

DEPARTMENT OF COUNTY ADMINISTRATION
OFFICE OF CENTRAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C901

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Agency: HOWARD COUNTY GOVERNMENT

Division/Unit

DEPARTMENT OF PUBLIC WORKS
BUREAU OF FACILITIES

Item No.	Description	Retention
1.	<p><u>A/E (Architects/Engineers) File</u> A case file containing documents and correspondence related to the program and design stages of general County and fire service administered projects. Some important documents in this file are:</p> <p><u>Standard Form of Agreement with A/E</u> - legal contract between Howard County and the A/E.</p> <p>Extension (s) to Agreement Amendment (s) to Agreement</p> <p>Other records maintained in this file are:</p> <ul style="list-style-type: none"> • Conference Minutes • A/E Appointment Requests • Monthly Progress Schedules • Cost Estimate Worksheets • Fire Marshall Reports • Tabulations of Area - Volume - Efficiency • Project Description Sheets • Correspondence (project - related) • Memoranda • Etc. 	<p>Retain permanently the Agreement and any Extensions and Amendments to it, and all associated records. "Transfer to CD." and forward copy to MSA.</p>
2.	<p><u>Project Folder File (pertaining to Building Facilities)</u> Consists of memos from each involved Design Division with comments concerning the corrections to be made on each submittal of design drawings. A file is maintained by each project administrator for those projects he or she is supervising.</p>	<p>Retain Permanently. "Transfer to CD." and forward copy to MSA</p>

SCHEDULE APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATIVE.

DATE 01-18-2000

SIGNATURE *Fred Willers*

TYPED NAME FRED WILLERS

TITLE CHIEF, BUREAU OF ENGINEERING

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE FEB 03 2000

SIGNATURE *Edward C. Papenfuss*

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BUREAU OF FACILITIES**

Item No.	Description	Retention
3.	<p><u>Contract Plans File (pertaining to Building Facilities)</u> Final approved design drawings of a project, submitted by the outside consultant or in-house team, which form part of the contract documents.</p>	Retain indefinitely. "Transfer to CD" and forward copy to MSA.
4.	<p><u>Contract Specifications (pertaining to Building Facilities)</u> Specifications consist of data complementary to architectural and engineering drawings. This file contains the record copy of contract specifications for each project administered and supervised by the Bureau of Facilities.</p> <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> <p>The contract specifications together with the contract plans are the essential elements of the contract documents for a project.</p>	Retain indefinitely. "Transfer to CD" and forward copy to MSA.
5.	<p><u>Project - Related Convenience Files</u> Duplicates of project-related correspondence, specifications, drawings equipment brochures, studies, etc., maintained by architects and engineers as their own personal convenience files. The official departmental copies of these records are maintained in the appropriate official files.</p>	Retain until completion of design stage of a project. Destroy after three (3) years.
6.	<p><u>HVAC Computer Printout</u> - contains weekly scheduling and daily messages and alarms as they relate to the environmental operation of specific County facilities.</p>	Retain until new controls or equipment are installed in the facility, then destroy
7.	<p><u>Building Files</u> - contain all information regarding renovation, reconstruction, operation and operational problems as they relate to buildings under the Bureau's control.</p>	Retain permanently. "Transfer to CD" and forward copy to MSA
8.	<p><u>Engineers' Files</u> - contains manufactures application notes and catalogs, technical papers, building energy utilization studies, utility expense records, design requirements specifications, design review records and budget backup information.</p>	Retain for three (3) years, then destroy.

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Division/Unit **DPW- FACILITIES**

Item No.	Description	Retention
	<p style="text-align: center;">SUPERCEDES C-566-7</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 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

Signature *Edward C. Pappas*