

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C-840

Page 1 of 1

Agency HOWARD COUNTY GOVERNMENT Division/Unit County Council

| Item No. | Description  | Retention |
|----------|--|-----------|
|          | <p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will be transferred to MSA on CD stored as "Tif" files with retrieval software also embedded on the CD.</p> |           |

Schedule Approved by Department, Agency, or Division Representative

Date 7/9/98

Signature *Phyllis L. Pritchett*

Typed Name Phyllis L. Pritchett

Title Records Management Officer

Schedule Authorized by State Archivist

Date JUL 22 1998

Signature *Edward C. Pappas*

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C-840

Page 1 of 3

Agency HOWARD COUNTY GOVERNMENT Division/Unit Howard County Council

| Item No. | Description   | Retention   |
|----------|---|---|
| 1        | <u>Original Legislation</u><br>Books contain original documents of Council Bills, Resolutions, and Ordinances.  | PERMANENT. County Council is the official record holder. Retain permanently on CD ROM with a copy of the CD forwarded to the State Archives. (Original documents retained in Council Office.) |
| 2        | <u>Legislative Journals</u><br>Books contain official record of Council proceeding and actions taken during legislative sessions, which includes voting history.  | PERMANENT. Retain permanently on CD ROM with a copy of the CD forwarded to the State Archives. (Original documents retained in Council Office.)   |
| 3        | <u>Legislative Files</u><br>Files contain legislative history, testimony, letters and other back-up material for bills, resolutions and ordinances, and signed copy of legislation. General Plan and Councilmanic Redistricting included in these files.          | PERMANENT. Retain in Council Office 2 years, then retain permanently on CD ROM with a copy of the CD forwarded to the State Archives.   |
| 4        | <u>Legal Advertisements</u><br>Files contain legal notices of public hearings on proposed legislation, taxes and of bills passed by the Council. These notices are used to confirm that the county has met all advertising requirements of state and federal law. | PERMANENT. Retain permanently on CD ROM with a copy of the CD forwarded to the State Archives.  |

Schedule Approved by Department, Agency, or Division Representative.

Date 6-17-98

Signature *Christopher Emery*

Typed Name Christopher Emery

Title Administrator

Schedule Authorized by State Archivist

Date JUL 22 1998

Signature *Edward C. Papenfuss*

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C-840

Page 2 of 3

Agency HOWARD COUNTY GOVERNMENT Division/Unit Howard County Council

| Item No. | Description   | Retention   |
|----------|---|---|
| 5        | <u>Legislative Agendas</u><br>Files contain original agendas of legislative sessions and public hearings. Includes working copy of vote sheets, public hearing sign-up sheets and minutes of public hearings.   | PERMANENT. Same as Item 4.  |
| 6        | <u>Audio/Video Tape Recordings</u><br>Audio and/or video tape recordings of County Council legislative sessions and public hearings, work sessions, or Council Committees, and Liquor Board, Zoning Board and Board of Appeals hearings..   | PERMANENT. Transfer periodically to Maryland State Archives. Audio tapes-monitor periodically for sound quality. Rerecord at some point to insure preservation. Video tapes-monitor periodically for quality. |
| 7        | <u>County Charter</u><br>Files contain proposed Charter amendments, Charter reviews, petitions for Charter amendments, Charter reports and supporting documentation.  | PERMANENT. County Council is the official record holder. Same as Item 4.  |
| 8        | <u>Council Commissions</u><br>Files contain reports and back-up documentation for special commissions of recurring nature if staffed by the Council, acted on by the Council or appointed by the Council such as Compensation Review; Redistricting.  | Retain 10 years on CD-ROM. Before disposal appraise for continuing administrative usefulness and historical value.  |
| 9        | <u>Finance/Budget</u><br>Council budgets, expenses, and supporting documentation.   | Retain 5 years. Retain in Council Office 2 years then retain 3 years on CD-ROM. Before disposal, appraise for continuing administrative usefulness and historical value.                                      |
| 10       | <u>General</u><br>Subject Files contain general correspondence, copies of reports, and items dealing with matters of interest to the Council. Included is correspondence from individual citizens, citizen's organizations, and governmental agencies addressed to the Council and correspondence from the Council to individuals and groups. Boards/Commissions/ Association files contain correspondence, newsletters and other related printed material. | Retain 5 years. Same as Item 9.   |

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C-840

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Agency HOWARD COUNTY GOVERNMENT Division/Unit Howard County Council

| Item No. | Description   | Retention   |
|----------|---|---|
| 11       | Council Members' Individual Reading Files contain correspondence written by Council Member.   | Retain 5 years. Retain in Council Office 2 years then retain 3 years in records center. Before disposal, return to Council Member for review to determine if retention is required. |
|          | <p><b>NOTE: WITH THE EXCEPTION OF ORIGINAL LEGISLATION AND LEGISLATIVE JOURNALS, OTHER RECORDS BEING STORED ON CD. THE PAPERWORK WILL BE DESTROYED ONCE CD HAS BEEN VERIFIED.</b></p> |   |

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 1 OF 13

Department/Agency

Howard County Council

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

Original Legislation

5. Earliest Year/Latest Year

1950 to present

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Books contain original documents of Council Bills, Resolutions and Ordinance.

7. Record Series Format(s)

- Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Sound Book       Floppy Disk  
 Audio Tape       Video Tape

Other (specify)

To be converted to CD-ROM in near future.

8. Record Series Sequence

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify)

9. Volume

44 cubic ft.

Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tapes(s)  
 Other (specify)

Bound Books

10. Annual Accumulation

1.5 cubic ft.

Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tapes(s)  
 Other (specify)

Bound Books

11. File is Used

- Daily       Weekly       Monthly

as needed

12. File Becomes Inactive After

- Month(s)       Year(s)

Number

Permanent

13. Current Location(s) (Bldg., Floor, Room)

George Howard Building  
County Council Office, 1st Floor  
3430 Court House Drive, Ellicott City, MD

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or office)

- Yes       No

Microfilm 1969-94 stored in Auditor's Office

15. Access Restrictions

- Yes       No  
If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

- None       State       Federal       Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes       No

Log - typed format in front of each book.

18. Recommended Retention

Permanent. County Council Official Record Holder. Retain permanently on CD-ROM with copy of CD forwarded to State Archives.

Name and Title of Preparer

Gloria Taylor  
Administrative Analyst I

20. Telephone Number

410-313-3125

21. Date

June 15, 1998

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 2 OF 13

Department/Agency

2. Division

3. Unit

Howard County Council

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

Legislative Journals

5. Earliest Year/Latest Year

1969 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Books contain official record of Council proceedings and actions taken during legislative sessions, which includes voting history.

7. Record Series Format(s)

- Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape

Other (specify)

To be converted to CD-ROM in near future.

8. Record Series Sequence

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify) \_\_\_\_\_

9. Volume

5 cubic ft.  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

Bound Books

10. Annual Accumulation

.25 cubic ft.  
Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

Bound Books

11. File is Used

- Daily       Weekly       Monthly

as needed

12. File Becomes Inactive After

- Number       Month(s)       Year(s)

Permanent

13. Current Location(s) (Bldg., Floor, Room)

George Howard Building  
County Council Office, 1st Floor  
3430 Court House Drive, Ellicott City, MD

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or office)  
 Yes       No

Microfilm 1969-94 stored in Auditor's Office

15. Access Restrictions

- Yes       No

(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- None       State       Federal       Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes       No

18. Recommended Retention

Permanent. Retain permanently on CD-ROM with a copy of CD forwarded to State Archives.

Name and Title of Preparer

Gloria Taylor  
Administrative Analyst I

20. Telephone Number

410-313-3125

21. Date

June 15, 1998

|  |  |  |
|--|--|--|
| <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<br/>RECORDS MANAGEMENT DIVISION<br/>7275 WATERLOO ROAD<br/>P.O. BOX 275<br/>JESSUP, MARYLAND 20794</p>   | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>3</u> OF <u>13</u></p>  |
| <p>Department/Agency</p> <p><b>Howard County Council</b></p>   | <p>2. Division</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</p> <p><b>Legislative Files</b></p>  | <p>5. Earliest Year/Latest Year</p> <p><b>1975 to present</b></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><b>Files contain legislative history, testimony, letters and other backup material for bills; resolutions and ordinances and copy of signed legislation. General Plan and Councilmanic Redistricting included in these files.</b></p>   |  |  |
| <p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input 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 checked="" type="checkbox"/> Other (specify)</p> <p><b>To be converted to CD-ROM in the near future</b></p> | <p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p><b>180 cubic ft</b>      <input type="checkbox"/> File Drawer(s)</p> <p>Number      <input type="checkbox"/> Microfilm Reel(s)</p> <p><input checked="" type="checkbox"/> Other (specify)</p> <p><b>Boxes</b></p> <p>10. Annual Accumulation</p> <p><b>7.5 cubic ft.</b>      <input type="checkbox"/> File Drawer(s)</p> <p>Number      <input type="checkbox"/> Microfilm Reel(s)</p> <p><input checked="" type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify)</p> <p><b>Boxes</b></p> |
| <p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly</p> <p><b>as needed</b></p>   | <p>12. File Becomes Inactive After</p> <p>_____      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p> <p>Number      <b>Permanent</b></p>   |  |
| <p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>George Howard Building<br/>County Council Office, 1st Floor<br/>3430 Court House Drive, Ellicott City, MD</b></p>  | <p>14. Is Record Series Duplicated Elsewhere?</p> <p>(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</p> <p>(If Yes, cite Law(s) &amp; 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><b>Permanent. Retain permanently on CD-ROM with a copy of CD forwarded to the State Archives.</b></p>  |  |
| <p>Name and Title of Preparer</p> <p><b>Gloria Taylor<br/>Administrative Analyst I</b></p>   | <p>20. Telephone Number</p> <p><b>410-313-3125</b></p>   | <p>21. Date</p> <p><b>June 15, 1998</b></p>  |

|  |  |   |
|--|--|---|
| <p><b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>   | <p><b>DEPARTMENT OF GENERAL SERVICES<br/>RECORDS MANAGEMENT DIVISION<br/>7275 WATERLOO ROAD<br/>P.O. BOX 275<br/>JESSUP, MARYLAND 20794</b></p>  | <p><b>AGENCY RECORDS INVENTORY</b></p> <p style="text-align: right;">PAGE <u>4</u> OF <u>13</u></p>   |
| <p>Department/Agency<br/><b>Howard County Council</b></p>  | <p>2. Division</p>   | <p>3. Unit</p>  |
| <p><b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>   |  |   |
| <p>4. Record Series Title<br/><b>Legal Advertisements</b></p>  | <p>5. Earliest Year/Latest Year<br/><b>1970 to present</b></p>   |   |
| <p>6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.)</p> <p><b>Files contain legal notices of public hearings on proposed legislation, taxes and of bills passed by Council. These notices are used to confirm that county has met all advertising requirements of State and Federal law.</b></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 checked="" type="checkbox"/> Other (specify)<br/><b>To be converted to CD-ROM in the near future</b></p> | <p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p><b>7.5 cubic ft.</b>      <input type="checkbox"/> File Drawer(s)</p> <p>Number      <input type="checkbox"/> Microfilm Reel(s)</p> <p style="text-align: right;"><input type="checkbox"/> Computer Tape(s)</p> <p style="text-align: right;"><input checked="" type="checkbox"/> Other (specify)<br/><b>Boxes</b></p> <hr/> <p>10. Annual Accumulation</p> <p><b>.13 cubic ft.</b>      <input type="checkbox"/> File Drawer(s)</p> <p>Number      <input type="checkbox"/> Microfilm Reel(s)</p> <p style="text-align: right;"><input type="checkbox"/> Computer Tape(s)</p> <p style="text-align: right;"><input checked="" type="checkbox"/> Other (specify)<br/><b>Box</b></p> |
| <p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly</p> <p style="text-align: center;"><b>as needed</b></p>   | <p>12. File Becomes Inactive After</p> <p>_____      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p> <p style="text-align: center;">Number      <b>Permanent</b></p>   |   |
| <p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>George Howard Building<br/>County Council Office, 1st Floor<br/>3430 Court House Drive, Ellicott City, MD</b></p>  | <p>14. Is Record Series Duplicated Elsewhere?<br/>(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</p> <p>(If Yes, cite Law(s) &amp; 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><b>Permanent. Retain permanently on CD-ROM with a copy of CD forwarded to the State Archives.</b></p>  |   |
| <p>Name and Title of Preparer<br/><b>Gloria Taylor<br/>Administrative Analyst I</b></p>  | <p>20. Telephone Number<br/><b>410-313-3125</b></p>  | <p>21. Date<br/><b>June 15, 1998</b></p>  |

|   |   |   |
|---|---|---|
| <p><u>Instructions</u> - 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<br/>RECORDS MANAGEMENT DIVISION<br/>7275 WATERLOO ROAD<br/>P.O. BOX 275<br/>JESSUP, MARYLAND 20794</p>  | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>5</u> OF <u>13</u></p>   |
| <p>Department/Agency<br/><b>Howard County Council</b></p>   | <p>2. Division</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<br/><b>Legislative Agendas</b></p>  | <p>5. Earliest Year/Latest Year<br/><b>1970</b> to <b>present</b></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><b>Files contain original agendas of legislative sessions and public hearings. Includes working copy of vote sheets, public hearing sign-up sheets and minutes of public hearings.</b></p>   |   |   |
| <p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input 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 checked="" type="checkbox"/> Other (specify)<br/><b>To be converted to CD-ROM in the near future</b></p> | <p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p><b>7 cubic ft.</b></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)<br/><input type="checkbox"/> Microfilm Reel(s)<br/><input type="checkbox"/> Computer Tape(s)<br/><input checked="" type="checkbox"/> Other (specify)<br/><b>Boxes</b></p> <hr/> <p>10. Annual Accumulation</p> <p><b>.25 cubic ft.</b></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)<br/><input type="checkbox"/> Microfilm Reel(s)<br/><input type="checkbox"/> Computer Tape(s)<br/><input checked="" type="checkbox"/> Other (specify)<br/><b>Box</b></p> |
| <p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly</p> <p><b>as needed</b></p>  | <p>12. File Becomes Inactive After</p> <p>Number      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p> <p><b>Permanent</b></p>   |   |
| <p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>George Howard Building<br/>County Council Office, 1st Floor<br/>3430 Court House Drive, Ellicott City, MD</b></p>   | <p>14. Is Record Series Duplicated Elsewhere?<br/>(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<br/>(If Yes, cite Law(s) &amp; 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><b>Permanent. Retain permanently on CD-ROM with a copy of CD forwarded to the State Archives.</b></p>   |   |
| <p>Name and Title of Preparer<br/><b>Gloria Taylor<br/>Administrative Analyst I</b></p>   | <p>20. Telephone Number<br/><b>410-313-3125</b></p>   | <p>21. Date<br/><b>June 15, 1998</b></p>  |

|  |   |                            |
|--|---|----------------------------|
| 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<br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275<br>JESSUP, MARYLAND 20794 | AGENCY RECORDS INVENTORY   |
|  |   | PAGE <u>6</u> OF <u>13</u> |
| Department/Agency<br><b>Howard County Council</b>  | 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<br><b>Audio/Video Tape Recordings</b> | 5. Earliest Year/Latest Year<br><b>1969 to present</b> |
|--|--|

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

**Audio and/or video tape recordings of County Council legislative sessions and public hearings, work sessions, Council committees, and Liquor Board, Zoning Board and Board of Appeals hearing**

|   |  |  |
|---|--|--|
| 7. Record Series Format(s)<br><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm<br><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape<br><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk<br><input checked="" type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Video Tape<br><input type="checkbox"/> Other (specify) | 8. Record Series Sequence<br><input type="checkbox"/> Alphabetical<br><input type="checkbox"/> Numerical<br><input checked="" type="checkbox"/> Chronological<br><input type="checkbox"/> Geographical<br><input type="checkbox"/> Other (specify) | 9. Volume<br><b>30 cubic ft.</b><br>Number<br><input type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input checked="" type="checkbox"/> Other (specify)<br><b>Boxes</b>              |
|   |  | 10. Annual Accumulation<br><b>2.5 cubic ft.</b><br>Number<br><input type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input checked="" type="checkbox"/> Other (specify)<br><b>Box</b> |

|   |  |
|---|--|
| 11. File is Used<br><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly<br><b>as needed</b> | 12. File Becomes Inactive After<br>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)<br><b>Permanent</b> |
|---|--|

|  |   |
|--|---|
| 13. Current Location(s) (Bldg., Floor, Room)<br><b>George Howard Building<br/>County Council Office, 1st Floor<br/>3430 Court House Drive, Ellicott City, MD</b> | 14. Is Record Series Duplicated Elsewhere?<br>(If yes, specify agency or office)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
|--|---|

|  |   |
|--|---|
| 15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>(If Yes, cite Law(s) & Regulation(s)) | 16. Audit Requirements<br><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)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention<br><b>Permanent. Audio tapes-monitor periodically for sound quality. Rerecord at some point to insure preservation. Video tapes-monitor periodically for quality.</b> |
|--|---|

|   |   |                                  |
|---|---|----------------------------------|
| Name and Title of Preparer<br><b>Gloria Taylor<br/>Administrative Analyst I</b> | 20. Telephone Number<br><b>410-313-3125</b> | 21. Date<br><b>June 15, 1998</b> |
|---|---|----------------------------------|

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 7 OF 13

Department/Agency

Howard County Council

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

County Charter

5. Earliest Year/Latest Year

1979 to present

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Files contain proposed Charter amendments, Charter reviews, petitions for Charter amendments, Charter reports and supporting documentation.

7. Record Series Format(s)

- Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape

Other (specify)

To be converted to CD-ROM in the near future

8. Record Series Sequence

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify) \_\_\_\_\_

9. Volume

File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)  
**Boxes**  
15 cubic ft.  
Number

10. Annual Accumulation

File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)  
**Box**  
1.25 cubic ft.  
Number  
every 8 yrs.

11. File is Used

- Daily       Weekly       Monthly  
**as needed**

12. File Becomes Inactive After

- Month(s)       Year(s)  
Number      **Permanent**

13. Current Location(s) (Bldg., Floor, Room)

**George Howard Building  
County Council Office, 1st Floor  
3430 Court House Drive, Ellicott City, MD**

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)  
 Yes       No

15. Access Restrictions

- Yes       No  
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- None       State       Federal       Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes       No

18. Recommended Retention

**Permanent. Retain permanently on CD-ROM with a copy of CD forwarded to the State Archives.**

Name and Title of Preparer

**Gloria Taylor  
Administrative Analyst I**

20. Telephone Number

**410-313-3125**

21. Date

**June 15, 1998**

|   |   |  |
|---|---|--|
| <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<br/>RECORDS MANAGEMENT DIVISION<br/>7275 WATERLOO ROAD<br/>P.O. BOX 275<br/>JESSUP, MARYLAND 20794</p>  | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>13</u></p>  |
| <p>Department/Agency</p> <p>Howard County Council</p>   | <p>2. Division</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</p> <p>Zoning Board Files</p>   | <p>5. Earliest Year/Latest Year</p> <p>1974 to present</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>Files contain copies of decisions, correspondence and back-up material</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 checked="" type="checkbox"/> Other (specify)</p> <p><u>To be converted to CD-ROM in the near future</u></p> | <p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify)</p> <p>_____</p> | <p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify)</p> <p><b>Boxes</b></p> <p><u>12.5 cubic ft</u> Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify)</p> <p><b>Box</b></p> <p><u>2.5 cubic ft</u> Number</p> |
| <p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly</p> <p><b>as needed</b></p>  | <p>12. File Becomes Inactive After</p> <p>Number      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p> <p><b>Permanent</b></p>   |  |
| <p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>George Howard Building<br/>County Council Office, 1st Floor<br/>3430 Court House Drive, Ellicott City, MD</p>  | <p>14. Is Record Series Duplicated Elsewhere?<br/>(If yes, specify agency or office)</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><b>Department of Planning &amp; Zoning</b></p>  |  |
| <p>15. Access Restrictions      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>(If Yes, cite Law(s) &amp; 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><b>Permanent. Retain permanently on CD-ROM with a copy of CD forwarded to the State Archives.</b></p>   |  |
| <p>Name and Title of Preparer</p> <p>Gloria Taylor<br/>Administrative Analyst I</p>   | <p>20. Telephone Number</p> <p>410-313-3125</p>   | <p>21. Date</p> <p>June 15, 1998</p>   |

|  |   |   |
|--|---|---|
| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)   | <b>DEPARTMENT OF GENERAL SERVICES<br/>RECORDS MANAGEMENT DIVISION<br/>7275 WATERLOO ROAD<br/>P.O. BOX 275<br/>JESSUP, MARYLAND 20794</b>  | <b>AGENCY RECORDS INVENTORY</b><br><br>PAGE <u>9</u> OF <u>13</u>   |
| Department/Agency<br><br><b>Howard County Council</b>  | 2. Division   | 3. Unit   |
| <b>DEFINITION - RECORD 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<br><br><b>Board of Appeals</b>  | 5. Earliest Year/Latest Year<br><b>1972 to present</b>  |   |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)<br><br><b>Files contain copies of decisions, correspondence and back-up material.</b>   |   |   |
| 7. Record Series Format(s)<br><br><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm<br><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape<br><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk<br><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape<br><input checked="" type="checkbox"/> Other (specify)<br><b>To be converted to CD-ROM in the near future</b> | 8. Record Series Sequence<br><br><input type="checkbox"/> Alphabetical<br><input checked="" type="checkbox"/> Numerical<br><input checked="" type="checkbox"/> Chronological<br><input type="checkbox"/> Geographical<br><input type="checkbox"/> Other (specify) _____ | 9. Volume<br><b>27.5 cubic ft.</b> <input type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input checked="" type="checkbox"/> Other (specify)<br><b>boxes</b><br><br>10. Annual Accumulation<br><b>2.5 cubic ft.</b> <input type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input checked="" type="checkbox"/> Other (specify)<br><b>box</b> |
| 11. File is Used<br><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly<br><b>as needed</b>  | 12. File Becomes Inactive After<br>_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)<br>Number <b>Permanent</b>  |   |
| 13. Current Location(s) (Bldg., Floor, Room)<br><b>George Howard Building<br/>County Council Office, 1st Floor<br/>3430 Court House Drive, Ellicott City, MD</b>   | 14. Is Record Series Duplicated Elsewhere?<br>(If yes, specify agency or office)<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><b>Department of Planning &amp; Zoning</b>   |   |
| 15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br>(If Yes, cite Law(s) & Regulation(s))   | 16. Audit Requirements<br><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)<br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | 18. Recommended Retention<br><br><b>Permanent. Retain permanently on CD-ROM with a copy of CD forwarded to the State Archives.</b>  |   |
| Name and Title of Preparer<br><b>Gloria Taylor<br/>Administrative Analyst I</b>  | 20. Telephone Number<br><br><b>410-313-3125</b>   | 21. Date<br><br><b>June 15, 1998</b>  |

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 10 OF 13

Department/Agency

2. Division

3. Unit

**Howard County Council**

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

**Council Commissions**

5. Earliest Year/Latest Year

**1980 to present**

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

**Files contain reports and back-up documentation for special commissions of recurring nature if staffed by the Council, acted on by the Council or appointed by the Council such as Compensation Review; Redistricting.**

7. Record Series Format(s)

- Letter Size       Microfilm
- Legal Size       Computer Tape
- Bound Book       Floppy Disk
- Audio Tape       Video Tape

Other (specify)  
**To be converted to CD-ROM in near future.**

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify)  
\_\_\_\_\_

9. Volume

**7.5 cubic ft.**  
Number \_\_\_\_\_  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)  
**boxes**

10. Annual Accumulation

**2.5 cubic ft.**  
Number \_\_\_\_\_  
**every 4 yrs.**  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)  
**box**

11. File is Used

- Daily       Weekly       Monthly

**as needed**

12. File Becomes Inactive After

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

**10 years after terminatio of commission**

13. Current Location(s) (Bldg., Floor, Room)

**George Howard Building  
County Council Office, 1st Floor  
3430 Court House Drive, Ellicott City, MD**

14. Is Record Series Duplicated Eisewhere?

- (If yes, specify agency or office)
- Yes       No

15. Access Restrictions

- Yes       No

(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- None       State       Federal       Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software

- Yes       No

18. Recommended Retention

**Retain 10 years on CD-ROM. Before disposal appraise for continuing administrative usefulness and historical value.**

Name and Title of Preparer

**Gloria Taylor  
Administrative Analyst I**

20. Telephone Number

**410-313-3125**

21. Date

**June 15, 1998**

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 11 OF 13

Department/Agency

2. Division

3. Unit

Howard County Council

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

Finance/Budget

5. Earliest Year/Latest Year

1984 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Council budgets, expenses, and supporting documentation.

7. Record Series Format(s)

- Letter Size     Microfilm  
 Legal Size     Computer Tape  
 Bound Book     Floppy Disk  
 Audio Tape     Video Tape

Other (specify)

To be converted to CD-ROM in near future.

8. Record Series Sequence

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify)

9. Volume

155 cubic ft.

Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

Boxes

10. Annual Accumulation

1.25 cubic ft.

Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

Box

11. File is Used

- Daily     Weekly     Monthly

as needed

12. File Becomes Inactive After

- Number     Month(s)     Year(s)

5 years

13. Current Location(s) (Bldg., Floor, Room)

George Howard Building  
County Council Office, 1st Floor  
3430 Court House Drive, Ellicott City, MD

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or office)

- Yes     No

Office of Finance

15. Access Restrictions

- Yes     No

(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- None     State     Federal     Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes     No

18. Recommended Retention

Retain 5 years. Retain in Council Office  
2 years then retain 3 years on CD-ROM.  
Before disposal, appraise for continuing  
administrative usefulness and historical  
value

Name and Title of Preparer

Gloria Taylor  
Administrative Analyst I

20. Telephone Number

410-313-3125

21. Date

June 15, 1998

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 12 OF 13

Department/Agency

2. Division

3. Unit

**Howard County Council**

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**

5. Earliest Year/Latest Year  
**1975 to present**

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

**Subject Files contain general correspondence, copies of reports, and other items dealing with matters of interest to the County Council. Included is correspondence from individuals/citizens, citizen's organizations, and governmental agencies addressed to the County Council and correspondence from the Council to individuals and groups. Boards/Commissions/Association files containing correspondence, newsletters and other related printed material.**

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
- Numerical
- Chronological
- Geographical
- Other (specify) \_\_\_\_\_

9. Volume

**345 cubic ft**  
Number  File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) **boxes**

10. Annual Accumulation

**3.75 cubic ft**  
Number  File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) **boxes**

11. File is Used

- Daily
- Weekly
- Monthly

**as needed**

12. File Becomes Inactive After

- 5 Number  Month(s)
- Year(s)

13. Current Location(s) (Bldg., Floor, Room)

**George Howard Building  
County Council Office, 1st Floor  
3430 Court House Drive, Ellicott City, MD**

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)
- Yes       No

15. Access Restrictions

- Yes       No

(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- None       State       Federal       Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes       No

18. Recommended Retention

**Retain 5 years. Retain in Council Office 2 years then retain 3 years on CD-ROM. Before disposal appraise for continuing administrative usefulness and historical value.**

Name and Title of Preparer

**Gloria Taylor  
Administrative Analyst I**

20. Telephone Number

**410-313-3125**

21. Date

**June 15, 1998**

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 13 OF 13

Department/Agency

2. Division

3. Unit

Howard County Council

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

Council Member Reading Files

5. Earliest Year/Latest Year

1977 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Files contain correspondence written by Council Members.

7. Record Series Format(s)

- Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape

Other (specify)

To be converted to CD-ROM in near future

8. Record Series Sequence

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify)

9. Volume

35 cubic ft.  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

Boxes

10. Annual Accumulation

1.25 cubic ft.  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify)

box

11. File is Used

- Daily       Weekly       Monthly

as needed

12. File Becomes Inactive After

- 5       Month(s)       Year(s)  
Number

13. Current Location(s) (Bldg., Floor, Room)

George Howard Building  
County Council Office, 1st Floor  
3430 Court House Drive, Ellicott City, MD

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)  
 Yes       No

15. Access Restrictions

- Yes       No

(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- None       State       Federal       Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes       No

18. Recommended Retention

Retain 5 years. Retain in Council Office 2 years then retain 3 years on CD-ROM. Before disposal, return to Council Member for review to determine if retention is required.

Name and Title of Preparer

Gloria Taylor  
Administrative Analyst I

20. Telephone Number

410-313-3125

21. Date

June 15, 1998