

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

Schedule No. C900

Page 1 of 1

Agency HOWARD COUNTY GOVERNMENT

Division/Unit DEPARTMENT OF PUBLIC WORKS
 BUREAU OF ENGINEERING
 SURVEY DIVISION

Item No.	Description	Retention
1.	<u>Survey Field Books:</u> (hard-back paper books)	Retain permanently by Survey Division. Material placed on CD. Forward copy to MSA.
2.	<u>Geodetic Control:</u> <ul style="list-style-type: none"> ▶ Old classical observation and computation files (paper files). ▶ G.P.S. observation and computation files (electronic files). ▶ Field recovery drawings and data base of computation results (electronic and paper). 	Retain permanently by Survey Division. Material placed on CD. Forward copy to MSA.
3.	<u>Survey Job Files:</u> Paper, deeds, drawings, computations, and odd size paper.	Retain permanently by Survey Division. Material placed on CD. Forward copy to MSA.
4.	<u>Survey Drawing Files:</u> Paper, mylar and electronic.	Retain permanently by Survey Division. Material placed on CD. Forward copy to MSA.
5.	<u>Aerial Photography:</u> Contact paper prints and negatives. <u>NOTE:</u> All files are in continual use on current or future projects and court proceedings. Digital copies on CD disk can be made available to the State.	Retain permanently by Survey Division. Material placed on CD. Forward copy to MSA.

Schedule Approved by Department, Agency, or Division Representative.

Date 1/12/00

Signature *Ronald G. Lepson*

Typed Name Ronald G. Lepson

Title Chief, Bureau of Engineering

Schedule Authorized by State Archivist

Date FEB 03 2000

Signature *Edward C. Papenfuss*

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

Schedule No. **C 900**
 Page 1 of 1

Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **DPW-ENG. SURVEY DIV.**

Item No.	Description	Retention
	<p style="text-align: center;">SUPERCEDES C-566-6</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 1/15/99
 Signature *Phyllis L. Pritchett*
 Typed Name Phyllis L. Pritchett
 Title Records Management Officer

Schedule Authorized by State Archivist
 Date FEB 03 2000
 Signature *Edward C. [unclear]*