

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

Schedule No. *C876*

Page 1 of 2

**Agency**  
 Washington County

**Division/Unit**  
 Planning and Community Dev. /Permits and Inspections

Item No	Description	Retention
1	Electrician's license application and renewal: application, board recommendations, certificate of liability insurance, notice of expiration; certificate of insurance; correspondence, application for renewal .Permits and Inspection is the office of record.	Retain for three (3) years and until all audit requirements have been met, then destroy.
2	Plumber's license application and renewal: applications, application for renewal, photo, certificate of insurance, notice of expiration . Permits and Inspections is the office of record.	Retain for three (3) years and until all audit requirements have been met, then destroy.
3	Receipt books: receipts for monies received by permits and inspection	Retain for three (3) years and until all audit requirements have been met, then destroy.
4	Appeals to Zoning regulations -contains but not limited to: correspondence, site plans, board of appeals notice, testimony, fee schedule, text of newspaper ads, applications for special exception, addendum, appeals board decision	Permanent. Transfer periodically to the MD State Archives
5	Permits - building -contains but not limited to: applications, site plans, zoning certification, approval document, correspondence, signature sheets, plumbing/electrical permits	Retain for fifty (25) years, then destroy.
6	Construction drawings for commercial properties: originals - building permit plans: drawings for paving, utility, grading plans.	Permanent. Transfer periodically to the MD State Archives

Approved by Department, Agency or Division Representative

Date June 21, 1999

Signature *Joni L. Bittner*

Type Name Joni L. Bittner

Title County Clerk

Schedule Authorized by State Archivist

Date JUL 20 1999

Signature *Edward C. Papenfuss*

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (CONTINUATION SHEET)

Schedule No. *C876*

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Item No	Description	Retention
7	Real estate account report - map/parcel: computer generated listings, district, owner/address, description, grid, map, parcel, liber, folio	Retain until updated or superseded, then destroy
8	Bonds released - bonds held on construction projects, released when project is completed, includes Entrance permits & Bonds, Utility Permits & Grading Permits, Mineral extraction bonds.	Retain for twenty (20) years, then destroy. (Note: before destruction, review for extended retention requirements)
9	Electrical permits: application, permits, correspondence	Retain for three (3) years and until all audit requirements have been met, then destroy.
10	Quarry Bonds	Retain for life of Quarry, then destroy.
11	Service request/violation of zoning laws: notices served to remove junk, abandoned vehicles, correspondence, work sheets, receipts for certified mail, copies of deed	Retain for three (3) years and until all audit requirements have been met, then destroy.
12	Home Builders License applications and renewals	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
13	District Court Files – zoning and building, copies of deeds, photos, Certified letters, receipts, tax maps and correspondence.	Retain for 10 years, then destroy.

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20784

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

PLANNING &  
Comm. Develop.

3. UNIT

Permits/Inspections

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

ELECTRICIAN'S LICENSE  
APPLICATION & RENEWAL

5. EARLIEST YEAR / LATEST YEAR

1900 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

APPLICATION; BOARD RECOMMENDATIONS;  
CERTIFICATE OF LIABILITY INSURANCE; NOTICE OF  
EXPIRATION; CERTIFICATE OF INSURANCE;  
CORRESPONDENCE; APPLICATION FOR RENEWALS;

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) \_\_\_\_\_

NAME

9. VOLUME

- File Drawer(s)  
 Microfilm Reel(s) *Mobile*  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_

Number *14* *CL. FT.*

10. ANNUAL ACCUMULATION

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Admin Bldg - 3rd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_       No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_       No

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 for three (3) Years and until  
all Audit Requirements have been  
Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS 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

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1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION *Planning & Comm. Develop.*

*Comm. Develop.*

3. UNIT

*Permits & Inspection*

DEFINITION - Records 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

*Plumbers License  
Application & Renewal*

5. EARLIEST YEAR / LATEST YEAR

*1967 to Current*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series;

*Applications; Applications for Renewal; Photo; Certificate of Insurance; Notice of Expiration;*

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) \_\_\_\_\_

*Numerical*

9. VOLUME

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s) *Mobile*  
 Other (Specify) \_\_\_\_\_

Number *CK. FT.*

10. ANNUAL ACCUMULATION

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Admin Bldg - 3rd Floor  
Basement*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_       No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_       No

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 for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20

1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

PLANNING &  
Comm. Develop

3. UNIT

Permits & Inspections

DEFINITION - Records 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

Receipt Books

5. EARLIEST YEAR / LATEST YEAR

1979 TO CURRENT

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Receipts for Monies Received by Permits & Inspection.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) \_\_\_\_\_
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

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

DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) \_\_\_\_\_

1  
Number CB-FT

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

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

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Admin Bldg - Basement

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

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 for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

1. DEPARTMENT/AGENCY <i>WASHINGTON Co.</i>	2. DIVISION <i>Planning &amp; Comm. Develop</i>	3. UNIT <i>Permits &amp; Inspection</i>
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DEFINITION - Records 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 <i>Appeals to Zoning Regulations. (Yellow folders)</i>	5. EARLIEST YEAR / LATEST YEAR <i>1991 TO CURRENT</i> <i>1978</i>
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*CONSISTS OF, BUT NOT LIMITED TO: Correspondence; site plans; Board of Appeals Notice; Testimony; Fee Schedule. Text of Newspaper ads; Applications for Special Exception; Addendum; Appeals Board Decision.*

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Legal Size <input type="checkbox"/> Bound Book <input type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Other (Specify) <i>DRAWINGS</i>	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 <del>60</del> <i>CULT.</i> Number _____
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ Number _____

11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>Admin. Bldg - 3rd Floor Basement</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	18. RECOMMENDED RETENTION <i>PERMANENT. Transfer Periodically To The Md. State ARCHIVES.</i>
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION *PLANNING & COMM DEVELOP*

*Comm Develop*

3. UNIT

*PERMITS & INSPECTIONS*

DEFINITION - Records 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

*SITE PLANS*

5. EARLIEST YEAR / LATEST YEAR

*1981 TO CURRENT*

*(Copies of those MAINT. by PLANNING)*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *DRAWINGS*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) *PROJECT NAME*

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) *Mobile shelves*

*24*  
Number *Cu FT*

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Admin Bldg - 3rd Floor*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

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 UNTIL updated OR superseded, THEN DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20784

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

PLANNING & COMM. DEVELOP.

3. UNIT

PERMITS & INSPECTORS

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

Permits - Building

5. EARLIEST YEAR / LATEST YEAR

1995 TO CURRENT

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: APPLICATIONS; SITE PLANS; ZONING CERTIFICATION; APPROVAL DOCUMENT; CORRESPONDENCE; SIGNATURE SHEETS; PLUMBING/ELECTRICAL PERMITS;

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) DRAWINGS
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

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

PERMIT #

9. VOLUME

- File Drawer(s)
  - Microfilm Reel(s)
  - Computer Tape(s)
  - Other (Specify) Mobile shelves
- Number CL. FT.

10. ANNUAL ACCUMULATION

- File Drawer(s)
  - Microfilm Reel(s)
  - Computer Tape(s)
  - Other (Specify) \_\_\_\_\_
- Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ADMIN BLDG. 3RD FLOOR  
BASEMENT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

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 for 50 years, then Destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
PC BOX 275 - JESSUP, MARYLAND 20784

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

PLANNING & COMM Develop.

3. UNIT

Permits & Inspections

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

ENGINEERING DRAWINGS  
FOR COMMERCIAL PROPERTIES

5. EARLIEST YEAR / LATEST YEAR

1991 to Current

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

ORIGINALS - Building Permit Plans:  
CONSISTING OF DRAWINGS FOR: PAVING;  
SITE IMPROVEMENTS; UTILITY; LANDSCAPING  
BORING LOGS; GRADING PLANS; STORM DRAIN  
DETAILS;

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) DRAWINGS
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) By Project.

9. VOLUME

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

30  
Number CU. FT.

10. ANNUAL ACCUMULATION

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

ADMIN Bldg. BASEMENT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

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. TRANSFER  
PERIODICALLY TO THE MD STATE  
ARCHIVES.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20784

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION *PLANNING & COMM DEVELOP*

*Comm Develop*

3. UNIT

*Permits & Inspections*

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

*Real Estate Account Report - MAP/PARCEL*

5. EARLIEST YEAR / LATEST YEAR

*1993*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Computer generated LISTINGS DISTRICT; OWNER/Address - Description; Grid, MAP; PARCEL; Liber; Folio*

7. RECORD SERIES FORMAT(S)

- Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify) *11x14*

8. RECORD SERIES SEQUENCE

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

*DISTRICT.*

9. VOLUME

- File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape (s)  
 Other (Specify) \_\_\_\_\_

*2*  
Number *CH. FT.*

10. ANNUAL ACCUMULATION

- File Drawer (s)  
 Microfilm Reel (s)  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*REMIN Bldg - BASEMENT*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (if yes, specify agency or office)

- Yes \_\_\_\_\_       No

15. ACCESS RESTRICTIONS (if yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_       No

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 UNTIL UPDATED OR SUPERSEDED, THEN DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS 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

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1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

PLANNING &  
Comm Develop

3. UNIT

Permits & Inspections

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

Bonds Released

5. EARLIEST YEAR / LATEST YEAR

1989 to \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Bond Held on Construction Projects,  
Released when project is Completed.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) \_\_\_\_\_
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

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

NAME

9. VOLUME

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

2  
Number CW-FT.

10. ANNUAL ACCUMULATION

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

PRINNO Bldg - BASEMENT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

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 FOR 20 YEARS  
THEN DESTROY - Note (over)

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

\* Before Destruction, Review For  
Extended Retention Requirements

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20784

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

WASHINGTON Co.

2. DIVISION *PLANNING & COMM. DEVELOP.*

*Comm. Develop.*

3. UNIT

*PERMITS - INSPECTION*

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

*ELECTRICAL PERMITS  
(NOT RELATED TO BUILDING)*

5. EARLIEST YEAR / LATEST YEAR

*1975 TO CURRENT*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*APPLICATIONS; PERMITS; CORRESPONDENCE;  
~~CERTIFICATE OF LIABILITY~~*

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) \_\_\_\_\_

*DATE/PERMIT  
NO.*

9. VOLUME

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) *Mobile*

Number *CHK. FT.*

10. ANNUAL ACCUMULATION

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily       Weekly       Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Admin Bldg - 3rd Floor*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_       No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_       No

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 for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION *PLANNING  
Comm. Develop.*

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

*MAPS*

5. EARLIEST YEAR / LATEST YEAR

\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*MAPS/PLATS re: ZONING; Flood;  
PRESERVATION - TRAFFIC - AIRPORT -  
POTOMAC EDISON - CENSUS - HOUSE  
NUMBERING - SOIL - MUNICIPALITIES;  
AERIAL PHOTO'S - WETLANDS*

7. RECORD SERIES FORMAT(S)

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

Other (Specify) *MAP/PLATS*

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical

Other (Specify) \_\_\_\_\_

*SUBJECT*

9. VOLUME

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

*50*  
Number *CU. FT.*

10. ANNUAL ACCUMULATION

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Admin Bldg. 3rd Floor*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

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 UNTIL updated  
OR superseded, THEN  
DESTROY*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS 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

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1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION *PLANNING + COMM. Develop.*

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

*Service Request (Closed) - Violation of Zoning Laws*

5. EARLIEST YEAR / LATEST YEAR

*1994 to CURRENT*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

*Notices served to remove junk - abandoned vehicles; correspondence - work sheets; receipts for certified mail; copies of deed.*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) \_\_\_\_\_
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

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

9. VOLUME

- File Drawer(s) *Mobile*
- Microfilm Reel(s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

*12*  
Number *CU-FT*

10. ANNUAL ACCUMULATION

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*ADMIN. BLDG. 3rd Floor*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

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 for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20. T

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Washington Co.

2. DIVISION

PLANNING &  
Comm Develop.

3. UNIT

Permits & Inspection

DEFINITION - Records 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

Master File Edit List

5. EARLIEST YEAR / LATEST YEAR

1993 to \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Computer generated LISTING: ROAD DESCRIPTION,  
ROAD #, HOUSE #, ZIP, ZONE, LAND, UNITS,  
Permit, Fire, EMS, Police, Grid N/  
Grid E, ACCOUNT.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 11X14
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

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

Road Name

9. VOLUME

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

4  
Number CU FT

10. ANNUAL ACCUMULATION

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

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 UNTIL UPDATED  
OR SUPERSEDED, THEN  
DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE