 inches File Arrangement: Chronological This license is prepared from information from the Benefit Performance Application. It is prepared in an original and one copy, with the original going to the applicant. The copy is filed in the office. RECOMMENDATION: RETAIN THREE YEARS (ONE YEAR IN OFFICE AND TWO YEARS IN COUNTY RECORDS CENTER) AND THEN DESTROY.	APPROVED BY BOARD OF PUBLIC WORKS SEP 19 1961 Andrew Hoeck, Jr. SECRETARY
7.	**APPLICATION FOR ENTERTAINMENT LICENSE** Dates: 1960 -- Quantity: 9 inches Annual Accumulation: 3 inches File Arrangement: Chronological The Montgomery County code requires that any person desiring to give a picnic, dance, soiree or any other entertainment function for gain	

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7.	**APPLICATION FOR ENTERTAINMENT LICENSE (Continued)** or profit, must secure a license from the County. Based on information obtained from the application, the Department of Inspection and Licenses issues this license. The application is of no value once a license is issued. RECOMMENDATION: RETAIN THREE YEARS (ONE YEAR IN OFFICE AND TWO YEARS IN COUNTY RECORDS CENTER), AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION
8.	**ENTERTAINMENT LICENSE** Dates: 1960 -- Quantity: 9 inches Annual Accumulation: 3 inches This license is prepared in an original and one copy from information obtained from the application. The original is given to the applicant and the copy retained. RECOMMENDATION: RETAIN THREE YEARS (ONE YEAR IN OFFICE AND TWO YEARS IN COUNTY RECORDS CENTER) AND THEN DESTROY.	
9.	**WEIGHTS AND MEASURES FILE** Dates: 1958 -- Quantity: 3 file drawers Annual Accumulation: Negligible File Arrangement: Alphabetical by name of firm Each business firm owning a gas truck, gas pump, scales, or dispensing pre-packaged goods is subject to an inspection by the Department which determines by weight or volume the accuracy of the weight or volume dispensed. Inspection reports are filed in individual folders. RECOMMENDATION: RETAIN FOR THREE YEARS (ONE YEAR IN OFFICE AND TWO YEARS IN COUNTY RECORDS CENTER), AND THEN DESTROY.	
10.	**CIGARETTE TAX FILE** Dates: 1959 -- Quantity: 2 linear inches Annual Accumulation: Negligible File Arrangement: Chronological This file contains correspondence with vendors and merchants who sell cigarettes pertaining to the enforcement of the cigarette tax ordinance, RECOMMENDATION: RETAIN FIVE YEARS AND THEN DESTROY.	APPROVED BY BOARD OF PUBLIC WORKS SEP 19 1961 Andrew Stasiak Jr. SECRETARY