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

Schedule No. C877

Agency
Washington County

Division/Unit
Planning and Community Dev.

Item No	Description	Retention
1	Variances -contains but not limited to: site plans, letter citing approval of variance, application, agreements, depositions, variance request, copies of ordinance, findings of the circuit court	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
2	Metropolitan planning organization -contains but not limited to: correspondence, N&A instate council members, certification of newspaper ad, text of newspaper ad, contracts, notice to proceed with work, agreements	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
2a	General files -contains but not limited to: blank forms, correspondence, rezoning guidelines, agenda for P.C. meetings, procedure manuals, resumes, planning act, 1992, wellhead protection, wildlands designations	
2b	Ag appraisal reports: appraisal of ag property by real estate appraisers, contains: exec. Summary, site and neighborhood description, assessment, sales history, zoning, site plans and photos, price per acre, soil types (Items 2a, 2b use the same retention as item 2 above)	

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. Papenfuse

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** C877 **Page** 2 **of** 4
Item No	**Description**	**Retention**
2c	Clearinghouse Files -contains but not limited to: MD office of planning, agency review request, grant applications, pending project budget, budget comments, review and recommendations	
2d	Rezoning cases -contains but not limited to: drawings, distribution document, exhibits list, correspondence, account receipt, staff reports, copies of deeds, minutes of county commissioner's meetings, planning master lists, hearing results	
2e	Forest conservation and FX exemptions -contains but not limited to: correspondence, plats, field sampling data sheet, worksheets, approval/disapproval letter, request for exemptions, forestry declaration of intent	
2f	Site plans -contains but not limited to: site plans, correspondence, fact sheet and staff report, approved site plan, permit, agenda for planning commission meetings, traffic impact analysis, notice of final permit decision	(Items 2c, 2d, 2e, 2f use the same retention as item 2 above)
3	Minutes of the Washington County Planning Committee: minutes of regular meetings of the planning commission	Permanent. Transfer periodically to the MD State Archives
4	Planning commission agenda packets -contains agenda, copies of information to be presented	Retain until updated or superseded, then destroy
5	Highway interchange study group I - V: study prepared by the Washington County planning department -contains: datasheets, maps, analysis and recommendations, staff reports, site maps	Retain until updated or superseded, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** C877 **Page** 3 **of** 4
Item No	**Description**	**Retention**
6	Correspondence of planning staff; director and misc.	Screen annually. Destroy material having no further administrative, fiscal or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions and accomplishments of the agency. Transfer periodically to the MD State Archives.
7	Demolition permits -contains but not limited to: permits, photographs, description of item to be destroyed, applications, nomination form for the National Register of Historic Places	Retain until project is completed plus five (5) years and until all audit requirements have been fulfilled, then destroy.
8	Active subdivisions waiting for approval -contains but not limited to: plats, correspondence, subdivision transmittal form, coversheet	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
8a	Receipts/final reports, status reports -contains but not limited to: development fee receipts, pink account copies, correspondence, permit activity report, status of subdivision plats, status reports	
8b	Withdrawn plats: correspondence, site plans, SHA notices, worksheets, input document - additions and updates to subdivision files, staff reports	
8c	Preliminary consultations -contains but not limited to: schedule of events, correspondence, summary distribution, plats, environmental impact studies, P.C. notice	(Items 8a, 8b, 8c, 8d, 8e, 8f, use the same retention as item 8 above)
8d	Preliminary final: application site plans; certifications, approval certifications, plats	
8e	Simplified plat approval files -contains but not limited to: plats, subdivision signature form, correspondence	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** C877 **Page** 4 **of** 4
Item No	**Description**	**Retention**
8f	Subdivision applications approved plats -contains but not limited to: correspondence, route checklist, cover sheets, invoices, site plan, PUD plan review fees schedule, plats, request for exemptions, site document approval checklist, applications	(use the same retention as item 8 above)
9	Grants -contains but not limited to: correspondence, estimating sheet, preliminary project description form, state implementing strategy and investment program, site maps, project narratives, applications, applications for federal assistance	Retain until grant is closed plus five (5) years and until all audit requirements have been met, then destroy.
10	Housing rehab loan files -contains but not limited to: income review, insurance binders, closeout statements, receipts for certified mail, request for payment by contractor, settlement statements, permits, promissory note, right of rescission, mortgage	Retain until grant is closed plus five (5) years and until all audit requirements have been met, 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 20794

AGENCY RECORDS INVENTORY

Page 1 Of _____

1. DEPARTMENT/AGENCY
Washington Co.

2. DIVISION Planning & Comm. Develop.

3. UNIT

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 Variances

5. EARLIEST YEAR / LATETEST YEAR
~~1990~~ 1980 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: Site Plans; Letter stating Approval of Variance; Application - Agreements - Depositions - Variance Request - Copies of Ordinance. Findings of The Circuit Court.

7. RECORD SERIES FORMAT(S)
- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [x] Other (Specify) Drawings

8. RECORD SERIES SEQUENCE
- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) Variance Number

9. VOLUME
- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

5 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
Use General File Retention

19. NAME AND TITLE OF PREPARER
W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

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

Page 2 Of _____

1. DEPARTMENT/AGENCY: WASHINGTON CO.

2. DIVISION: PLANNING COMM. DEVELOP

3. UNIT:

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: MINUTES OF THE WASHINGTON CO. PLANNING COMM.

5. EARLIEST YEAR / LATETEST YEAR: 1981 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)

MINUTES OF the Regular MEETINGS OF THE PLANNING COMMISSION;

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

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☒ Other (Specify) BOOKS

1 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: PERMANENT. TRANSFER Periodically To The Md. STATE ARCHIVES.

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

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

Page 3 Of _____

1. DEPARTMENT/AGENCY: Washington Co.

2. DIVISION: Planning & Comm. Develop.

3. UNIT:

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: Planning Commission Agenda Packets. *

5. EARLIEST YEAR / LATETEST 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)

Contains: Agenda: copies of information to be presented.

*Provided to each Commission Member for each meeting.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify): Loose Leaf Binders

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify): DATE

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

2 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: W E Payton

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-1 (Revised 1/93)

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

Page 4 Of _____

1. DEPARTMENT/AGENCY: WASHINGTON CO.

2. DIVISION: PLANNING & COMM. DEVELOP.

3. UNIT:

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: Highway Interchange Study Group I - V

5. EARLIEST YEAR / LATETEST YEAR: 1973 -

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

Study Prepared by The Wash. Co. Planning Dept. Contains: Data sheets - Maps - Analysis & Recommendations; Staff Reports; Site Maps

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify): Loose Leaf Binders

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☑ Other (Specify): Study No.

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

1 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: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-1 (Revised 1/93)

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

Page 5 Of _____

1. DEPARTMENT/AGENCY: WASHINGTON Co.

2. DIVISION: PLANNING COMM. DEVELOP.

3. UNIT:

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 / LATETEST 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)

CONTAINS, BUT NOT LIMITED TO: SITE PLANS; CORRESPONDENCE; FACT SHEET + STAFF REPORT; APPROVED SITE PLAN; PERMIT; AGENDA FOR PLANNING COMMISSION MEETINGS; TRAFFIC IMPACT ANALYSIS; NOTICE OF FINAL PERMIT DECISION — COMMERCIAL USE - MALLS - CHURCHS

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [x] Other (Specify) PLANS

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

SITE NO.

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

26 ~~15~~ 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
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

19. NAME AND TITLE OF PREPARER: W Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

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

Page 6 Of _____

1. DEPARTMENT/AGENCY Washington Co

2. DIVISION Planning Comm Develop.

3. UNIT

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 Correspondence

5. EARLIEST YEAR / LATETEST YEAR 1990 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)

Correspondence of Planning Staff, Director + Misc.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) Loose Leaf Binders

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) DATE

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

10 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 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 Screen Annually. Destroy material having no further administrative (over)

19. NAME AND TITLE OF PREPARER W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/95)

RETENTION - (CONTINUED)

FISCAL, LEGAL, OR OPERATIONAL VALUE. RETAIN PERMANENTLY ANY MATERIAL MANDATED BY STATUTE OR THAT SERVES TO DOCUMENT THE ORIGIN, DEVELOPMENT, FUNCTIONS, AND ACCOMPLISHMENTS OF THE AGENCY. TRANSFER PERIODICALLY TO THE MD. STATE ARCHIVES.

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

Page 7 Of _____

1. DEPARTMENT/AGENCY: WASHINGTON Co.

2. DIVISION: PLANNING COMM DEVELOP.

3. UNIT:

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: DEMOLITION PERMITS

5. EARLIEST YEAR / LATETEST YEAR: 1987 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)

CONTAINS, BUT NOT LIMITED TO: PERMITS; PHOTOGRAPHS (COPY); DESCRIPTION OF ITEM TO BE DESTROYED; APPLICATIONS; NOMINATION FORM FOR THE NATIONAL REGISTER OF HISTORIC PLACES;

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) LOOSE LEAF BINDER

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) PERMIT NO.

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) CU. FT.

1 Number

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 PROJECT IS COMPLETED PLUS 5 YEARS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED THEN DESTROY.

19. NAME AND TITLE OF PREPARER: W.E. Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

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

Page 8 Of _____

1. DEPARTMENT/AGENCY: WASHINGTON CO.

2. DIVISION: PLANNING + COMM. DEVELOP.

3. UNIT:

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: SUBDIVISION APPLICATIONS APPROVED PLATS

5. EARLIEST YEAR / LATETEST YEAR: 1973 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; CORRESPONDENCE - ROUTE CHECKLIST - COVER SHEETS - INVOICES - SITE PLAN; PUD PLAN REVIEW FEES SCHEDULE, PLATS; REQUEST FOR EXEMPTIONS - SITE DOCUMENT APPROVAL CHECKLIST; APPLICATIONS;

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [x] Other (Specify) PLATS

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

SITE NO.

9. VOLUME

- [x] 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 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

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

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

Page 9 Of _____

1. DEPARTMENT/AGENCY: Washington Co.

2. DIVISION: Planning + Comm. Develop.

3. UNIT:

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: Withdrawn Plats

5. EARLIEST YEAR / LATETEST 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)

Correspondence - Site Plans; SHA Notices - Worksheets; Input Document - Adds + Updates To subdivision Files; Staff Reports.

Request To Withdraw plans to subdivide

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [x] Other (Specify) Plats

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

Site No.

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

10 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 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

19. NAME AND TITLE OF PREPARER

W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

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

Page 10 Of _____

1. DEPARTMENT/AGENCY Washington Co.

2. DIVISION Planning + Comm. Develop.

3. UNIT

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 Receipts / Final Reports Status Reports

5. EARLIEST YEAR / LATETEST YEAR 1986 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)

Contains, but not limited to; Development Fee Receipts, Pink Acct. Copies; Correspondence; Permit Activity Report; Status of Subdivision Plats; Status Reports;

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) _____

Year

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

2 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

19. NAME AND TITLE OF PREPARER W E Payton

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1991)

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

Page 11 Of _____

1. DEPARTMENT/AGENCY: Washington Co.

2. DIVISION: Planning + Comm. Develop.

3. UNIT:

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: Metropolitan Planning Organization

5. EARLIEST YEAR / LATETEST 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)

Contains, but not limited to: Correspondence N+A Instate Council Members - Certification of Newspaper Ad. Text of Newspaper Ad; Contracts; Notice to Proceed with Work; Agreements;

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

Year

9. VOLUME

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

3 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: Use General File Retention

19. NAME AND TITLE OF PREPARER: W Rayla

20. TELEPHONE NUMBER:

21. DATE:

DGS 550-1 (Revised 1/93)

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 - 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: GRANTS

5. EARLIEST YEAR / LATETEST 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)

CONTAINS, BUT NOT LIMITED TO: CORRESPONDENCE; ESTIMATING SHEET; PRELIMINARY PROJECT DESCRIPTION FORM; STATE IMPLEMENTING STRATEGY & INVESTMENT PROGRAM; SITE MAPS; PROJECT NARRATIVES; APPLICATIONS; ~~PROJ~~ APPLICATIONS FOR FEDERAL ASSISTANCE; (over)

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [x] Legal Size
- [ ] Bound Book
- [ ] Audio Tape
- [ ] Microfilm
- [ ] Computer Tape
- [ ] Floppy Disk
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

GRANT PROJECT NAME

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

3 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 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 GRANT IS CLOSED PLUS 5 YEARS, AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-1 (Revised 1/93)

Resolutions; Project Implementation Schedule; Contract Affidavit; Close out Desk Audits; Request for Payment; Legal Notices; Labor Interviews

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

Page 13 Of _____

1. DEPARTMENT/AGENCY
WASHINGTON CO.

2. DIVISION PLANNING & COMM. DEVELOP

3. UNIT

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
PRELIMINARY CONSULTATIONS

5. EARLIEST YEAR / LATETEST YEAR
~~1969~~ 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)
CONTAINS, BUT NOT LIMITED TO: SCHEDULE OF EVENTS; CORRESPONDENCE - SUMMARY DISTRIBUTION; PLATS; ENVIRONMENTAL IMPACT STUDIES; P.C. NOTICE

CREATE
5 OR MORE LOTS & PLANNED UNIT DEVELOPMENT (PUD)

7. RECORD SERIES FORMAT(S)
- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [x] Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE
- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

PC NO.

9. VOLUME
- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

11 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
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

19. NAME AND TITLE OF PREPARER
W E Hayla

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

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

Page 24 Of _____

1. DEPARTMENT/AGENCY: WASHINGTON Co.

2. DIVISION: PLANNING & COMM. DEVELOP.

3. UNIT:

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: General Files

5. EARLIEST YEAR / LATETEST YEAR: 1972 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: BLANK FORMS - CORRESPONDENCE; REZONING GUIDELINES; AGENDA FOR P.C. MEETINGS; PROCEDURES MANUALS; RESUMES; PLANNING ACT - 1992; WELLHEAD PROTECTION; WILDLANDS DESIGNATIONS;

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) _____

Subject

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)
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

19. NAME AND TITLE OF PREPARER: W. Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-1 (Revised 1/93)

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

Page 15 Of _____

1. DEPARTMENT/AGENCY Washington Co

2. DIVISION Planning + Comm. Develop.

3. UNIT

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 Clearing House Files

5. EARLIEST YEAR / LATETEST 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)

Contains, but not limited to: Md. Office of Planning, Agency Review Request; Grant Applications; Pending Project Budget; Budget Comments; Review + Recommendations.

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) _____

Clearing House No.

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

19. NAME AND TITLE OF PREPARER W S Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-1 (Revised 1/93)

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

Page 16 Of _____

1. DEPARTMENT/AGENCY: Washington Co.

2. DIVISION: Planning Comm. Develop

3. UNIT:

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: Rezoning Cases

5. EARLIEST YEAR / LATETEST YEAR: ~~1969~~ 1973 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: Drawings; Distribution document - Exhibits List; Correspondence; Acct. Receipt; Staff Reports; Copies of Deeds; Minutes of Co. Commissioners Meetings. Planning master lists; Hearing Results.

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [x] Other (Specify) Drawings

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

RZ #

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

17 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 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

19. NAME AND TITLE OF PREPARER: W G Frey

20. TELEPHONE NUMBER

21. DATE

DGS 550-1 (Revised 1/93)

Pertains to Subdivisions.

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 Page 17 Of _____

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Washington Co	Planning Comm. Develop.	

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	5. EARLIEST YEAR / LATETEST YEAR
Active Subdivisions Waiting for Approval (over)	_____ 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)

Contains, but not limited to: Plats; Correspondence - subdivision transmittal form; cover sheet;

When approved will be placed in the Approved Subdivision File

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☑ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☑ Other (Specify) Plats	☑ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (Specify) _____	☐ File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tape (s) ☐ Other (Specify) _____ 8 Number Cu. Ft.
		10. ANNUAL ACCUMULATION ☐ File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify) _____ _____ Number

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ Daily ☐ Weekly ☐ Monthly	_____ 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 Use General File Retention
19. NAME AND TITLE OF PREPARER W E Fraylon	20. TELEPHONE NUMBER	21. DATE

DGS 550-4 (Revised 1/93)

2 cu. ft. Approved waiting for
Mylars - will then be Transferred
To Approved File.

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

Page 18 Of _____

1. DEPARTMENT/AGENCY Washington Co.

2. DIVISION Planning Comm Develop.

3. UNIT

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 Forest Conservation and FX Exemptions (over)

5. EARLIEST YEAR / LATETEST YEAR ~~[illegible]~~ 1993 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: Correspondence; Plats; Field Sampling Data Sheet; Worksheets; Approved/Disapproved Letter; Request for Exemptions; Forestry Declaration of Intent

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [x] Other (Specify) Plats

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

Forest Service Number

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

2 Cu. Ft.
Number

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

19. NAME AND TITLE OF PREPARER W. Hayla

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)

* Requests for Forest Stand Delineation

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

Page 19 Of _____

1. DEPARTMENT/AGENCY: WASHINGTON Co.

2. DIVISION: PLANNING + Comm. Develop.

3. UNIT:

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: Simplified PLAT Approvals Files

5. EARLIEST YEAR / LATETEST YEAR: 1970 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)

CONTAINS, BUT NOT LIMITED TO: PLATS; SUBDIVISION SIGNATURE FORM; Correspondence;

INCREASE ~~ENLARGE~~ Property - (Buy Additional Property WITH NO INTENT to Build.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [x] ~~Numerical~~ NAME
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

SD # NAME

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

10 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): 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

19. NAME AND TITLE OF PREPARER: W E Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-1 (Revised 1/93)

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

Page 28 Of _____

1. DEPARTMENT/AGENCY: WASHINGTON Co.

2. DIVISION: PLANNING & Comm. Develop.

3. UNIT:

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

2.

4. RECORD SERIES TITLE: Preliminary Final

5. EARLIEST YEAR / LATETEST YEAR: 1970 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, Site Plans; Certifications; Approval Certifications; Plats;

Subdivision

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

SITE No.
SUBDIVISION

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

34 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): 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

19. NAME AND TITLE OF PREPARER: W Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-1 (Revised 1/91)

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

Page 21 Of _____

1. DEPARTMENT/AGENCY: WASHINGTON CO

2. DIVISION: PLANNING & COMM. DEVELOP

3. UNIT:

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: HOUSING REHAB LOAN FILES. (GRANTS)

5. EARLIEST YEAR / LATETEST 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)

CONTAINS, BUT NOT LIMITED TO: INCOME REVIEW; INSURANCE BINDERS; CLOSEOUT STATEMENTS; RECEIPTS FOR CERTIFIED MAIL; REQUEST FOR PAYMENT BY CONTRACTOR - SETTLEMENT STATEMENTS; PERMITS; PROMISSORY NOTE; RIGHT OF RESCISSION; MORTGAGE (over)

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [x] Legal Size
- [ ] Bound Book
- [ ] Audio Tape
- [ ] Microfilm
- [ ] Computer Tape
- [ ] Floppy Disk
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

NAME

9. VOLUME

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) Boxes

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)

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

19. NAME AND TITLE OF PREPARER

WE Taylor

20. TELEPHONE NUMBER

21. DATE

DGS 550-1 (Revised 1/93)

Truth in Lending Disclosure Statement,
Grant Application, CD Worksheet,
Monthly Budget.

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

Page 22 Of _____

1. DEPARTMENT/AGENCY: WASHINGTON Co

2. DIVISION: PLANNING + Comm Develop.

3. UNIT:

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: Ag. APPRAISAL Reports

5. EARLIEST YEAR / LATETEST 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)

APPRAISAL OF Ag Property by Real Estate APPRAISERS, WHICH CONTAINS: EXEC. SUMMARY; SITE + Neighborhood DESCRIPTION; ASSESSMENT; SALES HISTORY; ZONING; SITE PLANS + PHOTOS; PRICE per ACRE; SOIL TYPES;

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

BOOKS

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [x] Other (Specify) None

9. VOLUME

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [x] Other (Specify) Boxes

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)

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

19. NAME AND TITLE OF PREPARER

W Daugh

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 (Revised 1/93)