

CHARLES COUNTY GOVERNMENT
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-837

Page 1 of 2

Agency
 CHARLES COUNTY GOVERNMENT

Division/Unit
 Department of Emergency Services

Item No.	Description	Retention
1	<p>GENERAL CORRESPONDENCE</p> <p>Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of the department or it's division.</p>	<p>Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department or it's divisions.</p>
2	<p>TIME AND ATTENDANCE</p> <p>Files may contain some or all of the following: leave requests, comptime request, weekly timesheets, etc.</p>	<p>Retain for 3 years, then destroy.</p>
3	<p>EMPLOYEE PERSONNEL RECORDS</p> <p>Files may contain some or all of the following: evaluations, awards, training, written correspondence, etc.</p>	<p>Retain for 3 years after termination, then destroy.</p>
4	<p>FISCAL YEAR BUDGETS</p> <p>Budget expenditure files for departments, tracking of expenses, invoices, purchase orders, check request, etc.</p>	<p>Retain for 3 years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative
 Date 6/15/98
 Signature *Eugene T. Lauer*
 Typed Name Eugene T. Lauer
 Title County Administrator

Schedule Authorized by State Archivist
 Date JUN 22 1998
 Signature *Edward C. [unclear]*

**CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

(Continuation Sheet)

Schedule No.

C-837

Page 2 of 2

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
DEPARTMENT OF EMERGENCY SERVICES

Item No.	Description	Retention
5	<p>ANNUAL PROJECTS</p> <p>Files may contain some or all of the following: County Mutual Agreements, Hazmat/Tier II Reports, MEMA/EMA Reimburse Requests, etc.</p>	<p>Retain for 5 years and until all audit requirements have been fulfilled, then destroy.</p>
6	<p>SPECIAL PROJECTS</p> <p>Files may contain some or all of the following: 1) County Free Weather Plan (updated annually); and 2) County False Alarm Committee files.</p>	<p>1) Retain until updated or superseded then destroy. 2) Retain until project is complete plus 5 years, then destroy.</p>
1	<p>911 ADDRESSING</p> <p>911 Addressing Files contains maps, field drawings, correspondence with post offices, fire departments, Bell Atlantic and Tax Assessment Departments. Spreadsheets of address road name approvals.</p>	<p>Screen annually. Destroy material having no further administrative, fiscal, legal, operational value. Retain permanent material that serves to document the origin, development, and accomplishments of the department divisions.</p>
2	<p>Recorded Plat Files--all recorded plats within Charles County, assigned addresses on plats.</p>	<p>Retain until projects are complete finalized or mapped on computer, destroy.</p>
3	<p>General Correspondence from various agencies, ENSB, ME NENA, Fire Departments, public, Bell Atlantic. Day-to-day operations files, expenditures, interoffice memos.</p>	<p>Screen annually. Destroy material having no further administrative, fiscal, legal, operational value. Retain permanent material that serves to document the origin, development, and accomplishments of the department divisions.</p>

OK

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____ OF ____	
1. Department/Agency Dept. <u>Services</u> <u>Office of Emergency Preparedness</u>		2. Division		3. Unit	
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 <u>Special Projects</u>				5. Earliest Year/Latest Year <u>93</u> to <u>97</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 1. County Freezing Weather Plan--updated annually. <u>over</u> 2. County False Alarm Committee--special project to prepare local False Alarm Ordinance & get legislation passed. <u>Think To Herin?</u>					
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 type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>1</u> Number	
		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>1</u> Number			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Intermittently			12. File Becomes Inactive After <u>Undetermined</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) <u>OEP, 1st Floor, Main Govt. Bldg.</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <u>Undetermined</u> <u>2</u> <u>over</u>		
19. Name and Title of Preparer <u>Denise C. Shaw</u>		20. Telephone Number <u>301/645-0509</u>		21. Date <u>5/8/97</u>	

1. Retain until updated or superseded,
Then Destroy.
2. Retain until Project is completed,
~~Then Destroy.~~ plus 5 yrs, Then
Destroy.

Instructions - Type or Print a separate form for each new or revised record series; forward with Record 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 ____ OF ____	
1. Department/Agency DePT. <u>Services</u> Office of Emergency Preparedness		2. Division		3. Unit	
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 Annual Projects				5. Earliest Year/Latest Year <u>93</u> to <u>97</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Maintain/update: County Mutual Aid Agreements with surrounding jurisdictions/agencies; annual Hazmat/Tier II reports; MEMA EMA requests for reimbursement.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input 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 type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> annually & quarterly			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) OEP, 1st Floor, Main Govt. Bldg.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent for EMA Files		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retention for EMA--5 years required, then destroy. <u>OVER</u>		
19. Name and Title of Preparer Denise Shaw		20. Telephone Number 301/645-0509		21. Date 5/8/97	

RETAIN FOR 5 YRS AND UNTIL ALL AUDIT
REQUIREMENTS HAVE BEEN FULFILLED,
THEN DESTROY.

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___ OF ___	
1. Department/Agency Dept. <i>Services</i> Office of Emergency Preparedness		2. Division		3. Unit	
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 General Correspondence				5. Earliest Year/Latest Year <u>93</u> to <u>97</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) General correspondence from various local, state & federal agencies (MEMA/FEMA/MDE, etc.) Miscellaneous budget information, supply requisitions, petty cash account documentation, check requests, etc. LEPC meeting minutes Miscellaneous employee leave records. County vehicle files/records & titles.					
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 type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Main Govt. Bldg., 1st Floor, OEP			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <i>(Use GENERAL File Retention)</i>		
19. Name and Title of Preparer Denise C. Shaw		20. Telephone Number 301/645-0509		21. Date 5/8/97	

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>3</u></p>
<p>1. Department/Agency <i>Dept - of Emergency Preparedness Services</i></p>	<p>2. Division <i>911 Addressing</i></p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <i>911 Addressing Files</i></p>	<p>5. Earliest Year/Latest Year <u>93</u> to <u>Present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <i>Contains maps, hand drawn drawings, correspondence with post office, fire department, Bell Atlantic and Tax Assesment Department. Spreadsheets of addresses, road name approvals.</i></p>		
<p>7. Record Series Format(s)</p> <p><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) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p>_____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p>_____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <i>Govt. Bldg, 1st Floor, Emergency Preparedness</i></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><i>Indefinite</i></p> <p><i>Use General File Retention</i></p>	
<p>19. Name and Title of Preparer <i>Sheila Boswell, 911 Coordinator</i></p>	<p>20. Telephone Number <i>301-645-0642</i></p>	<p>21. Date <i>5/8/97</i></p>

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>3</u></p>
<p>1. Department/Agency <i>Dept. of Services</i> <i>Emergency Preparedness</i></p>	<p>2. Division 911 Addressing</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Recorded Plat Files</p>		<p>5. Earliest Year/Latest Year <u>93</u> to <u>Present</u></p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>All recorded plats within Charles County, with assigned addresses on plats.</p>		
<p>7. Record Series Format(s)</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p><u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p><u>N/A</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Govt. Bldg, 1st Floor, Emergency Preparedness</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Planning, Courthouse</p>	
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>(If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention <i>RETAIN</i></p> <p>Until projects are completed and finalized or mapped on computer, <i>THEN DESTROY.</i></p>	
<p>19. Name and Title of Preparer</p> <p>Sheila Boswell, 911 Coordinator</p>	<p>20. Telephone Number</p> <p>301-645-0642</p>	<p>21. Date</p> <p>5/8/97</p>

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>3</u> OF <u>3</u></p>
<p>1. Department/Agency <i>Dept. of Emergency Preparedness Services</i></p>	<p>2. Division 911 Addressing</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes</p>		
<p>4. Record Series Title General correspondence</p>	<p>5. Earliest Year/Latest Year <u>93</u> to <u>Present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>General correspondence from various agencies, ENSB, MENA, NENA, Fire Departments, public, Bell Atlantic. Day to day operation files, expenditures, interoffice memorandums.</p>		
<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p><u>N/A</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Govt. Bldg, 1st floor, Emergency Preparedness</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention (Use General File Retention)</p> <p>2 years <i>(use General File Retention)</i></p>	
<p>19. Name and Title of Preparer</p> <p>Sheila Boswell, 911 Coordinator</p>	<p>20. Telephone Number</p> <p>301-645-0642</p>	<p>21. Date</p> <p>5/8/97</p>