

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

Schedule No. **C 902**

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Agency **HOWARD COUNTY GOVERNMENT**

Division/Unit **DPW- UTILITIES,
 FUNCTIONAL WATER & SEWER**

Item No.	Description	Retention
	<p align="center">SUPERCEDES C-566-8</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 APR 27 2000
 Signature *Edward C. Papenfuss Jr*

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

Schedule No. C902

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Agency HOWARD COUNTY GOVERNMENT Division/Unit DEPARTMENT OF PUBLIC WORKS BUREAU OF UTILITIES, FUNCTIONAL WATER & SEWER

Item No.	Description	Retention
1	Water and Sewer Plan Drawings	Retain all drawings as revised permanently on CD and forward copy to MSA.
2	Work Orders	Retain for three (3) years in active file then destroy.
3	Historical Work Orders	Retain for life of facility in active file, then inactive file for three (3) years, then destroy.
4	Historical Operational Data	Retain for five (5) years in active file, then place on CD and destroy originals. Retain CD for life of the facility, then delete files.
5	Water and Sewer Master Plan, draft documents, computations, routine and major amendments from 1990	Retain master plans and amendments for nine (9) years in active file, then transfer to CD and destroy originals. Forward copy of CD to MSA. Retain remaining documents for five (5) years, then destroy.
6	Pre-Treatment Documents	Retain all documents (except monitoring data) permanently on CD and forward a copy to MSA. Retain monitoring data for five (5) years in active file, then destroy original.
7	Utility Permits	Retain for five (5) years in active file, then destroy original.
8	Miss Utility "Stakeout Tickets"	Retain for three (3) years in active file, then transfer to CD and destroy originals. Retain CD for three (3) years, then delete files.

Schedule Approved by Department, Agency, or Division Representative.

Date 4-11-00

Signature Robert Beringer

Typed Name Robert Beringer

Title Chief, Bureau of Utilities

Schedule Authorized by State Archivist

Date APR 27 2000

Signature Edward C. Papenfuss

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Agency HOWARD COUNTY GOVERNMENT

Division/Unit DEPARTMENT OF PUBLIC
WORKS, BUREAU OF UTILITIES
FUNCTIONAL WATER & SEWER

Item No.	Description	Retention
9.	Construction Management 1. Capital Project Facility/Document Plans/Specs 2. Developer Agreement Documents	Retain permanently on CD and forward copy to MSA. Retain ten (10) years, and destroy file records

DGS 550-1 (Rev. 01/93)