

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-917

Page No.

1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Department of Planning and Zoning

DIVISION Long Range

Item No.	Description	Retention
1.	This Schedule supercedes Schedule #C-780, dated October, 1996. Demographic publications on: a) population and housing from each census; b) population of small areas; c) population and housing, income and employment data tract level.	Retain publications permanently, transfer State Archives periodically.
2.	State and county transportation design plans State and county road design plans.	Retain for eight (8) years, then destroy.
3.	Highway project studies and alternative analysis; regional and county work programs, progress reports, state and regional T. I. P.; correspondence.	Retain three (3) years after project and program complete, then destroy.
4.	Planning Advisory Board meeting minutes, reports and decisions; background files and studies.	Retain minutes, reports, and decisions permanently; transfer to State Archives periodically. Background files to be retained three (3) years, then destroy.
5.	Capital Improvement Budget - project plans by various departments for approval in the CIP; studies, reports, correspondence.	Retain three (3) years, then destroy.

Schedule Approved by
Records Management Officer

7/28/00 [Signature]
Date Signature

Schedule Approved by
Chief Administrative Officer

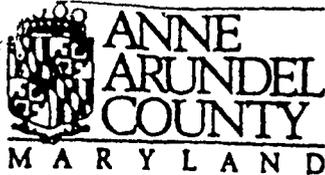
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Date Signature

Schedule Approved by
Agency, or Division Representative

6-29-00 [Signature]
Date Signature

Schedule Approved by
State Archivist

SEP 13 2001 [Signature]
Date Signature



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Schedule No.
 C-917
 Page No.
 2 of 2

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6.	Ridesharing- invoices, annual budget, grant applications and work programs.	Retain five (5) years, then destroy.
7.	Development Impact Fees - credit agreements between county and property owners for use of impact fees paid toward school and road projects; reports, background materials and correspondence.	Retain for ten (10) years, then destroy.
8.	Plans, planning studies, designs, reports, documents, legislation - General Development Plans, Master Plan for Sewer/Water, Solid Waste Plan, Land Preservation, Critical Area, Open Space Plan, Small Area Plans, reports, studies, and related correspondence.	Retain permanently; transfer to State Archives periodically.
9.	Section records including operating budget requests and justifications, special projects, work program correspondence.	Retain three (3) years, then destroy.

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