

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

Schedule No. **C 894**

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Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **DPW-REAL ESTATE SVCS.**

Item No.

Description

Retention

SUPERCEDES C-566-1

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 11/15/99

Signature *Phyllis L. Pritchett*

Typed Name **Phyllis L. Pritchett**

Title **Records Management Officer**

Schedule Authorized by State Archivist

Date FEB 03 2000 FEB 03 2000

Signature *Edward C. Popenjancic*

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

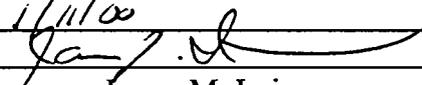
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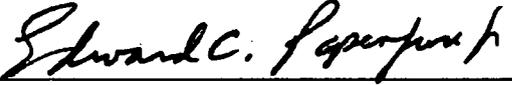
Agency HOWARD COUNTY GOVERNMENT Division/Unit DEPARTMENT OF PUBLIC WORKS
 REAL ESTATE SERVICES DIVISION

Item No.	Description	Retention
1.	<p>Property Management All original Deeds, Leases and Special Agreements related to County-owned property and/or leased space.</p>	<p>These legal documents are required to be retained forever - some of these documents will not be located any where else in the County, therefore, they must be retained. These originals will be maintained in this office in a fire-proof safe; however, the material should be placed on CD for easy access, review and copying, when needed. Copy of CD to be forwarded to MSA.</p>
2.	<p>Capital Project Acquisitions This includes original easements, deeds, agreements, etc.</p>	<p>Retain original legal documents. The material is currently placed on microfilm as the projects are completed. The material should be placed on CD for use by this office on a regular basis. Copy of CD to be forwarded to MSA.</p>
3.	<p>Developer Projects The material included in this project are original Agreements, Surety, MOU's, etc.)</p>	<p>Retain original legal documents. The files are currently microfilmed as the projects are completed. This material is normally not found in any other office in the County. The material should be placed on CD for easy use by this office. The files can be cleaned of all materials except the original documents which should be retained. Copy of CD to be forwarded to MSA.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 1/11/00
 Signature 
 Typed Name James M. Irvin
 Title Director, Department of Public Works

Schedule Authorized by State Archivist

Date FEB 03 2000
 Signature 

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Agency	HOWARD COUNTY GOVERNMENT	Division/Unit	DEPARTMENT OF PUBLIC WORKS REAL ESTATE SERVICES DIVISION
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Item No.	Description	Retention
4.	Metropolitan District Incorporations	Retain original Administrative Decisions. Material placed on CD for use by this office on a regular basis. Copy of CD to be forwarded to MSA.
5.	Mandatory Connections The program allows a property owner to reimburse the County up to 10 years. The file must remain open until all payments are received.	Retain files for 11 years, then destroy.
6.	Council Bills, Council Resolution	Retain files for two years, then destroy.
7.	Sidewalk Program The program allows a property owner to reimburse the County up to 6 years. The file must remain open until all payments are received.	This material should be placed on CD for use by this office. Retain files for one year after it is sent to County Record Center, then destroy.
8.	Private Road Takeover The program allows a property owner to reimburse the County up to 26 years. The file must remain open until all payments are received and liens released.	This material should be placed on CD for use by this office. Retain files for one year after it is sent to County Record Center, then destroy.