

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

Schedule No. C-887

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Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **DPZ/Land Development**

Item No.	Description	Retention
	<p><u>SUPERSEDES SCHEDULE C-687</u></p> <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 transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.</p>	

Schedule Approved by Department, Agency, or Division Representative.

Date 9/27/99

Signature *Phyllis L. Pritchett*

Typed Name Phyllis L. Pritchett

Title Records Management Officer

Schedule Authorized by State Archivist

Date OCT 19 1999

Signature *Edward C. Papenfuss*

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Agency HOWARD COUNTY GOVERNMENT
 Department of Planning and Zoning

Division of Land Development

Item No.	Description	Retention
1.	GENERAL ADMINISTRATIVE CORRESPONDENCE Reports, memoranda, newsletters, letters, and miscellaneous materials which reflect normal office operations.	Retain in office as long as administratively valuable, then destroy.
2.	PLANNING BOARD FILES Petition; property Plat; Correspondence; Affidavit by Petitioner; Certification of Notice of Hearing; Certification of Posting of Property; Comments from various County & State Agencies; Exhibits; Resolution and/or Decision and Order	Retain original file for 7 years. Thereafter, screen file to determine items to be copied to CD. Upon validation of CD, destroy paper. Retain CD permanently and forward periodically to MSA.
3.	PRELIMINARY, SKETCH, SITE DEVELOPMENT PLAN, WAIVER PETITION, FINAL AND FINAL DEVELOPMENT PLAN FILES Application; Plans; Comments from various County & State Agencies; Correspondence; Planning Board Approval; Approved Paper Copy	Retain original file for 7 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.
 Date: 9/18/99
 Signature: *Marsha S. McLaughlin*
 Name: Marsha S. McLaughlin
 Title: Deputy Director, Department of Planning and Zoning

Schedule Authorized by State Archivist
 Date: **OCT 19 1999**
 Signature: *Edward C. Papenfuss*

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>
Department/Agency Planning and Zoning	2. Division Land Development	3. Unit N/A
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 Planning Board Files	5. Earliest Year/Latest Year 1966 to 1999	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Petition, Property Plat, Resolution and Decision and Orders		
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical 1 <input checked="" type="checkbox"/> Numerical 2 <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>12</u> Number 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>1</u> Number
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly Rarely after being sent to archives.	12. File Becomes Inactive After <u>7</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) Warehouse -- Allied Signal Building	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Permanent on CD	
Name and Title of Preparer Marsha S. McLaughlin Deputy Director	20. Telephone Number 410-313-2350	21. Date July 28, 1999