

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

Schedule No. C-841

Page 1 of 1

Agency HOWARD COUNTY GOVERNMENT Division/Unit DCA/Office of Budget

Item No.	Description	Retention
	<p>All electronic media records will created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will be transferred to MSA on CD stores 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. [unclear]*

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Agency HOWARD COUNTY GOVERNMENT Division/Unit DCA/Office of Budget

Item No.	Description	Retention
1.	Annual Budget Publications: Approved Operating and Capital Budgets, Proposed and Approved Operating and Capital Budget Summaries; User Fees and Charges books, Spending Affordability Committee Report, Economic Indicators Baseline Report.	Permanent Paper records will be stored on CD, and CD will be periodically sent to MSA.

Schedule Approved by Department, Agency, or Division Representative.

Date 07/07/98

Signature *Raymond S. Wacks*

Typed Name: Raymond S. Wacks

Title: Administrator, Howard County Office of Budget

Schedule Authorized by State Archivist

Date JUL 22 1998

Signature *Edward C. Seper*

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 <u>1</u> OF <u>1</u>
Department/Agency Dept. of County Administration Office of Budget	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 Budget Publications	5. Earliest Year/Latest Year <u>1973</u> to <u>present</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. Approved Operating and Capital Budgets, Proposed and Approved Operating and Capital Budget Summaries; User Fees and Charges Books, Spending Affordability Committee Reports, Economic Indicators Baseline Reports.		
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" 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 type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input 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 checked="" type="checkbox"/> Other (specify) _____ Number File Cabinet 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Number File Cabinet
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly Occasionally	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Permanent	
13. Current Location(s) (Bldg., Floor, Room) 3rd fl., Office of Budget George Howard Building	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	
Name and Title of Preparer Sherry M. Lawler Admin. Support Technician II	20. Telephone Number 410/313-2077	21. Date 07/07/98

<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>1</u></p>
<p>Department/Agency Dept. of County Administration Office of Budget</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>		
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<p>7. Record Series Format(s)</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input checked="" 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 type="checkbox"/> Alphabetical</p> <p><input checked="" 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><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>Number _____</p> <p>File Cabinet</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>Number _____</p> <p>File Cabinet</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p> <p>Occasionally</p>	<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Permanent</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>3rd fl., Office of Budget George Howard Building</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</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 hadware/software)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p>	
<p>Name and Title of Preparer</p> <p>Sherry M. Lawler Admin. Support Technician II</p>	<p>20. Telephone Number</p> <p>410/313-2077</p>	<p>21. Date</p> <p>07/07/98</p>

DGS 550-4 (Rev. 1/93)

Figure 1