



**Anne Arundel County
OFFICE OF CENTRAL SERVICES**

Schedule No.
C-938

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* THIS SCHEDULE SUPERCEDES SCHEDULE # C-585, DATED JULY, 1987

RECORDS RETENTION AND DISPOSAL SCHEDULE

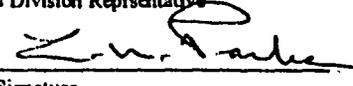
Agency: Anne Arundel County

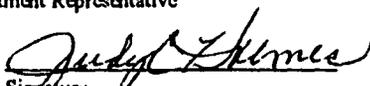
Department: County Council Office

Item No.	Description	Retention
1	<u>Proposed Bills</u> These files contain all information on bills voted on by the County Council and not passed.	Retain Permanently. transfer periodically to the Maryland State Archives.
2	<u>Final Bills</u> These files contain all information on bills voted on by the County Council and passed.	Retain Permanently. transfer periodically to the Maryland State Archives.
3	<u>Resolutions</u> These files contain all information on proposed resolutions voted on by the County Council. Completed resolutions can be for appointments to a Board or Commission, Charter Amendments, approving "real" property for surplus/sale, support of a State program, etc.	Retain Permanently. transfer periodically to the Maryland State Archives.
4	<u>Comprehensive Rezoning and Final Maps</u> These files contain all requests for rezoning and Final Maps of Anne Arundel County. They are used for reference purposes and in determining future rezoning.	Retain Permanently. transfer periodically to the Maryland State Archives.
5	<u>General Development Plans</u> These files contain information on the ten (10) year plan for the development of Anne Arundel County.	Retain Permanently. transfer periodically to the Maryland State Archives.

Schedule Approved by Records Division Representative

Schedule Approved by Department Representative

6/12/01 
Date Signature

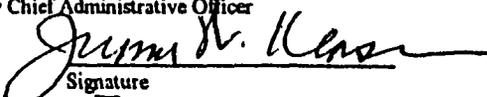
6/4/01 
Date Signature

6/12/01 L.W. PARKER
Date Printed Name

6/04/01 Judy C. Holmes
Date Printed Name

Schedule Approved by Chief Administrative Officer

Schedule Approved by State Archivist

6/15/01 
Date Signature

NOV 06 2001 
Date Signature

6/15/01 JEROME W. KLASMEIER
Date Printed Name

Date Printed Name



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Item No.	Description	Retention
6	<u>County Code & County Charter</u> These are the original laws that regulate Anne Arundel County.	Retain Permanently. transfer periodically to the Maryland State Archives.
7	<u>Department Files</u> These files contain recommendations from various County agencies and outside organizations indicating their position on particular bills and resolutions pending before the County Council. These recommendations are additional information for the Council members that they may not be aware of before making a final vote. This information is necessary for litigation.	Retain Permanently. transfer periodically to the Maryland State Archives.
8	<u>Agricultural Land Preservation Districts Petitions</u> These files contain information on petitions for Agricultural Land Preservation Districts.	Retain Permanently transfer periodically to the Maryland State Archives.
9	<u>Newspaper Advertisements for Public Hearings</u> These files contain all advertisements for public hearings in front of the County Council. These may be necessary for litigation.	Retain Permanently transfer periodically to the Maryland State Archives.
10	<u>Personnel Folders</u> These files may contain, but are not limited to performance evaluations, leave slips, disciplinary actions, etc. relating to an employee within the County Council Office. They are not the official personnel records for the employee. The official personnel records are maintained within the Office of Personnel,	Retain 3 Years then Destroy
11	<u>Financial Disclosures</u> These are completed Financial Disclosure forms for each Department Head and/or manager employed by Anne Arundel County. They include information such as ownership of property, interest in business entities, gifts received from individuals conducting business with the County, debts owed to business entities doing business with the County, family members employed with Anne Arundel County, income earned other than County income.	Retain Permanently. Periodically transfer to MSA.