

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

Schedule No. **C 896**

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Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **DPW-ENG. UTILITY DESIGN**

Item No.

Description

Retention

SUPERCEDES C-566-3

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

Schedule Approved by Department, Agency, or Division Representative

Date

Signature

Typed Name **Phyllis L. Pritchett**

Title **Records Management Officer**

Schedule Authorized by State Archivist

Date

DEC 3 1999

Signature

Edward C. Pappas

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

Schedule No. **C896**

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Agency HOWARD COUNTY GOVERNMENT Division/Unit DEPARTMENT OF PUBLIC WORKS,
BUREAU OF ENGINEERING,
UTILITY DESIGN DIVISION

Item No.	Description	Retention
1.	<p><u>CAPITAL PROJECT FILE (i.e., Contract File)</u></p> <ul style="list-style-type: none"> ■ <u>Drawings of Proposed Water and Sewer Facilities</u>, extensions in existing areas. ■ <u>Bidders' Package for Contract</u> will contain bidder information, proposal forms, specifications to be followed by bidder in construction of facility, signal control between Contractor and Howard County and/or Engineering Agreement with Consultant, and the Performance Bond of Contractor. <ul style="list-style-type: none"> ▶ <u>Contract Specifications/Plans</u> Specifications consist of data complimentary to architectural and engineering drawings. This file contains the record copy of contract specifications for each project administered and supervised by the Bureau of Engineering. <p>The contract specifications for a project frequently include addenda - forms of clarification amending or interpreting the Contract Document issued by the architect prior to the receipt of bids.</p> ■ <u>Correspondence</u>, arranged chronologically, contains incoming and outgoing correspondence and memoranda relative to project design and construction. <ul style="list-style-type: none"> ▶ Applications to City of Baltimore for Water Service and Main Extensions. ▶ Letter of Approval from Baltimore City, reference water and sewer main design and construction. 	<p>Retain one (1) official copy until project completion; then destroy.</p> <p>Retain for three (3) years after project close-out (formal acceptance); then destroy.</p> <p>Retain permanently. Copy to be forwarded to MSA.</p> <p>Screen every six (6) months. Destroy correspondence when subject matter has been taken care of. Destroy after project close-out.</p> <p>Destroy after project close-out.</p>

Schedule Approved by Department, Agency, or
Division Representative.

Date 11/19/97Signature Ronald LensonTyped Name Ronald LensonTitle Chief, Bureau of Engineering

Schedule Authorized by State Archivist

Date DEC 3 1999Signature Edward C. Papenfuss

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 RECORDS MANAGEMENT DIVISION
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Agency **HOWARD COUNTY GOVERNMENT** Division/Unit **DEPARTMENT OF PUBLIC WORKS
 BUREAU OF ENGINEERING,
 UTILITY DESIGN DIVISION**

Item No.	Description	Retention
1.	<ul style="list-style-type: none"> ■ <u>Correspondence (continued)</u> ▶ Final Estimates and invoices from Consultant/Contractor for engineering and construction services performed. ▶ Progress Reports from Consultant/Contractor, reference water/sewer facility installation. ▶ Miscellaneous correspondence from Howard County citizens, reference repair of property disturbed by Contractor activity. ▶ Correspondence with BG&E and Bell Atlantic, reference construction of gas transmission lines and telephone service over existing water and sewer facilities. ▶ Petition for extensions of water and sewer facilities. 	<p>Retain for three (3) years. Then destroy.</p> <p>Destroy three (3) years after project close-out (formal acceptance).</p> <p>Retain for three (3) years; then destroy.</p> <p>Retain for three (3) years; then destroy.</p> <p>Retain for three (3) years after project close-out and formal acceptance by County.</p>