



**ANNE
ARUNDEL
COUNTY,
MARYLAND**

**Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division**

Schedule No.

C-921

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Office of Planning and Zoning

DIVISION Current Planning

Item No.	Description	Retention
<p>"This Supersedes Schedule C-747 Dated March, 1996"</p>		
1.	<p><u>Zoning Application Files</u> ** Individual zoning application files for request for rezoning, special exception, and variance containing application, P&Z staff report, site plan, agency comments, and decision of Hearing Officer or Board of Appeals.</p>	<p>Retain closed files in office for 3 years then transfer periodically to the MD State Archives for permanent retention.</p>
2.	<p><u>Nonconforming Use Files</u> ** Individual files containing applications for legal nonconforming uses. Files contain application, site plan, documentary evidence, affidavits, and annual questionnaires. Files are numbered by year and case number (e.g. NC1-90).</p>	<p>Retain closed files in office for 3 years then transfer periodically to the MD State Archives for permanent retention.</p>
3.	<p><u>Comprehensive Rezoning Files</u> Individual files on applications for change or retention of zoning during comprehensive zoning process. Includes Dept. and P.A.B. recommendations.</p>	<p>Closed files retained in-house for 3 years then transferred to outside storage for 20 years then destroy.</p>
	<p>** <u>Card Catalog</u> Catalog cross referencing all names and numbers for Nonconforming Use and Zoning Application files.</p>	<p>Retain Permanently. Periodically transfer film copy to Maryland State Archives.</p>

Schedule Approved by
Records Management Officer

Schedule Approved by
Chief Administrative Officer

4/26/01
Date

[Signature]
Signature

May 20, 2001
Date

[Signature]
Signature

Schedule Approved by
Agency, or Division Representative

Schedule Approved by
State Archivist

4-24-01
Date

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Signature

JUN 19 2001
Date

[Signature]
Signature



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Item No.	Description	Retention
4.	<u>Subdivision, Waiver, and Agreement Files</u> Includes all administrative, major and minor subdivisions with plans, plats, comments, letters, waivers and agreements.	Closed files retained in-house for 3 years then transferred to outside storage for 20 years, then destroy.
5.	<u>Engineering Mechanical files</u> Includes development plans, correspondence, studies, comps, etc.	Closed files retained in-house for 3 years then transferred to outside storage for 20 years, then destroy.
6.	<u>Correspondence</u> Includes letters and memos unrelated to specific zoning and subdivision applications.	Files retained for 3 years in-house then destroy.