

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

Schedule No. **C905**

Page 1 of 1

Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **Fire & Rescue  
 Bureau of Life Safety**

Item No.

Description

Retention

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

Schedule Approved by Department, Agency, or Division Representative.

Date 11/3/99

Signature *Phyllis L. Pritchett*

Typed Name Phyllis L. Pritchett

Title Records Management Officer

Schedule Authorized by State Archivist

Date JAN 05 2000

Signature *Edward C. Papenfuss Jr*

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
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Schedule No. C905

Page 1 of 5

Agency HOWARD COUNTY GOVERNMENT Division/Unit Bureau of Life Safety

Item No.	Description	Retention
1	<p><b>Information Systems</b>            Files comprised of general information, telephone and network information, RMS upgrade information, and Medical Incident Report notes.</p>	<p>Retain as long as administratively useful. Purge every three years.</p> <p>Destroy any files that are no longer needed.</p>
2	<p><b>Bureau Administrative and Correspondence Files</b>            Files consist of original incoming and copies of outgoing letters, memorandums, reports, programs, studies, fire code references, committees, boards, and other miscellaneous data relating to the operation of the Bureau of Life Safety</p>	<p>Screen annually to destroy that material no longer needed for current business. Then destroy.</p>
3	<p><b>Street Address Files</b>            Files consisting of specific street addresses for all Howard County residences for which we have records, to include Residential (Apts., Condos, Townhouses, Mobile Homes); Industrial, Business; Mercantile; Storage; Assembly; County; Health; Detention/Industrial; Educational; Parks.</p>	<p>Retain building/development plans for 5 years beyond the life of the structure. Then destroy. Retain inspection reports and other correspondence within files as long as administratively valuable. Then destroy. To be purged annually, and inspection reports that are no longer needed will be destroyed.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 12/8/99


Signature 

Typed Name James E. Heller

Title Chief

Schedule Authorized by State Archivist

Date JAN 05 2000

Signature 

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
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Page 2 of 5

Agency HOWARD COUNTY GOVERNMENT Division/Unit Bureau of Life Safety

Item No.	Description	Retention
3	<p><b><i>Street Address Files (cont'd)</i></b></p> <p><i>RMS (Records Management System) Electronic Files</i>            Mainframe program which keeps track of various fire department activities, including inspections of occupancies which would also have a hard copy in the Street Address File.</p>	<p>Retain computerized file of an occupancy until street address file hard-copy file (see above) is destroyed. Then delete occupancy from electronic RMS.</p>
4	<p><b><i>Budget Files</i></b>            Files consisting of Life Safety yearly budgets and budget folders with specific payment documents.</p>	<p>Retain 3 years and then destroy.</p>
5	<p><b><i>Payroll/Leave Information</i></b>            Files comprised of Life Safety payroll sheets and accompanying leave sheets.</p>	<p>Retain 3 years and then destroy.</p>
6	<p><b><i>Public Education Files</i></b></p> <p>Files consisting of life safety information, specific references to the installation of smoke detectors for the hearing and hearing-impaired, evacuation information and specific evacuation plans for county agencies, programs, surveys, specific expositions folders, storage of some media, etc.</p> <p><i>Ho. Co. Fire &amp; Rescue Honor Guard</i> information is also stored in this cabinet (administered by the Public Education Specialist).</p> <p><i>Fire Drill Evacuation Reports</i></p>	<p>Retain as long as administratively useful. To be purged yearly for destruction.</p> <p>Retain as long as administratively useful. To be purged yearly for destruction.</p> <p>Retain until subsequent report received. Then destroy.</p>
7	<p><b><i>Capital Projects Files</i></b>            Files consisting of the plans and correspondence relating to the building and renovation of HCFR fire stations. Includes budget summaries, major facilities studies, police/fire needs studies. #691100 folder is a database of locations of various files by shelf and number as appropriate.</p>	<p>Retain plans and files one year after disposal or sale; then destroy.</p>

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Page 3 of 5

Agency HOWARD COUNTY GOVERNMENT Division/Unit Bureau of Life Safety

Item No.	Description	Retention
8	<p><b><i>Plans Files</i></b>            Files consisting of various types of pre-building/developmental plans which are filed by category and date.</p>	<p>Retain until unit/development is completed and checked by an inspector. At that time move the plan file to the Street Address Files.</p>
9	<p><b><i>Plans Review Administrative Files</i></b>            Files consisting of firelane, code, daycare, and other specific information necessary for the competent review of building/renovation plans.</p>	<p>Retain as long as administratively useful. Purge every three years and destroy.</p>
10	<p><b><i>Freedom of Information Act Request (electronic files)</i></b>            Files are generally requests for inspection results, usually prior to the purchase of a property. Stored only on computer in "free_inf.act" subdirectory. Hard copies stored in "to be filed" area until a major filing is accomplished. Then they are destroyed. (The temporary filing is to accommodate any phone calls or questions from the requestor.)</p>	<p>Purge yearly for destruction.</p>

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Page 4 of 5

Agency HOWARD COUNTY GOVERNMENT Division/Unit Bureau of Life Safety

Item No.	Description	Retention
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11	<p align="center"><b><u>Office of the Deputy Chief</u></b></p> <p>Files are violation/citation tracking file; state legislation 1991 to date regarding fire service; growth/goals Bureau of Life Safety, and other files necessary to the management of the bureau.</p> <p><i>Violation/Civil Citation Tracking File</i></p> <p><i>State Legislation (copies only—no official legislation)</i></p> <p><i>Growth and Goals</i></p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Maintain policy and procedure portion permanently. Copy to be forwarded to MSA. Retain citations for 5 years from date of citation; then destroy.</p> <p>Keep ea. specific year's records for as long as may be administratively indicated. Then destroy.</p> <p>Directives, policies and other material related to the planning and policy that illustrate the development of the agency; retain permanently for eventual transfer to the MD State Archives.</p>
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Schedule No. C905

Page 5 of 5

Agency HOWARD COUNTY GOVERNMENT Division/Unit Bureau of Life Safety

Item No.	Description	Retention
12	<p align="center"><b><u>Office of the Public Education Specialist</u></b></p> <p>Files containing information necessary to the management of public education programs, including all juvenile firesetter counseling records.</p> <p align="center"><i>Juvenile Firesetter Counseling Records</i></p>	<p>Purge for destruction annually, keeping only those files administratively indicated.</p> <p>Retain until court-ordered expunction or 25<sup>th</sup> birthday of the individual. Then destroy.</p>

<p><b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p><b>DEPARTMENT OF GENERAL SERVICES</b>  <b>RECORDS MANAGEMENT DIVISION</b>          7275 WATERLOO ROAD          P.O. BOX 275          JESSUP, MARYLAND 20794</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>1</u> OF <u>2</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Fire &amp; Rescue</p>	<p>3. Unit Bureau of Life Safety</p>
<p><b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title Violation/Civil Citation Tracking File</p>	<p>5. Earliest Year/Latest Year <u>1993</u> to <u>Present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)          Violation/Civil Citation Tracking File. Maintain policy and procedure portion permanently. Copy to be forwarded to MD State Archives. Retain citations for 5 years from date of citation. Then destroy.</p>		
<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>One file.</u></p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p><u>.25</u> Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p><u>Negligible</u> Number</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input checked="" type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p>_____      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Gateway Building, 4th Floor Deputy Chief, Bureau Life Safety Office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p>15. Access Restrictions      <input type="checkbox"/> Yes      <input type="checkbox"/> No (If Yes, cite Law(s) &amp; Regulation(s))</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Citations retained 5 years from date of citation. Copy of policy &amp; procedure to be forwarded to MD State Archives.</p>	
<p>Name and Title of Preparer</p>	<p>20. Telephone Number</p>	<p>21. Date</p>

<p><b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>2</u></p>
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<p><b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Bureau Growth and Goals</p>		<p>5. Earliest Year/Latest Year: <u>1991</u> to <u>Present</u></p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Bureau Growth and Goals. Directives, policies and other material related to the planning and policy that illustrate the development of the agency; retain permanently for eventual transfer to the MD State Archives.</p>		
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