	DEPARTMENT OF GENERAL SERV		Schedule No. C90
	RECORDS MANAGEMENT DIVISI RECORDS RETENTION AND DISPOSAL		Page 1 of 1
Agency	HOWARD COUNTY GOVERNMENT		Fire & Rescue Bureau of Life Safety
Item No.	Description		Retention
	All electronic media records will be created an system that is in compliance with Comar 14.18 records will transferred to MSA on CD stored retrieval software embedded on the CD.	.04. Permanent	1e
Division	Representative. $1/7/39$	Schedule Authorized	by State Archivist
Date Signatur Typed N	e # Srittehett		nd C. Paperprep

	DEPARTMENT OF GENERAL SERVIC		Schedule No. C905
	RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Page 1 of 5
Agency	HOWARD COUNTY GOVERNMENT Div	vision/Unit Bureau o	of Life Safety
Item No.	Description		Retention
1	<i>Information Systems</i> Files comprised of general information, telephone a information, RMS upgrade information, and Medic notes.		Retain as long as administratively useful. Purge every three years. Destroy any files that are no longer needed.
2	Bureau Administrative and Correspondence Files Files consist of original incoming and copies of our memorandums, reports, programs, studies, fire code committees, boards, and other miscellaneous data r operation of the Bureau of Life Safety	tgoing letters, e references,	Screen annually to destro that material no longer needed for current business. Then destroy.
3	Street Address Files 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.		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.
Division Date /	Representative.	chedule Authorized by Date JAN 0 5 2000	y State Archivist

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	DEPARTMENT OF GENERAL SERVICES	Schedule No. C905	
• •	RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Page 2 of 5	
Agency	HOWARD COUNTY GOVERNMENT Division/Unit Bureau of I	Life Safety	
Item No.	Description	Retention	
3	Street Address Files (cont'd)		
	RMS (Records Management System)Electronic Files 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.	Retain computerized file of an occupancy until street address file hard-copy file (see above) is destroyed. Then delete occupancy from electronic RMS.	
4	<b>Budget Files</b> Files consisting of Life Safety yearly budgets and budget folders with specific payment documents.	Retain 3 years and then destroy.	
5	<b>Payroll/Leave Information</b> Files comprised of Life Safety payroll sheets and accompanying leave sheets.	Retain 3 years and then destroy.	
6	Public Education Files		
	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.	Retain as long as administratively useful. To be purged yearly for destruction.	
	Ho. Co. Fire & Rescue Honor Guard information is also stored in this cabinet (administered by the Public Education Specialist).	Retain as long as administratively useful. To be purged yearly for destruction.	
	Fire Drill Evacuation Reports	Retain until subsequent report received. Then destroy.	
7	<i>Capital Projects Files</i> 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.	Retain plans and files one year after disposal or sale then destroy.	

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	DEPARTMENT OF GENERAL SERVICES	Schedule No. C905
RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Page 3 of 5
Agency	HOWARD COUNTY GOVERNMENT Division/Unit Bureau of L	ife Safety
Item No.	Description	Retention
8	<b>Plans Files</b> Files consisting of various types of pre-building/developmental plans which are filed by category and date.	Retain until unit/development is completed and checked b an inspector. At that tim move the plan file to the Street Address Files.
9	<b>Plans Review Administrative Files</b> Files consisting of firelane, code, daycare, and other specific information necessary for the competent review of building/renovation plans.	Retain as long as administratively useful. Purge every three years and destroy.
10	<i>Freedom of Information Act Request</i> (electronic files) 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.)	Purge yearly for destruction.

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	DEPARTMENT OF GENERAL SERVICES	Schedule No. C905
•	RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Page 4 of 5
Agency	HOWARD COUNTY GOVERNMENT Division/Unit Bureau of L	ife Safety
Item No.	Description	Retention
11	Office of the Deputy Chief	
	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.	Screen annually and destroy that material no longer needed for current business.
	Violation/Civil Citation Tracking File	Maintain policy and procedure portion permanently. Copy to be forwarded to MSA. Retain citations for 5 years from date of citation; then destroy.
	State Legislation (copies only—no official legislation)	Keep ea. specific year's records for as long as may be administratively indicated. Then destroy.
	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.

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	DEPARTMENT OF GENERAL SERVICES	Schedule No. C905
	RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Page 5 of 5
Agency	HOWARD COUNTY GOVERNMENT Division/Unit Bureau of	Life Safety
Item No.	Description	Retention
12	Office of the Public Education Specialist	
	Files containing information necessary to the management of public education programs, including all juvenile firesetter counseling records.	Purge for destruction annually, keeping only those files administratively indicated.
	Juvenile Firesetter Counseling Records	Retain until court-ordered expunction or 25 <sup>th</sup> birthday of the individual. Then destroy.

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<u>Instructions</u> - Type or Print a separate form for each . new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	S AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>2</u>		
Jepartment/Agency	2. Division	3. Unit		
Howard County Government	Fire & Rescue	Bureau of Life Safety		
DEFINITION - RECORD SERIES - A group of related rec	ords normally filed and used as a unit for referen	ce as well as retention and disposition purposes.		
4. Record Series Title		5. Earliest Year/Latest Year 1993 to Present		
Violation/Civil Citation Tracking 6. Record Series Description (Briefly describe the types of	·			
Violation/Civil Citation Tracking permanently. Copy to be forwarde 5 years from date of citation. T	d to MD State Archives. Reta			
7. Record Series Format(s)	8. Record Series Sequence	9. Volume		
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Bound Book    D Floppy Disk	Chronological			
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5. Access Restrictions	15. Audit Requirements 한 None ロ Sta			
7. Is an Index System Used? (If yes, explain briefly and o any hadware/software Yes X No	Citations ret citation. Co	18. Recommended Retention Citations retained 5 years from date of citation. Copy of policy & procedure to be forwarded to MD State Archives.		
Name and Title of Preparer 20. To	elephone Number			

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<u>Instructions</u> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORD 727	ENT OF GENERAL SERVICES S MANAGEMENT DIVISION '5 WATERLOO ROAD P.O. BOX 275 CUP, MARYLAND 20794	AGENCY RECORDS INVENTOR
Jepartment/Agency	2. Division		3. Unit
Herond Country Concernment	Fire & F	Rescue	Bureau of Life Safety
DEFINITION - RECORD SERIES - A group of related r	ecords normally filed	and used as a unit for reference	e as well as retention and disposition purpose
4. Record Series Title Bureau Growth and Goals		•	5. Earliest Year/Latest Year- 1991 to Present
Bureau Growth and Goals. Direct planning and policy that illust for eventual transfer to the MD	rate the deve	lopment of the ager	ky; retain permanently
7. Record Series Format(s)	8. Record Series	Sequence	9. Volume
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5. Access Restrictions		16. Audit Requirements 첪 None ロ Stat	e 🛛 Federal 🔹 Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software		18. Recommended Relention Retain permanent to the MD State	ntly for eventual transfer

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Instructions - Type or Print a separate form for each new or revised record series, forward with Record	RECORDS	NT OF GENERAL SERVICES MANAGEMENT DIVISION 5 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
Retention Schedule (DGS 550-1)	JESSI	P.O. BOX 275 JP, MARYLAND 20794	PAGE 2 OF 2	
Jepartment/Agency	2. Division		3. Unit	
Howard County Government	Fire & R	escue	Bureau of Life Safety	
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6. Record Series Description (Briefly describe the types o Bureau Growth and Goals. Direct: planning and policy that illustra for eventual transfer to the MD S	ives, policient ate the devei	es and other material lopment of the agency	related to the	
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3. Current Location(s) (Bldg., Floor, Room) Gateway Building, 4th Floor Deputy Chief, Bureau Life Safety	,	14. Is Record Series Duplicated (If yes, specify agency or c □ Yes k No	office)	
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