

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

Schedule No.C-797

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Agency

Division/Unit

Department of Inspections
 Licenses & Permits

Item
 No.

Description

Retention

All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent Records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.

Schedule Approved by Department,
 Agency,
 or Division Representative.

Date

Signature

Typed Name Phyllis L Pritchett

Title County Records Management Officer

Schedule Authorized by State Archivist

Date APR 14 1999

Signature

Edward C. Pappas

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 Licenses, and Permits

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> <div data-bbox="454 1132 822 1393" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>RECEIVED</p> <p>NOV 25 1998</p> <p>MARYLAND STATE ARCHIVES</p> </div>	

Schedule Approved by Department, Agency, or Division Representative
 Date 11/24/98
 Signature *Phyllis L. Pritchett*
 Typed Name Phyllis L. Pritchett
 Title Records Management Officer

Schedule Authorized by State Archivist
 Date APR 14 1999
 Signature *Edward C. Pappas*

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Agency **HOWARD COUNTY GOVERNMENT** Division/Unit **Department of Inspections, Licenses, and Permits**

Item No.	Description	Retention
OPERATIONS		
1.	Building Permit Statistics	Permanent-maintain in office on CD until no longer administratively valuable. Original paperwork destroyed after CD is verified. Copy of CD will be forwarded to MSA.
2.	Compensatory/Overtime Authorization Forms	Retain as long as administratively valuable then destroy
3.	Department Budget Preparation Documents	Current fiscal year and 1 previous fiscal year then destroy
4.	Vehicle Log Sheets	Retain as long as administratively valuable then destroy
5.	Department Fiscal Year Account Transactions	Current fiscal year and previous fiscal year then destroy
6.	Hours Adjustment Forms	Retain as long as administratively valuable then destroy
7.	General Correspondence including Incoming/Outgoing Letters, Memoranda, Studies, Reports, Directives and Policies related to the Operation and Administration of the Department	Directives and policies are retained permanently. Retain all other correspondence 3 years then destroy

<p>Schedule Approved by Department, Agency, or Division Representative. Date <u>3/4/99</u> Signature <u><i>David M. Hammerman</i></u> Typed Name <u>David M. Hammerman</u> Title <u>Director</u></p>	<p>Schedule Authorized by State Archivist Date <u>APR 14 1999</u> Signature <u><i>Edward C. Papenfuss</i></u></p>
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Item No.	Description	Retention
8.	Leave Balance (Hours) Reports-Payroll	Retain as long as administratively valuable then destroy
9.	Leave Records (Leave Request Slips and Leave Record Cards)	2 years then destroy
10.	Local Government Financial System Reports	Current fiscal year then destroy
11.	Overtime and Compensatory Authorization Forms	1 year then destroy
12.	Personnel Files (Inactive)	Retain as long as administratively valuable then destroy
13.	Refund Payment Claims by Calendar Year by Account Number	3 years then destroy
14.	Permit Automated System Cash Receipts	3 years then destroy
15.	Payroll Time Sheets/Originals retained by Payroll	1 year then destroy
16.	Utility Grading Permit Billing/Monthly Statements	1 year then destroy
INSPECTIONS AND ENFORCEMENT		
<u>Building Files</u>		
1.	Expired Building Permits	3 years after expiration date then destroy
2.	Expired Fire Protection Permits	3 years after expiration date then destroy
3.	Active Commercial and Residential Building Permits	3 years after completion of work then destroy
4.	Active Commercial and Residential Building Permits	3 years after completion of work then destroy

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Item No.	Description	Retention
5.	Open/Closed Complaint Records	3 years then destroy
6.	Daily Inspection Logs	3 years then destroy
7.	Daily Mileage Logs	3 years then destroy
8.	Correspondence Files	3 years then destroy
9.	Site Development Plan Files	3 years then destroy
10.	Violations, Citations, Notices to Correct	3 years then destroy
11.	Incident Report	3 years then destroy
12.	Reinspection Fee Files	3 years then destroy
	<u>Plumbing Files</u>	
1.	Expired Plumbing Permits	3 years after expiration date then destroy
2.	Active Commercial and Residential Plumbing Permits	3 years after completion of work then destroy
3.	Open/Closed Complaint Records	3 years then destroy
4.	Daily Inspection Logs	3 years then destroy
5.	Daily Mileage Logs	3 years then destroy
6.	Correspondence Files	3 years then destroy
7.	Third Party Inspections	3 years then destroy
8.	Violations, Citations, Notices to Correct	3 years then destroy

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Item No.	Description	Retention
9.	Incident Reports	3 years then destroy
10.	Add On Water/Sewer to Existing Properties List of Addresses (Monthly List to Department of Finance)	3 years then destroy
11.	Sewer Contract Release Log	3 years then destroy
12.	Express Permit Files	3 years then destroy
13.	Gas Release Log	3 years then destroy
<u>Rental Housing License Files</u>		
1.	Active Single Family Rental Properties	Perpetual file-keep in office until no longer administratively valuable then destroy
2.	Inactive Single Family Rental Properties	3 years after expiration of license then destroy
3.	Active Multi-Family Rental Properties	Perpetual file-keep in office until no longer administratively valuable
4.	Inactive Multi-Family Rental Properties	3 years after expiration of license then destroy
5.	Correspondence Files	3 years then destroy
6.	Violation, Citation and Notices to Correct	3 years then destroy
7.	Open/Closed Complaint Files	3 years then destroy

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Item No.	Description	Retention
	<u>Sign Permit Files</u>	
1.	Non-Conforming Sign Permit File	3 years then destroy
2.	Sign Permit Files A. Permanent Identification B. Temporary Identification C. Commercial Identification	3 years then destroy
3.	Technical Staff Reports	3 years then destroy
4.	Decision and Order Files	3 years then destroy
5.	Correspondence Files	3 years then destroy
6.	Violation, Citation and Notice to Correct Files	3 years then destroy
7.	Complaint Files	3 years then destroy
	<u>Taxi License Files</u>	
1.	Company and Vehicle Inspection Files	Maintain files for the life of the company and vehicle then destroy

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Item No.	Description	Retention
	<u>Electrical Files</u>	
1.	<p>Master General License (State and Non-State) To Perform All Electrical Work</p> <p>A. Active (Applicants Have Paid County Fees and Have Provided Proof of Insurance Coverage)</p> <p>B. Inactive (Applicants Have Paid County Fees but Do Not Have Current Insurance Coverage and Therefore Cannot Perform Electrical Work)</p> <p>C. Expired (Applicants Have Not Renewed their License and Therefore Cannot Perform Electrical Work)</p>	<p>Perpetual file-keep in office until no longer administratively valuable then destroy</p> <p>Current and previous licensing period then destroy</p> <p>Current and previous licensing period then destroy</p>
2.	<p>Master Restricted License To Perform Low Voltage Electrical Work</p> <p>A. Active (Applicants Have Paid County Fees and Have Provided Proof of Insurance Coverage)</p> <p>B. Inactive (Applicants Have Paid County Fees but Do Not Have Current Insurance Coverage and Therefore Cannot Perform Electrical Work)</p> <p>C. Expired (Applicants Have Not Renewed their License and Therefore Cannot Perform Electrical Work)</p>	<p>Perpetual file-keep in office until no longer administratively valuable then destroy</p> <p>Current and previous licensing period then destroy</p> <p>Current and previous licensing period then destroy</p>
3.	<p>Master Limited License To Perform All Electrical Work Only On Employer's Premises</p> <p>A. Active (Applicants Have Paid County Fees and Have Provided Proof of Insurance Coverage)</p> <p>B. Inactive (Applicants Have Paid County Fees but Do Not Have Current Insurance Coverage and Therefore Cannot Perform Electrical Work)</p>	<p>Perpetual file-keep in office until no longer administratively valuable then destroy</p> <p>Current and previous licensing period then destroy</p>

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Item No.	Description	Retention
	C. Expired (Applicants Have Not Renewed their License and Therefore Cannot Perform Electrical Work)	Current and previous licensing period then destroy
4.	Board of Electrical Examiners-Minutes of Meetings	Permanent file-maintain in office on CD. Copy of CD will be forwarded to MSA.
5.	Log of Expired Licensing Types for 1 Time Reciprocal License Holders	Perpetual file-maintain in office on CD until no longer administratively valuable. Original paperwork destroyed after CD is verified. Copy of CD will be forwarded to MSA.
6.	Board of Electrical Examiners-Meeting Agendas	3 years then destroy
7.	Completed and Corrected Past Electrical Exams for Master General License Applicants, Master Restricted License Applicants, and Master Limited License Applicants. Exams are based upon the current National Electrical Code adopted by Howard County.	3 years then destroy
8.	Master Electrical Exam Book	Retain until superseded by newest edition of exam questions from the State of Maryland. Review Exam Book annually and then destroy if superseded.
9.	Exam Results-Alphabetical List by Name, Exam Type and Pass/Fail	10 years then destroy.

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Item No.	Description	Retention
10.	License Card and Insurance Verification for Master General, Master Restricted and Master Limited Licenses	3 years then destroy
11.	Electrical Permits A. Finaled B. Canceled	3 years then destroy 3 years after expiration date then destroy
12.	Electrical Service Release Utility Daily Report	6 months then destroy
13.	Annual Inspection Records for Limited License Holders	3 years then destroy
14.	Howard County Public School Inspection Records	3 years then destroy
15.	Violations, Citations, and Notices to Correct	3 years then destroy
PLAN REVIEW		
1.	Construction Drawings-New Buildings and Additions Includes Rolled Drawings and Blue Prints	3 years after Certificate of Occupancy issuance then destroy
2.	Construction Drawings-Alterations and Minor Miscellaneous Structures Includes Rolled Drawings and Blue Prints	2 years then destroy
3.	Site Development Plans by Fiscal Year	5 years then destroy (Original mylars are retained in DPW permanent files)
4.	Residential Plot Plans	4 years then destroy
5.	Correspondence Files by Project Name and Address Which Includes Letters, Notes, Code Requirements and Other Information	10 years then destroy
6.	Board of Appeals, Zoning Board and Waiver Petition Files	10 years then destroy

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Item No.	Description	Retention
7.	Sprinkler Permits and Plans, Calculation Plans, Tank Permits and Plans, Other Types of Fire Protection System Permits and Plans and Associated Correspondence	3 years after project completion then destroy
LICENSES AND PERMITS		
1.	Issued Building and Fire Protection Permits	
	A. Completed and/or Expired Commercial Building Permits with Attachments	5 years then destroy
	B. All other Completed and/or Expired Building Permits with Attachments	3 years then destroy
2.	Completed Grading Permits and Attachments	5 years then destroy
3.	Mobile Home Park Licenses-Licenses, General Correspondence, Complaint and Legislation Files	5 years then destroy
4.	Taxi Cab Company Certificates, Taxi Cab Driver Licenses, Taxi Cab Vehicle Permits and all Correspondence	2 years then destroy
5.	Canceled Building, Fire, and Grading Permit Records	2 years then destroy
6.	Driveway Apron Agreements	2 years then destroy
7.	Plumbing Permits Without a Building Permit	
	A. Commercial Permits	5 years then destroy
	B. Residential Permits	3 years then destroy
8.	Utility Contractor Licenses	Current and previous licensing period then destroy
9.	Building Permit Applications Log Books-Discontinued after Automation	3 years then destroy
10.	Concert Permits	2 years then destroy

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Item No.	Description	Retention
11.	Master Building Permit History Filing Index Cards-1986 and Prior Years Archive History on Index Cards. 1986 to Present Electronically Stores and Archives on Main Frame	Permanent file
12.	Plumbing Advisory Board-Minutes of Meetings	Permanent file-maintain in office on CD. Copy of CD will be forwarded to MSA
13.	Plumbing Advisory Board-Meeting Agendas	3 years then destroy
SEDIMENT CONTROL		
1.	Grading Permit Project Files	2 years then destroy
2.	Land Development Plans-Site Development Plans, Road Construction, Utility and Mass Grading Plans	2 years then destroy