



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-925

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY

Inspections and Permits

Licensing

Item No.	Description	Retention
1.	<p>This schedule supercedes schedule C-734, Dated September, 1994</p> <p>AMUSEMENT LICENSES</p> <p>These licenses are issued to operate or permit the operation of a carnival, coin-operated amusement device, game or event. Records are maintained in legal size manilla folders.</p>	<p>RETAIN IN OFFICE THREE YEARS, THEN DESTROY.</p>
2.	<p>ARCADE HEARINGS</p> <p>Written record of public hearings required for annual renewal of arcade license.</p>	<p>RETAIN IN OFFICE TWO YEARS FROM DATE OF ISSUANCE, THEN DESTROY.</p>
3.	<p>BOARDS AND COMMISSIONS</p> <p>A. Audio-recording or written transcript of all hearings and meetings conducted by the Boards and Commissions.</p> <p>B. Minutes of all hearings and meetings conducted by the Boards and Commissions.</p> <p>C. Correspondence, etc. pertaining to the Boards and Commissions.</p> <p>D. Exam results of trade license applicants.</p>	<p>RETAIN IN OFFICE FOR A PERIOD OF THREE YEARS, THEN DESTROY.</p> <p>RETAIN PERMANENTLY. TRANSFER PERIODICALLY TO STATE ARCHIVES.</p> <p>RETAIN IN OFFICE FOR A PERIOD OF THREE YEARS, THEN DESTROY.</p> <p>RETAIN IN OFFICE FOR A PERIOD OF ONE YEAR, THEN DESTROY.</p>

Schedule Approved by
Records Management Officer

4/30/01
Date

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Signature

Schedule Approved by
Chief Administrative Officer

May 20, 2001
Date

[Signature]
Signature

Schedule Approved by
Agency, or Division Representative

27 APR 01
Date

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Signature

Schedule Approved by
State Archivist

JUN 19 2001
Date

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Item No.	Description	Retention
4.	<p>MISCELLANEOUS LICENSES</p> <p>Multi-family dwellings, mobile home parks, individual mobile home licenses. These licenses are approved through complex administrative processes. The approval generally transfers with the sale of a property. To provide complete, accurate information on these properties the entire history must be available. Access to the contents of these files has proved invaluable to the licenseholder and the County, in establishing continuity of use, resolving legal issues and making license decisions. Filed Alpha by License Holders name. Bail bonds, drag strip, and pawn brokers.</p> <p>Hucksters, auctioneers, mobile home dealers.</p> <p>Parades, disabled parking, and camp meetings.</p> <p>Truck towers, taxi cab and taxi cab drivers.</p>	<p>PERMANENT. RETAIN IN OFFICE FOR FIVE (5) YEARS FROM DATE OF ISSUANCE: THEN MICROFILM, CREATING TWO MASTER NEGATIVES. UPON VALIDATION OF MICROFILM, DESTROY PAPER RECORDS FORWARD ONE MASTER NEGATIVE TO MD STATE ARCHIVES. RETAIN OTHER MASTER NEGATIVE FOR A.A. CO. USE.</p> <p>RETAIN FOUR YEARS FROM DATE OF ISSUANCE, THEN DESTROY.</p> <p>RETAIN TWO YEARS FROM ISSUANCE, THEN DESTROY.</p> <p>RETAIN ONE YEAR FROM ISSUANCE, THEN DESTROY.</p> <p>RETAIN THREE YEARS FROM ISSUANCE, THEN DESTROY.</p>
5.	<p>GENERAL CORRESPONDENCE</p>	<p>RETAIN IN OFFICE FOR A PERIOD OF THREE YEARS, THEN DESTROY.</p>
6.	<p>TRADE LICENSES</p> <p>Licenses to perform work in the electrical, mechanical and plumbing trades.</p>	<p>RETAIN IN OFFICE THREE YEARS FROM LICENSE EXPIRATION, THEN DESTROY.</p>