Schedule No. C-954

Page 1 of 8

Agency

Title

& Permitting

Worcester County

Division/Unit

Development Review & Permitting

Wolcester	County	Devel	opinent Review & Permitting
Item No	Description	<u>, </u>	Retention
1	Planning – Alcoholic Beverages Alcoholic beverage licenses – controlled beverage infor applications/renewals, hearing documents, TAM certific (coursework), articles of incorporation, certificate of incorporation, lease, deed, fire and health approvals, podepartment reports, violation reports	cation	Screen annually. Destroy material having no further fiscal, legal or operational value.
2	Bond files – contractor cost estimates, correspondence, approvals, construction agreements with financial secur documents, bond with security, bond with corporate sur	•	Retain for 20 years after final security release, then destroy
3	Subdivision files – application, correspondence, record submitted to Technical Review Committee, staff report Planning Committee, preliminary plat/approval, construplans/approvals, final plat, record plat, receipts	to	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
4	Environment Water sample files (public) – laboratory service notice, groundwater appropriation permit, maps, plant design, construction		Screen annually. Destroy material having no further fiscal, legal or operational value.
Approved l	by Department, Agency or Division Representative Sci	iedule A	Authorized by State Archivist
Date	5/14/02 Da	te	JUN 2 7 2002
Signature	Sig	nature	Swand C. / sperfer)
Type Nam	e Edward A. Tudor		
Title	Director of Development Review		

ETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule	No.	C-954
----------	-----	-------

Page 2 of 8

	(CONTINUITION SILLEY)	
Item No	Description	Retention
5	Water sample files (private) – water samples	Retain water samples for 3 years after last action taken for a particular violation, then destroy; screen remaining items annually and destroy material having no further fiscal, legal or operational value.
6	Reference materials	Screen annually. Destroy material having no further fiscal, legal or operational value.
7	Rainfall data	Screen annually. Destroy material having no further fiscal, legal or operational value.
8	Individual property files – well information, copy of building permit, site plans, correspondence, may have septic information	Screen annually. Destroy material having no further fiscal, legal or operational value.
9	Property owner cross reference – card file	Retain until updated or superseded, then destroy
10	Well logs - Ocean City, 3 files by depth	Retain for 10 years, then destroy
11	Director Manuals – various county resolutions, commission meeting minutes, standards, codes, zoning	Screen annually. Destroy material having no further fiscal, legal or operational value.

Schedule No. C-954

Page 3 of 8

	(001/111/0111201/211201/	
Item No	Description	Retention
12	Worcester County drainage – study, plan, contract, billing, correspondence, grant information	Retain study and planning documents permanently, transfer periodically to the Maryland State Archives. Retain remaining materials for 5 years, then destroy.
13	Personnel files	Retain copies until employee termination, then transfer file immediately to HR
14	Job descriptions	Retain until updated or superseded, then destroy
15	Personnel policies – correspondence	Retain until updated or superseded, then destroy
16	Legislation – bills	Retain until updated or superseded, then destroy
17	Commissioner meeting minutes, copies	Retain for five years, then destroy
18	Scenic corridor designation and regulations	Retain until updated or superseded, then destroy
19	Legal – correspondence, settlement documentation	Retain for 15 years after final settlement, then destroy
20	Projects – plans, maps, correspondence	Retain for 5 years after project is complete, then destroy
21	Capital improvement plan	Retain 5 years after project is complete, then destroy
	·	
L		<u> </u>

Schedule No. C-954

Page 4 of 8

	(CONTINUATION SHEET)	rage 4 of 8
Item No	Description	Retention
22	Town of Berlin – annexation/resolution, enterprise zone, funds, amendments	Retain for 5 years after project is completed, then destroy
23	Vehicles – bids	Retain for life of vehicle ownership, then destroy
24	Budget	Retain 3 years, then destroy
25	Alphabetic files – agricultural land preservation program, correspondence, funding, easements, borrow pets, regulations/policies, computer assessments, review fees, FEMA, golf course information, impact fees	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
26	Board of zoning appeals	Retain originals permanently. Transfer periodically to the Maryland State Archives; retain copies for 1 year, then destroy
27	Rezoning cases	Retain originals permanently. Transfer periodically to the Maryland State Archives; retain copies until no longer needed, then destroy
28	Flood and flood plan – FEMA	Retain until updated or superseded, then destroy
)		

Schedule No. C-954

Page 5 **of** 8

	(CONTINUATION SHEET)	
Item No.	Description	Retention
29	Vehicle accident reports – report, insurance information, auto loss notice	Retain 5 years after final resolution, then destroy
30	CZM Giant information – coastal zone management state and federal	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
31	Planning – agricultural land preservation program Agricultural land preservation program – application, correspondence with state, commission, soil conservation, district and planning	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
32	Critical area – any water areas that go into the Chesapeake Bay, map, application, invoice for fees, legal correspondence with the Critical Area Commission and the County, early files included with subdivision files	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

Schedule No. C-954

Page 6 of 8

(CONTINUATION SHEET)		
Item No.	Description	Retention
33	Forestry – receipt (original), map, letter re: compliance, application, certificate of title, copy of easement, correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
34	FEMA – reports, technical information, permits issued	Retain until updated or superseded, then destroy
35	Building inspector's daily report – copies – official copy; original – inspector if they want to	Retain for 1 year, then destroy
36	Inspector file – inspector plans, copy of building and zoning permit, inspection request form, field inspection report, building inspection checklist, notes	Inspector's individual file to be combined with office file (see item # 48), after CO or zoning certificate is issued, then destroy office set of construction plans; Destroy remaining documents having no further fiscal, legal or operational value.
37	Planned unit development – public hearing, review of master plans, site plans, computation, correspondence, staff review notes	Screen annually. Destroy material having no further fiscal, legal or operational value.
38	Planning commission information – agendas, meeting notes, site plan letters	Retain for 5 years, then destroy
39	Text amendment files – applications, correspondence	Retain for 2 years after approval/denial, then destroy

Schedule No. C-954

Page 7 of 8

(CONTINUATION SHEET)	Page 7 of 8
Description	Retention
Site plans (required under section ZS 1-325) – including supporting documents	Retain finals permanently; send periodically to the Maryland State Archives. Destroy materials having no further fiscal, legal or operational value.
Amendments to water and sewer plans – application, recommendations, staff report, commission resolution	Retain until updated or superseded, then destroy
Rezoning files – public hearings, formal notice (starts clock on appeals), hearing attendance list, list of parties notified of hearing, county commission files and resolution, staff notes, planning commission findings, copy of public notice, copy of public notice ad, staff report, application, maps	Permanent. Transfer files periodically to the Maryland State Archives
Tidal and non-tidal wetlands – reference, regulations	Retain until updated or superseded, then destroy
Rental and rehabilitation files – property inspection form, certification of structural soundness, copy of photos of property, some folders may have information from the '60s	Retain 3 years after project closes, then destroy
General files – bills (legislation), county legislation, EDU charges, state growth bill, correspondence, comprehensive rezoning, signs, US 50 corridor, planning senior committees legislation	Screen annually. Destroy material having no further fiscal, legal or operational value.
Technical Review Committee – preliminary review process – all proposals should be centralized, duplicated in other areas, site plans, rolls of plans, committee member's comments on TRCs	Zoning administration – retain site plans until project completed, then destroy. Retain subdivision plans until recorded in the Circuit Court, then destroy. Screen remaining files annually and destroy materials having no further fiscal, legal or operational value.
	Description Site plans (required under section ZS 1-325) – including supporting documents Amendments to water and sewer plans – application, recommendations, staff report, commission resolution Rezoning files – public hearings, formal notice (starts clock on appeals), hearing attendance list, list of parties notified of hearing, county commission files and resolution, staff notes, planning commission findings, copy of public notice, copy of public notice ad, staff report, application, maps Tidal and non-tidal wetlands – reference, regulations Rental and rehabilitation files – property inspection form, certification of structural soundness, copy of photos of property, some folders may have information from the '60s General files – bills (legislation), county legislation, EDU charges, state growth bill, correspondence, comprehensive rezoning, signs, US 50 corridor, planning senior committees legislation Technical Review Committee – preliminary review process – all proposals should be centralized, duplicated in other areas, site

Schedule No. C-954

Page 8 of 8

	(CONTINUATION SHEET)	
Item No.	Description	Retention
47	Comprehensive re-zoning – 102 maps	Retain permanently. Transfer periodically to the Maryland State Archives.
48	Building and zoning files – permits, receipt, copy of application, site plan, construction drawing includes plan review record, certificate of use and occupancy, zoning certificate, inspection request form, as-builts, BZA application and includes site plan, public notification, adjoining property owner, affidavits, assessment office information with copy of tax map, minute form, staff report (for Board), decision/opinion to requisition, special exception letter of acceptance	Retain permits, site plans, and drawings permanently; transfer periodically to the Maryland State Archives. Screen annually material and destroy material having no further fiscal, legal or operational value.
49	Stormwater management – site plans, as-builts, stormwater management plan log, inspection request form, notice of construction completion form, permit application, receipt, letter of certification construction completion	Screen annually. Destroy material having no further fiscal, legal or operational value.
50	Permanent plans – same building multiple times, construction plans only	Retain until updated or superseded, then destroy
51	References, rules, regulations	Retain until updated or superseded, then destroy
	_	
		·
		·

NSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY Page Of	
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		
. DEPARTMENT/AGENCY	2. DIVISION	I	
Varietu County	Donelog Pour & Permitting	V	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	e well as retention and disposition purposes.	
RECORD SERIES TITLE Alcombol Bev		5. EARLIEST YEAR / LATETEST YEAR CHINENA & activia TO	
RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	e the purpose or function of the Series)	
Controlled Buy info.	10		
Renewal applications/	Re Dea	1	
	Dee	is + Health approvals	
Hearing Documento		ice Dept. Rpto.	
JAM certification (C	sursemak) Pol	ice Dept. Khur.	
	Kes	lation Reports	
Certif. of Incays.			
Ceny of freap.	•		
RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
□ Letter Size □ Microfilm	□ Alphabetical	☐ File Drawer(s)	
□ Legal Size □ Computer Tape	□ Numerical	□ Computer Tape (s)	
□ Bound Book □ Floppy Disk	N. 1.0	Other (Specify)	
Thomps dish	□ Chronological	Number	
	□ Geographical .	10. ANNUAL ACCUMULATION □ File Drawer (s)	
U Ollier (Specify)	Other (Specify) Dy Michael	☐ Microfilm Reel (s) ☐ Computer Tape(s)	
300	establishment	Other (Specify)	
		Number	
FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily		Month(a) G Vary(a)	
, and the state of	Number	Month(s) Year(s)	
CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)	
There a	U Yes		
loads Bain - Closed		. D No	
ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ None □ State □	Federal Independent	
	S State	d independent	
IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	104 - april	
describe any hardware/software)	CATA	104- april Belan 104 af	
U Yes	3) - State says	seeden 10 yag	
	PY - Comme	experation, then alstray.	
NAME AND THE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
DX Kole To		7/17/00	

חרים בנח ו ווזמייים נוחזי

Dispute on this, hut let's ing:

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

INSTRUCTIONS TABLE OF COMMITTEE CO.		
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW PRINTED INSTRUCTION SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	PageOf
1. DEPARTMENT/AGENCY	2. DIVISION	2 1007
Worrester Co.	•	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference	
4. RECORD SERIES TITLE		
Cap. 10 4	4:	5. EARLIEST YEAR / LATETEST YEAR
- Copol di	equor License	' <u>79 10</u>
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the purpose of function of the Series
		or the deflest
		•
•	•	•
7. RECORD SERIES FORMAT(S)	B. RECORD SERIES SEQUENCE	9. VOLUME
□ Leller Size □ Microfilm	U Alphabetical	□ File Orawer(s)
☐ Legal Size ☐ Computer Tape		Microfilm Reel (s)Computer Tape (s)
- Computer tage	. Numerical	Olher (Specify)
- Loppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION © File Orawer (s)
O Other (Specify)	Other (Specify)	□ Microfilm Reel (s)
1) leagles		Computer Tape(s) Other (Specify)
11		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily 🗆 Weekly 🗆 Monthly		familia) m M. ()
	Number	Aonih(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
Roads Barn	□ Yes	. D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	adami — I. I.
		ederal 🗆 Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	
U Yes U No		
19. NAME AND THE OF PREPARED	20. TELEPHONE NUMBER	21. DATE 7/13/4 1)

Birthuctone		
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
Worcester Co.		J. UNII
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition numbers
4. RECORD SERIES TITLE		
Lique Lise		5. EARLIEST YEAR / LATETEST YEAR
Lique Lise	ences	<u>)2 10/19</u>
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series Include	Altho divines at function of the Carine
	include	the purpose or function of the Series)
,		
· ·		
·	•	
	·	·
7. RECORD SERIES FORMAT(S)	B. RECORD BERIES SEQUENCE	9. VOLUME
□ Lelter Size □ Microfilm		☐ File Orawer(s)
	Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
☐ Legal Size ☐ Computer Tape	□ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Ofther (Specify)	Other (Specify)	☐ Microfilm Reel (s)☐ Computer Tape(s)
SBOX		Other (Specify)
7 307		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
🗆 Daily 🗆 Weekly 🗆 Monthly		
, and the second	Number D	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Roado Dan	□ Yes	D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No		
	None 🗆 State 🖽 🖰	Federal D Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	
U Yes U No		
19 NAME AND THE CO. ST. A.		
19. NAME AND TOLE OF PREPARED	20. TELEPHONE NUMBER	21. DATE 7/13/00

BIC I THE COLUMN AND ADDRESS OF THE COLUMN A		
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	2 (IMIT
workester County	Dondog Rome Blanning	Blaning bleshol Ber
DEFINITION - Records Series - A group of related reco		wall so retainly and disposition and
4. RECORD SERIES TITLE		
Dond File	·	5. EARLIEST YEAR / LATETEST YEAR
Mond File	•	<u>'8/</u> to
6. RECORD SERIES DESCRIPTION (Bulefly describe the lungs of	Information I and a second	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Contractor Contractor)	into mallow documents/forms found in the Beries. Include	the purpose or function of the Series)
		,
Corresp. Approvals Construction Agreements Venancial Security C		
Construction agreements	.ul	
denoted to the control of	100	
A Market Security W	rameno	
Band wel Decenter	·	
Bond wel Casp. Surety		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Teller Size □ Microfilm	Alphabetical	☐ File Drawer(s)
		□ Microfilm Reel (s) □ Computer Tape (s)
The Reserve to the second to t	G Numerical	2D Other (Specify)
Bound Book Floppy Disk	☐ Chronological	Number
Audio Tape Video Tape	□ Geographical	10. ANNUAL ACCUMULATION Defile Orawer (s)
CI Other (Specify)	Other (Specify)	□ Microfilm Reel (s)
		☐ Computer Tape(s) ☐ Other (Specify)
11. FILE IS USED	43 FUE DECOMES WASHING ASSESSED	Number
- D 3	12. FILE BECOMES INACTIVE AFTER	
Daily Deekly Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg, Floor, Room) Hice 2 D	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Compet. Plan - 1 loy	U Yes	. a No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	20 July Dellaring do 1	runty release then
U Yes U No	203 Astani 204 Gester	add.
19 NAME AND TITLE OFFICE		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE — / . — /
1 Koberto		21. DATE 7/17/00

DOS 550 / Married DOS

HISTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW		T The second
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	
Warrester Cocentry	1 . A	Planing aleshel Ba
DEFINITION - Records Series - A group of related reco		
4. RECORD SERIES TITLE	and used as a unit for felerance st	
		5. EARLIEST YEAR / LATETEST YEAR
Suldivisión Jules		<u>67 ro</u>
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the purpose of function of the Series
Could include bull is n	nd limited to:	1 1 1
application		final plat receipts
Corres staff & person	g see	receipts
. 1 .		
1 It I So TOO !	Lechnical Review Comme	llee)
May report to Flance	ig Commence]
Joelminan Glas Jagger	· ·	/
Construction Plans	approvale	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
de Letter Size Microfilm	□ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s)
□ Legal Size □ Computer Tape	to Numerical	Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	G- Chronological	Number Specify
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
U Other (Specify)	CI Other (Spority) Less La / mag	□ File Drawer (s) □ Microfilm Reel (s)
	Other (Specify) by, lat map	☐ Computer Tape(s)
mapo plato	, p	Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly		Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	Number	
office	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (II yes, specify agency or office)
,	U Yes	. O No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No	□ None □ State □ I	Federal D Independent
17 IS AN INDEX CYCLEN HOPE	l	y. Destroy material having no
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	permanently a	legal or operational value. Retain ny material that serves to
		origin, development and nts of the department. Transfer
U Yes		the MD State Archives
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	
By Velin	- · · - · · · · · · · · · · · · · · · ·	21. DATE 7/17/00
- HOVERS		

DOS SEA & IDentified ties

der de		
RESISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
1. DEPARTMENT/AGENCY Warcester Country	2. DIVISION Dewl. Bensen & Remitten	3. UNIT Enseronment
DEFINITION - Becarde Saving A service of which	. v	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Nata Lample	Jules - Rublic	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Laboration Service Swandwater appropriate Maps Plant Design as l Construction p	notice vativi Remit	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
🛘 Letter Size 🗘 Microfilm	☐ Alphabelical	□ File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Tape	□ Numerical	Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	□ · Chronological	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Olher (Specify)	☐ File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Number
🗆 Daily 🗆 Weekly 🗆 Monthly		
- Sony S Weekly S montary	Number CI N	Aonih(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Office	□ Yes	. • No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	,
O Yes O No	□ None □ State □ F	. 😅 Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	1
U Yes U No	5 y states We there items	, only De attached
19. NAME AND BUT OF PREPARTY	20. TELEPHONE NUMBER	21. DATE 7/17/00

4 Williams	T	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO ROX 275 - ISSUE MARK! AND CORD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Warcester Country	Deul, Bernew & Rumitting	Environment
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	· · · · · · · · · · · · · · · · · · ·
4. RECORD SERIES TITLE	and the residence of	5. EARLIEST YEAR / LATETEST YEAR
Water Sample Fe	De - Present	
		то
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Water samples. 34 all else - Pein.		·
all else - Pein.		
		·
··	·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Leller Size □ Microfilm	Alphabetical	□ File Orawer(s) □ Microfilm Reel (s)
🗆 Legal Size 🗆 Computer Tape	□ Numerical	Computer Tape (s) Computer Specify)
□ Bound Book □ Floppy Disk	Chronological	Number
O Audio Tape O Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microlilm Reel (s)
		Computer Tape(s)
		Olher (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Number
	12. FILE DECUMES INACTIVE AFTER	
Daily D Weekly D Monthly	Number D	Aonth(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes. specify agency or office)
Office	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No		ederal 🖰 Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
D. V	Betain water samples of	ve 34 after last actual
O Yes O No	at taken for a particular	medation,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	on 34 after last actual survivale. A transfer paradesiles 21. DATE DE The models 7/17/00
150 Koberto	HOME HOMBEN	7/17/ou archine
		1//1100

		· ·
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY Workester County	Deux. Beriew & Peintling	3. UNIT - Enveronment
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference a	well as relation and disposition and
4. RECORD SERIES TITLE		
Beference V.	nalenals	5. EARLIEST YEAR / LATETEST YEAR 172 TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Includ	e the purpose or function of the Series)
		!
	·	
	•	İ
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	I
4 / 11 21		9. VOLUME G File Drawer(s)
- A	□ Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
□ Legal Size □ Computer Tape	□ Numerical	7 D Other (Specify)
Bound Book Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
O Other (Specify)	Other (Specify)	□ Microfilm Reel (s)
		Computer Tape(s) Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		
O Daily O Weekly O Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Office	Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes U No		Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION further fis	nually. Destroy material having no cal, legal or operational value. Retain
describe any hardware/software)	permanen	tly any material that serves to
O Yes O No	accomplis	the origin, development and shments of the department. Transfer
	periodica	lly to the MD State Archives
19. NAME AND TOLE OF PREPARTER	20. TELEPHONE NUMBER	21. DATE
		7/17/20

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW	DEPARTMENT OF STATE	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (OGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
2000 (003 3301)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
	TO BOX 275 SESSOF, MARTEAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Worsester Country	Deud Review & Remitting	& was a ment
DEFINITION Bosondo Codo A	I	Civil
DEFINITION - Records Series - A group of related reco		well as retention and disposition purposes.
1. RECORD SERIES TITLE Rainfall		5. EARLIEST YEAR / LATETEST YEAR
Kainfall	Hara	<u>'78 ro</u>
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
		_
		•
	•	
·		
7. RECORD SERIES FORMAT(S)	B. BECORD SERVED SERVED	
	8. RECORD SERIES SEQUENCE	9. VOLUME G File Orawer(s)
C Letter Size	□ Alphabelical	☐ Microfilm Reel (s)☐ Computer Tape (s)
□ Legal Size □ Computer Tape	CL-Numerical	Other (Specify)
☐ Bound Book ☐ Floppy Disk	□ Chronological	Number
O Audio Tape D Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
·		□ File Drawer (s)
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s)☐ Computer Tape(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly		Month/o) — Voca/o)
	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERI	E7 (If yes, specify agency or office)
	□ Yes	□ No
		. U NO
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ Slate □ I	Federal Independent
	Screen annually.	Destroy material having no
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	further fiscal, leg 18. RECOMMENDED RETENTIL permanently any	al or operational value Datain
describe any hardware/software)	document the ori	gin, development and
□ Yes □ No	accomplishments	of the department. Transfer e MD State Archives
	periodicary to the	State Archives
19. NAME AND THE OF PREPARER ROberts	20. TELEPHONE NUMBER	21. DATE
DT Koberto		$1 \rightarrow 1/2/2$
		1111100

DISTRUCTIONS THUS OF PRINT A COLUMN		
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	PageOr
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Warcester County	Davelog Review + Permetter	
DEFINITION - Records Series - A group of related reco		
4. RECORD SERIES TITLE ,		5. EARLIEST YEAR / LATETEST YEAR
Inderedual 1	reporter Files	1605 TO
370	•	
See of weather the types of while in the specific wilder of the specific permission of the plans correspondence seed to the specific speci	Information/documents/forms found in the Series. Include	the purpose or function of the Series;
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
G Letter Size Microfilm		☐ File Drawer(s)
□ Legal Size □ Computer Tape	O Alphabetical	□ Microfilm Reel (s) □ Computer Tape (s)
- Company tops	O Numerical	Other (Specify)
a Aud t	Chronological	Number
O Audio Tape O Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION ☐ File Orawer (s)
Officer (Specify)	map + paice	Microfilm Reel (s) Computer Tape(s)
	map + paid	Olher (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	!
Daily Deekly Monthly	Number CI	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
	🗆 Yes	· O No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
☐ Yes ☐ No	□ None □ State □ F	ederal 🗆 Independent
	Screen annually.	Destroy material having no
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTI permanently any indocument the original	naterial that serves to
U Yes O No	accomplishing	of the department. Transfer MD State Archives
19. NAME AND LIVLE OF PEPEPERER	20. TELEPHONE NUMBER	21. DATE 7/17/00

INCO 556 4 Houseast Con-

NO.		
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3 UNIT
Warcester Country	Pavelop Rance + Pamiller	3. UNIT
DEFINITION - Records Series - A group of related reco		
4. RECORD SERIES TITLE		
Para to Due	J Cross Reference	5. EARLIEST YEAR / LATETEST YEAR
- Troplety Owener	o compense	to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
A .		ŕ
Cand fele		·
		·
	·	
•		
7. RECORD SERIES FORMAT(S)	B. RECORD SERIES SEQUENCE	9. VOLUME O File Drawer(s)
□ Letter Size □ Microfilm	Alphabetical	□ Microfilm Reel (s)
☐ Legal Size ☐ Computer Tape	□ Numerical	Computer Tape (s)
□ Bound Book □ Floppy Disk	□ Chronological	9Carl deause Number
☐ Audio Tape ☐ ¼ideo Tape	☐ Geographical	10. ANNUAL ACCUMULATION
U Other (Specify) Card files	Other (Specify)	□ File Orawer (s) □ Microfilm Reel (s)
	- omer (operaty)	□ Computer Tape(s)
· ·		Other (Specify)
11. FILE IS USED	40 50 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Number
- 0.4	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
	□ Yes	D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	•
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
17 IS AN IMPEY SYSTEM HERDA AV		
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	1 , , +-
U Yes	stintel updated or	superce ded, then
		destroy.
19. NAME OF THE BE PROPARED	20. TELEPHONE NUMBER	21. DATE
- Poverso		7/17/40

DODE SEA & HOMINAND FIRST

MCIPHERMA		
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENTIAGENCY	2. DIVISION	
worrester Country	~	3. UNIT
	Dovelog Louce + Puntlery	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	·	5. EARLIEST YEAR / LATETEST YEAR
Well Logo	·	
A DECOMP CONTRACTOR		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		the purpose or function of the Series)
Ocean City 3 files - by		·
a Jin Jan	de Al	
3 pes - vg	alpane	
	•	
••		
		·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	A VOLUME
4 1/2 2	e. RECORD BERIES SEQUENCE	9. VOLUME □ File Drawer(s)
⊕∕celler Size □ Microfilm	☐ Alphabetical	□ Microfilm Reel (s) □ Computer Tape (s)
□ Legal Size □ Computer Tape	□ Numerical	Olher (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
1) Other (Specify) Blaze files	Other (Specify)	File Orawer (s) Microfilm Reel (s)
<i>v</i> — <i>/</i>		☐ Computer Tape(s)
		Olher (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		donth(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Room)	Number	
(Sincern Education(3) (Bidg., Piddi, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
	U Yes	. D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	The state of the s
□ Yes □ No	□ None □ Slate □ F	ederal 🗆 Independent
	- None State	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	Belain for 104, The	n Olcobray.
U Yes DNo	/	•
10 Mars 11 1 1 2		· · · · · · · · · · · · · · · · · · ·
19. NAME AND THE OF PREPARED	20. TELEPHONE NUMBER	21. DATE
		7/17/00

DOP SEA & IDENTAL HAS

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCIEDULE (DOS 850-1)	RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
·	7273 WAJERLOO ROAD P.O. BOX 273 - JEESUP, MARYLAND 20794	Page Or
. DEPARTMENTIAGENCY	2. DIVISION	1 UNIT
Wasester County	Owely Rome Permittens	Durector
DEFINITION - Records Series - A group of related rec	ords normally filed and used as a unit for reference	SO Well 12 rejention and disposition and
RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Manuals	·	70'5 10 Current
RECORD SERIES DESCRIPTION (Briefly describe the types o	f information/documents/forms found in the Series. Inch.	de the curpose or function of the Garage
Warious: Besolutions		and purpose of identificity of the Salies)
Pura mi 7	20	•
Comm. meg. 7. Standards	Hauts	
Dandards		•
Codea		
Joning		
Jovans		
	• •	
RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME
O Letter Size O Microfilm	. d Alphabetical	G File Drawer(s) G Microfilm Reel (s)
Computer Tape	U Numerical	C Computer Tape (s) C Other (Specify)
© Bound Book © Floppy Disk	☐ Chronological	Number
O Audio Tape O Other (Specify) 3 ring linders	☐ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify) 3 sing linders	C) Other (Specify)	G File Orawer (s) G Microfilm Reel (s)
	(4,62.)	□ Computer Tape(s)
(30)		Other (Specify)
FILE IS USED	49 FILE MEGALET	Number
	12. FILE BECOMES INACTIVE AFTER	
O Dasty O Weekly O Monthly	Number 0	Mornh(s) U Year(s)
CURRENT LOCATION(S) (Bidg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If you appoin a second of the second of
Els Office		
00	· Yes	a No
. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
Cl Yes Cl No	D None D State D	Federal G Independent
. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	•
	Reta	in until updated or
Tes O No	supe	rceded, then destroy
. HAME AND NEEDS PREFARENCE	20 TEL EQUALS WILLIAM	
	20. TELEPHONE NUMBER	21. DATE 7/21/00

PISTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	· · · · · · · · · · · · · · · · · · ·	
Wescerter County	2 DIVISION Daulag Raun + Persetter	2 UNIT
DEFINITION - Records Series - A group of related rec	ords normally filed and mad as a wall to a series	7
4. RECORD SERIES TITLE	and the cond of a dark toy leteranee a	
Woicester Co Dia	enaga.	5. EARLIEST YEAR / LATETEST YEAR <u>\$2</u> TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types o	f information/documents/forms found in the Series Inches	the success of the self-
A	indicate the second state of the second state	e me purpose of function of the Sanes)
Study Plan		•
Plan		
Carlin		
Onas		
Belling		
Gres. Deant Info.		
Grand Info.	•	
,		
. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	
O Letter Size O Microfilm		9. YOLUME O File Drawer(s)
- A	C Alphabetical	☐ Microfilm Reel (s) ☐ Computer Face (s)
□ Legal Size □ Computer Tape	G Numerical	Computer (abe (5)
D Bound Book D Floppy Disk	C Chronological	Number
CI Audio Tape CI Video Tape	© Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	Other (Specify)	☐ File Orawer (s) ☐ Microfilm Reel (s)
•	(4,62)	Computer Tape(s)
		Other (Specify)
1. FILE IS USED		Number
	12, FILE BECOMES INACTIVE AFTER	
O Daily O Weekly O Monthly	Number	Month(s) G Year(s)
3. CURRENT LOCATION(S) (Bidg. Floor, Room)		
Els Office	14. IS RECORD SERIES DUPLICATED ELSEWHERE	?? (If yes, specify agency or office)
ese office	· Yes	a No
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	Screen ann.
12 Yes 12 No	S Non-	Permarential legal Destra
- 110	D None to State to D	accomplish on mater peralish
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	Screen annually. Destroy material having no document the origin, development and serves to the MD State Archives
describe any hardware/software)	1 4 10 1	O State Physical and
D Yes D No	Funal Implementa.	Archives Transfer
		- '-
19. NAME AND MARGE PREBARGE	20. TELEPHONE NUMBER	21. DATE
	ĺ	7/21/10

MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCIEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JEESLIP, MARYLAND 20794	Page Of
L DEPARTMENT/AGENCY	2. DIVISION	1. UNIT
Wolcester Country	Duelop. Run Permitting	Derector
DEFINITION - Records Series - A group of related rec	ords normally filed and used as a unit for reference	
r vecoup series litte	·	
Peisanel Files		5. EARLIEST YEAR / LATETEST YEAR
L. RECORD SERIES DESCRIPTION (Briefly describe the types o	included in the Beries, Includ	e the purpose or function of the Senes)
RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME
Celler Size C Microlam	. I Alphabetical	G File Drawer(s) G Microfilm Reel (s)
□ Legal Size □ Computer Tape	□ Numerical	Computer Table (s) Cili Cilifer (Specify)
D Bound Book C Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
D Other (Specify)		O File Orawer (s)
	Other (Specify)	Microfilm Reel (s) Computer Tape(s)
		Other (Specify)
		Number
. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
C Daily C Weekly C Monthly		Month(s)
CURRENT LOCATION TO THE	Number	
L CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
Els Office	O Yes	. a No
i. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)		
	16. AUDIT REQUIREMENTS	
U Yes D No	D None D State D F	ederal O Independent
. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Betain Copies until emy transfer file immediates	Dayee Terminates Then
NAME AND THE OF PREPARENCE	20. TELEPHONE NUMBER	21. DATE 7/2/100

PIST BUCINOUS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCIEDULE (DGS 850-1)	RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JEBSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. Division	
Worrester Country	Davelog Power of Demote	Quecton
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference	so well to reland on and discouling purposes
4. RECORD SERIES TITLE		S. EARLIEST YEAR / LATETEST YEAR
Job Descuption	i,	10
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	I tricemental description of the second seco	
	and the Series, Inci	ude the purpose or function of the Senes)
		•
	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	
U Letter Size U Microfilm		9. YOLUME OF File Orawer(s)
U Legal Size U Computer Tape	O Alphabelical	© Microfilm Reel (s) © Computer Tape (s)
D Bound Book D Floppy Disk	O Numerical	Cither (Specify)
O Audio Tape O Video Tape	Chronological	Number
O Other (Specify)	□ Geographical	10. ANNUAL ACCUMULATION O File Drawer (s)
	Other (Specify)	. Microfilm Reel (s) Computer Tape(s)
		Other (Specify)
11. FILE IS USED		Number
	12. FILE BECOMES INACTIVE AFTER	
C Daily C Weekly C Monthly	Number	Month(s) C Year(s)
12. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHE	RE7 (If yes, specify agency or office)
ElsOffee	C Yes	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No	13 None 13 State 13	Federal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
□ Yes □ No	Retai super	n until updated or reeded, then destroy
19. HAME AND OF REPARENTS	20. TELEPHONE NUMBER	21. DATE 7/21/00

PISTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW	l nemonate in the second	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JERSUP, MARYLAND 20794	Page Cr
1. DEPARTMENTIAGENCY	2. DIVISION	
Warrester Cocentry	Davelon Round Prinetten	
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference at	well to retarden and disposition amount
	•	5. EARLIEST YEAR / LATETEST YEAR
Personal Poli	cis.	184 TO
& RECORD SERIES DESCRIPTION ()		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	f information/documents/forms found in the Series. Include	the purpose or function of the Senes)
Corres.		
Carons	•	•
		•
		·
•	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
O Leller Size O Microllin	O Alphabetical	□ File Orawer(s)
. ' U Legal Size U Computer Tape	. O Numerical	U Microfilm Reel (s) U Computer Tabe (s) U Other (Specify)
ta Bound Book ta Floppy Disk	□ Chronological	Number
O Audio Tape O Video Tape	CI Geographical	
O Other (Specify)	•	10. ANNUAL ACCUMULATION G File Diswer (s)
(4,664)/	Other (Specify)	. Microfilm Reel (s) Computer Tape(s)
		Olher (Specify)
	•	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
C) Daity C) Weekly C) Monthly		fonth(s) C Year(s)
	Number	fonth(s) a Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
Els Office	O Yes	
15 ACCEC DESTRICTION OF	•	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No	C None C State C F	ederal 🗅 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/sollware)	Retain unt	il updated or
O Yes O No	Until Modal superceded	I, then destroy
19. NAME AND TIPLE OF BREFARER TO VELLE	20. TELEPHONE NUMBER	21. DATE 7/01/00

MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORDS SERVES. FORMARD WITH RECORDS	DEPARTMENT OF GENERAL SERVICES	
REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCIEDULE (DOS 530-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
4 PPD4 Destruction of the second	P.O. BOX 275 - JERSUP, WARTLAND 20794	Page Of
1. DEPARIMENT/AGENCY	2. DIVISION	1. UNIT
Worcester County	Doucloy. Rour & Permitten	Dureston
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
C RECORD SERVES THEE		5. EARLIEST YEAR / LATETEST YEAR
Legislation	•	<u>192</u> ro
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series, Include	the purpose or function of the Same
Bills, jutes of creats	_	· · · · · · · · · · · · · · · · · · ·
\win		
Der Sport for		. •
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Cletter Size Cl Microfilm	C Alphabetical	□ File Drawer(s)
. ' O' Legal Size O' Computer l'ape	Numerical	☐ Microfilm Real (s) ☐ Computer Table (s) ☐ Other (Specify)
© Bound Book © Floppy Disk	Chronological	Number
O Audio Tape D Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	• _	G File Orawer (s)
	Other (Specify)	. Microfilm Reel (s) G Computer Tape(s)
		Olher (Specify)
11. FILE IS USED		Number
	12. FILE BECOMES INACTIVE AFTER	
C Daity C Weekly C Monthly		lorah(s) U Year(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Room)	Number	
Els Office	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
er office	O Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No		ederal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	Retain un	til updated or
0 Yes 0 No	supercede	d, then destroy
19. NAME AND LINE OF PROPERTY		
or franchistation of	20. TELEPHONE NUMBER	21. DATE 7/01/00

PISTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCIEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
,	7279 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	
Worcester Country	Develop Person & Persontlera	2 UNIT Derector
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference a	e well as retention and disposition surnesse.
Commissioner Y	Mig. Memites, copies	5. EARLIEST YEAR / LATETEST YEAR 96 TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	f information/documents/forms found in the Series. Includ	e the purpose or function of the Senesi
		•
7. RECORD SERIES FORMAT(S)		
	S. RECORD SERIES SEQUENCE	9. YOLUME
Griteller Size O Microfilm	. ^{CI} Alphabetical	 File Drawer(s) Microfilm Reel (s)
CI Legal Size CI Computer Tape	□ Numerical	/3 D © Other (Specify)
CI Gound Book CI Floppy Disk	® Chronological	Number
O Audio Tape D Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	C) Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s) □ Computer Tape(s) □ Other (Specify)
11. FILE IS USED		Number
C Daity C Weekly C Monthly	12. FILE BECOMES INACTIVE AFTER Number	donih(s) a Year(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Room)		
Els Office	14. IS RECORD SERIES DUPLICATED ELSEWHERE CI Yes	U No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No	9 Nove	ederal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	<u></u>
O Yes O No	Betain 51, then des	erog.
19. NAME AND THE PREPARE PREPARE	20. TELEPHONE NUMBER	21. DATE 7/01/20

MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW		
REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JERSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	
Worcester County	Develop. Howev formating	1 Unit Deractor
DEFINITION - Records Series - A group of related reco		
- veacup acinca lite		
Scenic Courda	a Classica Time Y	5. EARLIEST YEAR / LATETEST YEAR
Scene War	Red A. T.	
4. RECORD SERIES DESCRIPTION (Briefly describe the types of	(Information/designation	
	including the series. Including the series.	e the purpose or function of the Senes)
		•
		•
•		
	• *	
		,
. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
O Letter Size O Microfilm	□ Alphabetical	© File Drawer(s)
U Legal Size U Computer Tape		© Microfilm Reel (s) © Computer Tabe (s)
	C Numerical	Cither (Specify)
CI Bound Book CI Floppy Disk	Chronological	Number
.CI Audio Tape CI Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	Other (Specify)	O File Orawer (s) O Microfilm Rect (s)
	- Cinci (opecar))	☐ Computer Tape(s)
		Other (Specify)
		Number
1. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
O Daily O Weekly O Monthly		fonth(s)
3 4110000	Number	
1. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
Els Office	O Yes	O No
5. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
9 V		
•	CI None CI State CI F	ederal O Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	- nin until undstad av
U Yes U No	until updated - sup	ain until updated or erceded, then destroy
19. NAME AND PRESE PREPARENTE	20. TELEPHONE NUMBER	21. DATE 7/2//00

PISTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW	DEPARTMENT OF COMMENT	1
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCIEDULE (DGS 850-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JERSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY	2. Division	2. URIT
Worcestel County	Develop Racco + Permitten	Duestie
DEFINITION - Records Series - A group of related reco	ords normally filed and used so a unit for reference at	well as retention and disposition success
T RECORD SERIES TITLE	•	5. EARLIEST YEAR / LATETEST YEAR
Legal	•	
· · · · · · · · · · · · · · · · · · ·		to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the purpose or function of the Sarres)
Corres. Dettlement Documentation		•
the HOLL		
Sellement Documentation		·
·		
•	·	
7. RECORD SERIES FORMAT(S)		
O Leiler Size O Microfilm	8. RECORD SERIES SEQUENCE	9. YOLUME O File Drawer(s)
M. Lorest Clare	© Alphabetical	Microfilm Reel (s) Computer Tape (s)
- Compute laye	O Numerical	Cither (Specify)
- Coppy Clar	Chronological	Number .
C) Audio Tape C) Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION O File Diswer (s)
O Other (Specify)	Other (Specify)	☐ Microfilm Reel (s)
•		Computer Tape(s) Other (Specify)
	·	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
O Daily O Weekly O Monthly		fonth(s)
12 gunaana haaraa	Number	160(3)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
Eds Office	C Yes	. a No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
G Yes	- Nove	
	D None D State D F	ederal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	h .
describe any hardware/sollware)	Betain for 154 after then dealroy.	funal settle mont.
O Yes O No	the Noolson.	<i>)</i>
19. NAME AID HAVE OF PREPARER	•	
12 Koberto	20. TELEPHONE NUMBER	21. DATE 7/01/00

PIST BUCKFORMS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	PageOf
1. DEPARIMENTIAGENCY Warrester Country	2. DIVISION Davelon Laur Permetten	2 UNIT Duestin
DEFINITION - Records Series - A group of related rec	•	
4. VECOKO ZEMEZ IIITE	, and the control of	
Projects		5. EARLIEST YEAR / LATETEST YEAR
d Process and the second		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Maps Maps Gres	Information/documents/forms found in the Series. Include	e the purpose or function of the Senes) .
	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
ダ Letter Size は Microfilm	. D Alphabetical	© File Orawer(s) © Microfilm Reel (s)
to Legal Size to Computer Tape	O Numerical	Computer Tape (s) Cliffer (Specify)
C Bound Book C Floppy Disk	C Chronological	Number
CI Audio Tape CI Video Tape	© Geographical	10. ANNUAL ACCUMULATION
C Other (Specify)	Cl Other (Specify)	O File Orawer (s) O Microllim Reel (s) O Computer Tape(s) O Olher (Specify)
	·	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
C Dai ly D Weekly D Monthly	Number	donth(s) CI Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify anency or office)
Eds Office	O Yes	O No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No		ederal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) O Yes O No	18. RECOMMENDED RETENTION Pretariety after Project (Completion, then desting.
19. NAME AND THE OF PROFERENCE	20. TELEPHONE HUMBER	21. DATE 7/0//00

PISTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCIEDULE (DOS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
	THE SAME DISTRIBUTION OF THE SAME PARTY AND PROPERTY OF THE PARTY AND PROPERTY OF THE PARTY AND PARTY AND PROPERTY OF THE PARTY AND P	Page or
1. DEPARTMENTIAGENCY	2. Division	
Worcester County	Develox Review + Permitter	2 UNIT Ocración
DEFINITION - Records Series - A group of related reco	rds normally filed and need as a mail for office.	
4. RECORD SERIES TITLE	The same same same say reserves as	
Capital Impro		5. EARLIEST YEAR / LATETEST YEARTO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the numers or function of the flavor
		•
•	•	
7. RECORD SERIES FORMAT(S)		
	8. RECORD SERIES SEQUENCE	9. VOLUME
O Letter Size O Microtim	. Alphabetical	 File Orawer(s) Microfilm Reel (s)
CI Legal Size Computer Tape	□ Numerical	Computer face (s) Cither (Specify)
CI Bound Book CI Floppy Disk	☐ Chronological	Number
O Audio Tape O Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	•	□ File Orawer (s)
(4)	Other (Specify)	Microtim Reel (s)
•		C Computer Tape(s) C Other (Specify)
	·	Number
11. FILE IS USED	12 FILE RECOMES IN ACTUAL ACTOR	Number
O Daity O Weekly O Morthly	12. FILE BECOMES INACTIVE AFTER	
The mounty	Number 0 M	onth(s) D Year(s)
11. CURRENT LOCATION(S) (Bidg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
Els Office	O Yes	u No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No	D. Name	ederal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	-
O Yes O' No	Belansy after project C	empletion, then destroy.
19. HAME MODELE OF THE PARENTE	20. TELEPHONE NUMBER	21. DATE 7/21/00

MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW	DEPARTMENT OF GENERAL SERVICES	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCIEDULE (DGS 530-1)	RECORDS MANAGEMENT DIVISION 7273 WATERLOG ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JEBSUP, WARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	1. URIT
nacester Country	Duelon Raw + Planning	Durecton
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference as	well as retention and disposition nurmease.
T RECORD SCIES IIIE	•	5. EARLIEST YEAR / LATETEST YEAR
Trunof Belin		то
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the curross or function of the course
annepation Bosoluturi Enterprise Jone		Pulpose of function of the Sanes)
Enterprise zone		
Junds Amendments		•
· Amendments		
	• •	
7. RECORD SERIES FORMAT(S)	S. RECORD SERIES SEQUENCE	9. YOLUME
O Letter Size O Microfilm	C Alphabetical	□ File Drawer(s) □ Microfilm Reel (s)
ti Legal Size ti Computer Tape	□ Numerical	Computer Table (s) Cither (Specify)
CI Bound Book CI Floppy Disk	C Chronological	Number
CI Audio Tape CI Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	Other (Specify)	O File Orawer (s) O Microlim Reel (s)
		Computer Tape(s) Cliver (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Nullice
O Daily O Weekly O Monthly	O M	orah(s) a Year(s)
12 CURRENT A CANADA	Number	Garda)
12. CURRENT LOCATION(S) (Bidg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
Els Office	· Yes	D No
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
G Yes	D None D State D Fe	ederal C Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
O Yes O No	Balani 54 apter project	Completion, then destry.
19. HAME AND WILE OF PREPARENCE	20. TELEPHONE HUMBER	21. DATE 7/2/100

PIST FUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCIEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Cr
1. DEPARTMENTIAGENCY Wascestee County DEFINITION - Records Series - A group of related records	2. DIVISION Develop Seven Servitting	2 UNIT Duestin
4. RECORD SERIES TITLE	ords normally filed and used as a unit for reference a	
Veliscles	•	5. EARLIEST YEAR / LATETEST YEARTO
E. RECORD SERIES DESCRIPTION (Briefly describe the types		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	s anormation/documents/forms found in the Series. Include	the purpose or function of the Sanes)
		•
		. •
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
C Letter Size C Microlim	☐ Alphabetical	© File Drawer(s) © Microfilm Reel (s)
. U Legal Size U Computer Tape	O Numerical	Computer face (s) Colher (Specify)
CI Bound Book CI Floppy Disk	© Chronological	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	© File Orawer (s) © Microtilim Reel (s) © Computer Tape(s) © Other (Specify)
11. FILE IS USED		Number
C Daily C Weekly C Monthly	12. FILE BECOMES INACTIVE AFTER Number	lonih(s) G Year(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 Of yes, specify agency or office)
Els Office	T Yes	. O No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No		ederal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	1 a ++
0 Yes 0 No	Belain Life Vehicle Dunes	on, Men Alshay.
19. HAME TITLE OF THE PRESENTED	20. TELEPHONE NUMBER	21. DATE 7/21/00

PIST FUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 536-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JEESUP, WARYLAND 20794	Page C/
1. DEPARTMENT/AGENCY	2. Division	1. Utar A
Worcester County	Pavelog Race & Planters	Derector '
DEFINITION - Records Series - A group of related rec	ords normally filed and used so a unit for reference a	well as relention and disposition arresses
		5. EARLIEST YEAR / LATETEST YEAR
Bud get	•	to
E. RECORD SERIES DESCRIPTION (Briefly describe the types	d Indomestical de comité de la comité destructions de la comité destruction de la comité destruction de la comité des la comité de la comité de la comité destruction de la comité destruction de la comité destruction destruction des la comité destruction de la comité de la comité de la comité destruction de la comité	
L. RECORD SERIES DESCRIPTION (Briefly describe the types of	a macrimistrative cuments/forms found in the Series. Include	the purpose or function of the Senest
	•	
		·
•		
	·	
	·	•
RECORD SERIES FORMAT(S)	S. RECORD SERIES SEQUENCE	9. YOLUME
O Letter Size O Microfilm	☐ Alphabetical	G File Drawer(s)
D Legal Size C Computer Tape	O Numerical	Microfilm Reel (s) Computer Tape (s) Other (Specify)
CI Bound Book CI Floppy Disk	C) Chronological	Number
CI Audio Tape CI Video Tape	□ Geographicat	10. ANNUAL ACCUMULATION
CI Other (Specify)	•	☐ File Drawer (s)
	Other (Specify)	☐ Microfilm Reel (s)☐ Computer Tape(s)☐
		Olher (Specify)
		Number
. FILE IS USED	12, FILE BECOMES INACTIVE AFTER	
C Daily C Weekly C Monthly		fonth(s) Q Year(s)
	Number	fonih(s)
CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
Els Office	O Yes	
. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	18. AUDIT REQUIREMENTS	
O Yes O No		ederal O Independent
. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain 3 v	ears, then destroy
·	·	cars, then destroy
O Yes O No	7	
NAMEDAND TITLE OF PREDADED		
NAME AND TITLE OF PREPARED	20. TELEPHONE HUMBER	21. DATE 7/2//20

MSTRUCTIONS - TYPE ON BOOMS A COMMENT	1/2	1:10 -3:15-
PISTRUCTIONS — TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCIEDULE (DGS 530-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JEESUP, WARYLAND 20794	Page or
1. DEPARTMENT/AGENCY	2. DIVISION	1 UNIT
Worcester Country	Dovelog Ramo Permitte	7 Development surrew 4
DEFINITION - Records Series - A group of related reco	ords normally filed and used so a unit for reference :	well as retention and disposition surrection
		5. EARLIEST YEAR / LATETEST YEAR
alphebetic	•	₫0°5 то
E. RECORD SERIES DESCRIPTION (Briefly describe the types of	Intermetical decrease forms to the transfer of	
agricultural Land Preserva	at. Knogram Bensew 7	ees
Borrow Pito -	Sements FEMA July Cour Impact	re Info.
Regulations / Policies	Impact	Trees.
Seguentions 100	•	
Computer assessments		
	· ·	
7. RECORD SERIES FORMAT(S)	S. RECORD SERIES SEQUENCE	A VOLUME
U Letter Size U Microtam	_ ,,	9. YOLUME G File Orawer(s)
	C Alphabetical	☐ Microfilm Reel (s) ☐ Computer Table (s)
- Campad laye	Numerical	5 D Cither (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographicat	10. ANNUAL ACCUMULATION
O Other (Specify)	D Other (Specify)	O File Orawer (s) O Microfilm Reel (s)
		☐ Computer Tape(s) ☐ Other (Specify)
	·	
11. FILE IS USED	12 Ell E BECOMPS IN ASSIS	Number
O Daily O Weekly O Moulths	12. FILE BECOMES INACTIVE AFTER	
O Daily O Weekly O Monthly	Number	Month(s) a Year(s)
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERI	27 Of you consider a second
Ed's Office		
/	C Yes	□ No
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	18. AUDIT REQUIREMENTS	
O Yes O No		Federal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION Screen	n annually. Destroy material having no r fiscal, legal or operational value. Retain
oescroe any hardware/so(hware)	nerma	mently any material that serves to
0 Yes 0 No	accondition accom	nent the origin, development and a plishments of the department. Transfer bically to the MD State Archives
19. NAME AND THE OF REPEACE TO	20. TELEPHONE NUMBER	21. DATE 7/21/00

PISTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
SCIEDULE (DOS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JEESUP, MARYLAND 20794	Page Or	
1. DEPARTMENT/AGENCY	2. DIVISION		
worker County	Develop Run Hermitter	2 UNIT Direction	
DEFINITION - Records Series - A group of related rec		Well to retard on and discours	
T VEGOUR SELIES HILE			
Doard of Zaning ag	peak	5. EARLIEST YEAR / LATETEST YEAR	
& RECORD SERIES DESCRIPTION (P.J.O.			
6. RECORD SERIES DESCRIPTION (Briefly describe the lypes of	f information/documents/forms found in the Series. Includ	the purpose or function of the Saries)	
		•	
		•	
·			
•	•		
		· ·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME	
C Letter Size C Microfilm	© Alphabetical	O File Drawer(s)	
. U Legal Size U Computer Tape	O Numerical	☐ Microfilm Real (s) ☐ Computer Tape (s) ☐ Other (Specify)	
© Bound Book © Floppy Disk	© Chronological	Number	
O Audio Tape O Video Tape	© Geographical	10. ANNUAL ACCUMULATION	
O Other (Specify)	Cliher (Specify)	□ File Drawer (s) □ Microfilm Reel (s)	
•		Computer Tape(s)	
		Other (Specify)	
11. FILE IS USED		Number	
·-	12. FILE BECOMES INACTIVE AFTER		
O Daily O Weekly O Monthly		flornih(s) 🗆 Year(s)	
13. CURRENT LOCATION(S) (Bldg. Floor, Room)	Number		
Eds Office	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)	
Eas Office	O Yes	□ No	
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
	·		
U Yes D No	D None D State D F	ederai C Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION D		
describe any hardware/sollware)	Transler Recioners as The	manal plemanently.	
O YesO No	18. RECOMMENDED RETENTION Relain (Transfer Reinderales to the Betan Capies (), then destry,	with allall, washing.	
19 Mary Color To			
19. NAME AND TITLE OF HEADERS OF	20. TELEPHONE NUMBER	21. DATE 7/21/00	

PISTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCIEDULE (DGS 530-1)	RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENTIAGENCY	2. Division	2. UNIT
Worrester County	Dovelog Bour Permitte	47
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference a	s well as retention and disposition nursesse.
1000000		S. EARLIEST YEAR / LATETEST YEAR
Regoning C	<u> </u>	то
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	f information/documents/forms found in the Beries. Includ	e the purpose or function of the Senes)
	with the started to t	
7. RECORD SERIES FORMAT(S)	2 DECORD STREET	
O Letter Size O Microlim	8. RECORD SERIES SEQUENCE	9. VOLUME THE Drawer(s)
D Legal Size D Computer Tape	O Alphabetical	Microfilm Reel (s) Computer Face (s)
G Bound Book G Floppy Disk	O Numerical	C) Other (Specify)
C: Audio Tape C: Video Tape	© Chronological	Number
C Office (Specify)	G Geographical	10. ANNUAL ACCUMULATION D File Dizwer (5)
· · · · · · · · · · · · · · · · · · ·	O Other (Specify)	Microfilm Reel (s) Computer Tape(s)
	·	Other (Specify)
11. FILE IS USED	44 511 7 1100	Number
O Date	12. FILE BECOMES INACTIVE AFTER	
G Daily G Weekly G Monthly	Number	Honib(s) CI Year(s)
11. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Els Office	C Yes	. 30
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No	C None C State C F	ederal a Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/sollware)	18. RECOMMENDED RETENTION Belass	Vergenals Plem V
U Yes U No	18. AUDIT REQUIREMENTS 18. RECOMMENDED RETENTION Belasan Belasan Coppies until then Alestry, 20. TELEPHONE NUMBER	no longer needed,
19. NAME ALD WE OF PHOLIPSE TO	20. TELEPHONE NUMBER	21. DATE 7/2//aw

PISTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW	DEPARTMENT OF GENERAL SERVICES	1
REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCIEDULE (DOS 850-I)	RECORDS MANAGEMENT DIVISION 7275 WATERLOG ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JEBSUP, MARYLAND 20794	Page
1. DEPARTMENT/AGENCY	2. DIVISION	1. URIT
Worcester Carenty	Dovelop Race Parmettery	Derector
DEFINITION - Records Series - A group of related reco	rds normally filed and used so a unit for reference as	well as retenden and disposition purposes.
flood and	Fluoplain .	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Sanes)
FEMA		•
•		
	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
d Letter Size Microfilm	☐ Alphabetical	O File Drawer(s)
. U Legai Size U Computer Tape	D Numerical	□ Microfilm Reel (s) □ Computer Tape (s)
ti Bound Book ti Floppy Disk	C Chronological	73D Other (Specify)
O Audio Tape O Video Tape	© Geographical	Number 10. ANNUAL ACCUMULATION
O Other (Specify)	• .	G File Drawer (s)
	Other (Specify)	Microfilm Reel (s) Computer Tape(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
C) Daily C) Weekly C) Monthly	O h	lonih(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	Number	
E Dan Ilia	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
assique	C Yes	. a No
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No	D None D State D F	ederal G Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain unt	il updated or
□ Yes □ No	superceded	I, then destroy
19. HAME AND TOP OF PREPARENTS	20. TELEPHONE NUMBER	21. DATE 7/01/(w)

PISTIFUCIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES	
SCIEDULE (DOS 550-1)	RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JEESUP, MARYLAND 20794	Page Cr
1. DEPARTMENTIAGENCY	2. DIVISION	1 UNIT \
Warrester Country	Develop Rener Permetters	Durection
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference as	well as retantion and disposition purposes.
	•	S. EARLIEST YEAR / LATETEST YEAR
Wehicle acaden	A Reb	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Senes;
Seport Drsm. Info: Ciuto. Loss Nilice		•
From Info		
City has Nilice		•
7 ()		
	•	
·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
C) Letter Size C) Microfilm	□ Alphabetical	O File Drawer(s)
to Legal Size to Computer Tape	C Numerical	Ci Microfilm Reel (s) Ci Computer Tape (s) Ci Other (Specify)
🖰 Bound Book 💢 Floppy Disk	☐ Chronological	Number
CI Audio Tape CI Video Tape	·	
Clifier (Specify)	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
(April 1)	Other (Specify)	Microfilm Reel (s) Computer Tape(s)
		G Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
O Daily O Weekly O Monthly	G M	onth(s) Q Year(s)
	Number	oran(s) O Year(s)
12. CURRENT LOCATION(S) (Bldg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
Els Office	u Yes	u No
IS ACCIONATION OF THE PROPERTY		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
CI Yes CI No	13 None 13 State 13 Fe	ederal O Independent
17 IS AN INDEX EVERYS HELL		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	¢ .
	Later: 54 after henal	resolution, then
O YesO No	Betain 54 after final	•
9. NAME AND THE OF PREMIER TO	—————————————————————————————————————	
	20. TELEPHONE NUMBER	21. DATE 7/21/107

PISTRUCTIONS — TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD	AGENCY RECORDS INVENTORY
1. DEPARIMENT/AGENCY	P.O. BOX 275 - JERSUP, MARYLAND 20794	Page or
warester County	Develop Bour Formetter	2 UNIT Due stu
DEFINITION - Records Series - A group of related race	rde namelle flat and an a	
DEFINITION - Records Series - A group of related reco	to institutely fired and used to a unit for reference a	s well as retenden and disposition purposes.
CZM Jeant		S. EARLIEST YEAR / LATETEST YEAR 91 TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series, Include	ie the purpose or function of the Canada
Coastal your Myms		
7. RECORD SERIES FORMAND		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
© Letter Size O Microfilm	C Alphabetical	G File Drawer(s) G Microfilm Reel (s)
. U Legal Size U Computer l'ape	□ Numerical	Computer Table (s) Coller (Specify)
D Bound Book D Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	Other (Specify)	☐ File Orawer (s)
	- outer (opens)	Microfilm Reel (s) Computer Tape(s)
		Other (Specify)
11. FILE IS USED		Number
_	12. FILE BECOMES INACTIVE AFTER	
O Daily O Weekly O Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Room)		
ElsOffice	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No	CI None CI State CI P	ederal O Independent
17. IS AN INDEX SYSTEM USED? (II yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Turther fiscal, leg permanently any document the or	Destroy material having no gal or operational value. Retain material that serves to igin, development and
a Yes a. No	accomplishment	s of the department. Transfer ne MD State Archives
19. NAME AND OF EXERGIBLE	20. TELEPHONE NUMBER	21. DATE 7/2//00

DISTRUCTIONS THE CO. DOWN		
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page O/
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT Days Att
Worcester Country	Develop Low + Ramiting	Hanning - Land Reservate
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Agricultural Land R	reservation Program	70'5 007 10
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the purpose of function of the Serves
	Commiss, Soul Conser	
<i>(</i>)	, , , , , , , , , , , , , , , , , , , ,	
·		
7 Proops on the second		J
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME G File Orawer(s)
Letter Size Microfilm	Alphabetical	Microfilm Reel (s)
☐ Legal Size ☐ Computer Tape	□ Numerical	Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	Chronological	Number 1/2 land
O Audio Tape	☐ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	- ·	□ File Drawer (s)
Come (Specify)	Other (Specify) Lay map of	☐ Microfilm Reel (s) ☐ Computer Tape(s)
·	parce IF	Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
🗆 Daily 🗆 Weekly 🗆 Monthly		Month(s)
	Number	
13. CURRENT LOCATION(S) (Bldg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERI	e? (If yes, specify agency or office)
off.	□ Yes	. 🗆 No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No		Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION further fiscal, le	Destroy material having no gal or operational value. Retain
describe any hardware/sollware)	permanently an	y material that serves to
O Yes O No	accomplishmen	rigin, development and ts of the department. Transfer
	periodically to	the MD State Archives
19. NAME AND TITLE OF PROPARER	20. TELEPHONE NUMBER	21. DATE ,
1st Koberto		7/17/00

DOD 550 Limbored Links

INSTRUCTIONS TYPE OF POWER		
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	2 18887
Worcester Country	Develop James Formilling	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Critical O	1 ·	
		<u>188</u> to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of water that	information/documents/forms found in the Beries. Includes 300 into Cheoapeaka Bay	the purpose or function of the Series)
map.		
·		
application invoice for Lees	•	·
in In Jan		
10 gal		
legal Corresp. the Critica	area Commiss. 4 Co.	
		` . , ' /
S Alaman 1	1 This info Early files, in	included an wil
Some .		bedinismi files
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	
	6. RECORD SERIES SEQUENCE	9. VOLUME ☐ File Orawer(s)
D Leller Size ☐ Microfilm	Alphabetical	Microfilm Reel (s)
□ Legal Size □ Computer Tape	□ Numerical	1D Computer Tabe (s) Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
Cl Other (Specify)		O File Orawer (s)
- omer (openity)	Other (Specify) Tay map +	☐ Microfilm Reel (s) ☐ Computer Tape(s)
	final #	Olher (Specify)
		
A4 - 20 - 20 - 20 - 20 - 20 - 20 - 20 - 2		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		Month(s)
	Number	monnigs) a rear(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	2 (If you specify access or office)
office	14. 15 RESORD SERIES DUFLICATED ELSEWHERE	(if yes, specify agency of office)
11 -	O Yes	. • No
A		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
	_ = 5.5.0	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTI Screen annually.	Destroy material having no
describe any hardware/software)	on onthy any r	l or operational value. Retain material that serves to
TI Van	1 /	in development and
U Yes U No	I lichments	of the department.
	periodically to the	MD State Archives
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Box Roberto		7/17/00
1 Kovers		1117700
20 110 110		

MSTRUCTIONS TYPE OR DRIVE A SECONDARY		T T T T T T T T T T T T T T T T T T T
INSTRUCTIONS TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY		
Worcester Country	2. DIVISION Dovelop: Raview Permittee	Planning - Forestry
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well se retention and disposition purposes
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Forestry		1 <u>94</u> _10
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the purpose or function of the Series
Becept - orig.		iach forest unto.
map	Ne i de	colopment)
Letter re! Compliance		
applica.		
Certificate of Title Copy of Easement		
Copy of lasement	· & a . l	The impleded in A Nile -
Corres.	Carly p	les included un Sub-
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Celler Size 🗆 Microfilm	☐ Alphabetical	□ File Orawer(s) □ Microfilm Reel (s)
🗆 Legal Size 💢 Computer Tape	□ Numerical	Computer Tape (s) Other (Specify)
D Bound Book D Floppy Disk	Chronological	Number 3 lessons
D Audio Tape D Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
© Other (Specify)	Other (Specify) By Tax map of Conserve. plan#	Microfilm Reel (s) Computer Tape(s)
	4 parcel #	Olher (Specify)
	d Conserva. plantt	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s) G Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Office	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
H. Closet	O Yes	. D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No		ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	Screen annual	ly. Destroy material having no
describe any hardware/software)	permanently a	legal or operational value. Retain ny material that serves to
U Yes	document the accomplishme	origin, development and nts of the department. Transfer
	periodically to	the MD State Archives
19. NAME AND THE BOT PREPARER	20. TELEPHONE NUMBER	21. DATE /
Jul 10000		21. DATE 7/17/20

DOD SEA & HOUSE CONT.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) 1. DEPARTMENTIAGENCY WARRESTEE CALLEDY	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794 2. DIVISION Duelop Recur + Rabulting	Page OI 3. UNIT Agricultural Hand Preservation
DEFINITION - Records Series - A group of colored con-		Property (
DEFINITION - Records Series - A group of related reco	ros normally filed and used as a unit for reference as	well as retention and disposition purposes.
agricultural Land P	reservation Program	5. EARLIEST YEAR / LATETEST YEAR 70'S 007_10
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the number of function of the Server
	Commiss, Soul Conser	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	A 1/21/11/2
D Letter Size	Alphabetical Numerical Chronological	9. VOLUME File Orawer(s)
O Audio Tape D Video Tape O Other (Specify)	Olher (Specify) Lat map 4 Pare 1#	10. ANNUAL ACCUMULATION ☐ File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify)
11. FILE IS USED		Number
Daily	12. FILE BECOMES INACTIVE AFTER Discrete Communication of the communica	Month(s) G Year(s)
13. CURRENT LOCATION(S) (Bldg, Floor, Room) off, Clasel off.	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes. specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) Yes		ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes U No	18. RECOMMENDED RETENTION further fiscal, le permanently any document the or accomplishmen	Destroy maternal having no gal or operational value. Retain material that serves to nigin, development and ts of the department. Transfer the MD State Archives
19. NAME AND TITLE OF PROPARER BY Kobecto	20. TELEPHONE NUMBER	21. DATE 7/17/20

and the control of th

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Worcester Country	Dovelog Sauce Hermitting	Planning - Citical area
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Critical a	rea	<u>188</u> to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of water that g	Information/documents/forms found in the Beries. Include Sees into Cheographic Bay	the purpose or function of the Series)
Spolication invoice for feed legal Corresp. I the Critical	' area Comuso. 4 Co.	
Dome of	This wife Parky Liles &	ended dan wel
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
D Leller Size D Microfilm	 Alphabetical 	© File Drawer(s) © Microfilm Reel (s)
🛘 Legal Size 🗘 Computer Tape	□ Numerical	Computer Tape (s) Other (Specify)
🛘 Bound Book 🗘 Floppy Disk	□ Chronological	Number
□ ∧udao Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
ti Ollier (Specify)	O Other (Specify) In mas +	O File Orawer (s) O Microfilm Reel (s)
	pual #	Computer Tape(s)
	,	Other (Specify)
11. FILE IS USED		Number
	12. FILE BECOMES INACTIVE AFTER	
Daily D Weekly D Monthly	Number C	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes specify apency or office)
office		
	O Yes	O No
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) D Yes D No	further fiscal, lega permanently any management the original control of the contr	Destroy material having no l or operational value. Retain material that serves to in, development and of the department. Transfer
19. NAME AND TITLE OF PREPARER Ref Roberto	periodically to the 20. TELEPHONE NUMBER	MD State Archives 21. DATE

and the second of the second o

A CONTRACTOR OF THE PARTY OF TH	1	
INSTRUCTIONS TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	
Worsester County	Dovelop: Review Permitter	Danning - Forestry
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition surpasse.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Forestry		1 <u>94</u> to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the purpose or function of the Series
Becept - orig.		cache forest unto.
map	re'de	slopment)
Letter re! Compliance		
applica.		
Certificate of Yitie	:	
Copy of Jacoment	· Carly he	les included in Sub.
Corres.		lineaux files
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Cetter Size Microfilm	Alphabetical	File Drawer(s)Microfilm Reel (s)
□ Legal Size □ Computer Tape	□ Numerical	O Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronological	Number 3 lines
□ Audio Tape . □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION © File Drawer (s)
Other (Specify)	Other (Specify) By Tax map of parcel # of Cornerva. plan #	Microfilm Reel (s) Computer Tape(s)
	4 picel #	O Other (Specify)
	a conserva. peras H	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	C3 I	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
H. Closet	□ Yes	D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	***
□ Yes □ No	□ None □ State □ F	ederal • Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION Turther fiscal, I	y. Destroy material having no egal or operational value. Retain
describe any hardware/software)	permanently ar	ny material that serves to origin, development and
U Yes U No	accomplishmer	nts of the department. Transfer the MD State Archives
19. NAME AND THE OF PREPARER	20. TELEPHONE NUMBER	
12x Koberto	Name Hamble	21. DATE // / / w
		. // // *=0

المستنبقة وسيستنف بدارات الحرارات الحرارات الإرازات المرازات المرازات المرازات المرازات المرازات المرازات المراز

tion send manage tion

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 JESSUP MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY Wascester Country	2. DIVISION Develop. Review & Remilling	3. UNIT Bldg/ Zanning
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition numbers
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
FEMA		TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series Include	the aurone or function of the O
Reporto Lechnical Infor Permis Osowed		THE Purpose of Muchon of the Selles)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
ta Celter Size □ Microfilm	☐ Alphabetical	□ File Orawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Tape	□ Numerical	Computer Tape (s)
□ Bound Book □ Floppy Disk	☐ Chronological	Number
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	File Orawer (s) Microfilm Reel (s) Computer Tape(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
! 1	Cl Yes	. ⁻ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	l
U Yes U No	Bellevill updated of	Supercedos these destroyed.
19. NAME AND PREPARED PREPARED	20. TELEPHONE NUMBER	21. DATE 7/17/00
		111100

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY		
Wascester Courty	Deud. Reciew & Reinetting	3. UNIT
warrener carry	Deux. Keweler + Keinelling	Bldg Bonning
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	
4. RECORD SERIES TITLE		, , , , , , , , , , , , , , , , , , , ,
Bulding Onspe	ector's Daily RDI.	5. EARLIEST YEAR / LATETEST YEAR 10TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series
		The purpose of femalion of the Genery
Copies - Official (spy	
Dieg, - Inspector i	1 then in a & To	
	y sorry war. so	
		·
·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
© Leller Size □ Microfilm	☑ Alphabetical	é File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Tape	□ Numerical	☐ Computer Tape (s)
5 5 1 1 1 1 1 1		Other (Specify)
	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	Other (Specify)	□ File Orawer (s) □ Microfilm Reel (s)
		☐ Computer Tape(s)
	1	Olher (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
🗅 Daily 🗆 Weekly 🗆 Monthly		Month(s) Year(s)
	Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	:? (If yes, specify agency or office)
opper	□ Yes	. 🗆 No
		•
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes D No	□ None □ State □ F	Federal Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	
□ Yes □ No	Belail y , Than Ole Strung	}
19. NAME AND INCOMPREPARENCE TO	20. TELEPHONE NUMBER	21. DATE
131 10000		
		7/17/00

INCLUDIC LIVING TARE ON THE COLUMN THE COLUM			
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of	
1. DEPARTMENT/AGENCY	2. DIVISION		
Warcester Country	Devel, Review + Rendling.	Bldg. Junny	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
Inspector Le	le	<u>196</u> ro	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose of function of the Series	
Enspectus Plans Copy building / your Enspec. Request for			
Copy building / you	of plemet		
Inspec. Request for	m	•	
Field Imper. Rp	Ø,	1	
Build. Inop. Chec			
nates			
V			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size Microfilm	☐ Alphabetical	□ File Drawer(s) □ Microfilm Reel (s)	
□ Legal Size □ Computer Tape	Numerical	Computer Tape (s) Other (Specify)	
□ Bound Book □ Floppy Disk	□ Chronological	Number	
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION	
Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)	
		□ Computer Tape(s) □ Other (Specify)	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Number	
D. Deile	12. FILE BECOMES INACTIVE AFTER		
□ Daily □ Weekly □ Monthly	Number	Month(s) Year(s)	
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)	
Trice	□ Yes	. □ No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	- N	adaral — — — — — — — — — — — — — — — — — — —	
	- Note 1 State 1 P	ederal 🗆 Independent	
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	ther , , file	
U Yes U No	COOM young Certs is issue	combined who office tafter ed, office set of const. Plans	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

periodecally De the mid State archives

REDEVED

FEB 25 2002

MARYLAND STATE ARCHIVES

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (OGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY Wascestey Country	2. DIVISION Devel Beneen & Remitting	3. UNIT 3
		Jorang
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well se retention and disposition purposes.
	and Development	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
1. Public Hearing 2. Beniew of Moster Pla	2nch	idas: sito plano
2. Beniew of moster Pla	ns Co	mputation
3. Plane/mapa	Sta	montation montation of Berniew Notes
	·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	☐ Alphabetical	□ File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Tape	☐ Numerical	Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
CI Other (Specify)	Olher (Specify)	□ File Drawer (s) □ Microfilm Reel (s) □ Computer Tape(s) □ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E7 (If yes, specify agency or office)
office	□ Yes	. D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
□ Yes □ No	13 4 after Close	Then abstrage
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/17/(M)
15 550.4 (Revised 1/93)		1117/00

	1	
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Worcester Country	Pandan Ramo & Parmitter	Zonera
DEFINITION - Records Series - A group of related reco	· · · · · · · · · · · · · · · · · · ·	J - J
4. RECORD SERIES TITLE	to inclinately men and used as a unit for reference as	
Clanning Co	mmission Enfo.	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series Include	the guess of further of the Co.
A 0 4 20	months for the sames. Include	the purpose or function of the Series;
agenda		
agendad Mito, notes Lete Plan Ltro		
I to Plan Itis		·
	·	
••	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
G Cetter Size □ Microfilm	49 Alphabetical	□ File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Tape	□ Numerical	Computer Tape (s)
□ Bound Book □ Floppy Disk	□ Chronological	Number
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	□ Other (Specify)	□ File Orawer (s) □ Microfilm Reel (s)
•	- Girel (openly)	□ Computer Tape(s)
		Other (Specify)
11. FILE IS USED		Number
- 0 2	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Wonth(s) Year(s)
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Office	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No		
	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	Del 2005 Y, then deals	erian /
U Yes U No	1 by 3/1 men culture	~ V ·
19. NAME AND TITLE OF PREPARER	20 TELEBROUE ********	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 7/19/w
- KALDI		111/10

DOS 550 4 Wanted tion

INCLUME THE PARTY OF THE PARTY		
INSTRUCTIONS - TYPE OR PHINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 JESSUP, MARYLAND 20794	Page O/
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Worcester Country	Bullag Rewer Fermetter	
DEFINITION - Records Series - A group of related reco		1 🗸 🗸
4. RECORD SERIES TITLE	, and the second	
Test amendmen	of Lils	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
applications Corres,		
applications		
0.		•
coves,		
7. RECORD SERIES FORMAT(S)	r	
	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Orawer(s)
- Income	☐ Alphabetical	☐ Microfilm Reel (s)☐ Computer Tape (s)☐
□ Legal Size □ Computer Tape	□ Numerical	2D Olher (Specify)
Bound Book Floppy Disk	to Chronological	Number
O Audio Tape O Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION D File Drawer (s)
U Other (Specify)	Olher (Specify)	☐ Microfilm Reel (s)
		☐ Computer Tape(s)☐ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		Month(s)
	Number	
13. CURRENT LOCATION(S) (Bldg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERI	(If yes, specify agency or office)
office	O Yes	. D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No		ederal Independent
	2 Note 1 State 1	ederal 🗆 Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	
	ast 32 y anti do America	e / Cenial then
U Yes	Is all show while a	estry.
19. NAME AND MOLE OF PREPARER	20. TELEPHONE NUMBER	The same of the sa
19. NAME AND MILE OF PROPARED	TELLITONE RUMBER	21. DATE 7/17/00
- v		· / · // ••

DOD SEA & IDWARD BIRST

STRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW EVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WorseslerCountry	Dovelog Leave + Termittin	Zaning
DEFINITION - Records Series - A group of related reco		
4. RECORD SERIES TITLE	87 17 17 17 17 17 17 17 17 17 17 17 17 17	5. EARLIEST YEAR / LATETEST YEAR
La Plani		1-0
Sile Island		<u></u>
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	e the purpose or function of the Series)
		레크리 그 집 - 선생기, 학교
7. RECORD SERIES FORMAT(S)	B. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	□ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s)
□ Legal Size □ Computer Tape	□ Numerical	Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
U Other (Specify)		□ File Drawer (s)
- Circle (option))	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
		Other (Specify)
17 Land Colombia		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		Month(s)
13 CURRENT LOCATIONICS (DL) 51	Number	
13. CURRENT LOCATION(S) (Bldg, Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERI	E7 (If yes, specify agency or office)
	□ Yes	. O No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No		
U 140	□ None □ State □ F	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION 12. To	Li's one on the
describe any hardware/software)	A loos	renals permonerally,
U Yes U No	P send peri	fenals plemmently, odically to the mod
19. NAME AND TITLE OF PREPARER		chered
Por Police To	20. TELEPHONE NUMBER	21. DATE
In lovers		7/17/20

DISTRICTIONS THE PROPERTY OF T		
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Warcaster Country	Dovelop Review Hermittering	Zomig
DEFINITION - Records Series - A group of related reco	<u> </u>	well so retention and disposition and
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
amendments & Water	+ Sewer Plan	med 80's TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the purpose or function of the Series)
Applica, Becommendations Staff Rpd. Commiss, resolution		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	A 1/2.1112
Letter Size		9. VOLUME File Drawer(s)
□ Legal Size □ Computer Tape	Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
Bound Book D Floppy Disk	O Numerical	Other (Specify)
Aug. T	C Chronological	Number
	☐ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	□ Microfilm Reel (s) □ Computer Tape(s)
<u>.</u>		Olher (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Monlh(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency of office)
11 coras	□ Yes	_ □ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	- M	
5 No	□ None □ State □ F	ederal Independent
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	1
n. V	Potentil updated or	Superceded Then
	Partil updated or	deslives.
19. NAME AND BOULD OF PROPAGER	20. TELEPHONE NUMBER	21. DATE 7/17/00

DOD SEA & Hanna House

NC1Puctions		
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	
Warcester Country	Develop: Review Hermitten	young
DEFINITION - Records Series - A group of related reco	rde normally filed and yeard as a walk for an	
4. RECORD SERIES TITLE	to thornany med and used as a unit for reterence as	
		5. EARLIEST YEAR / LATETEST YEAR
Begoning Jules		1965 TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/ferms found in the Codes, but of	
(Public Hearing) Includes:		
		_
Includes:	1	Staff notes Planning Comming. Finding
Sommal matice (sta	its Clockon appeals)	O(
		Planning Commisq.
Jeang attendown	a lest,	Jending
list of parties no	Their Mhama	Crayof Rublic notice
that of parties me		
Co. Coma, finderi	and resolution	ud
)5 17 5500 10 10	-5
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
G Leller Size Microfilm	□ Alphabetical	CFile Orawer(s) O Microfilm Reet (s)
□ Legal Size □ Computer Tape	Numerical	Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
O Audio Tape	□ Geographical	10. ANNUAL ACCUMULATION
☐ Other (Specify)	Other (Specify)	□ File Orawer (s) □ Microfilm Reel (s)
		□ Computer Tape(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Deekly Monthly		Month(s)
·	Number	100(13)
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Office	. O Yes	. a No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	I □ None □ State □ F	Control - to do a su de sa
	None State S	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
Part 1. BB Q Tola		an headle & The
□ Yes □ No	Remarent, send periodically & the	
19. NAME AND NILE OF PREPARER	md 2	late landament
13. NAME AND THILE OF PREPARER	20. TELEPHONE NUMBER	21. DATE,
IN rovers		7/17/00

DOD 550 4 managed from

staff report application

MARYLAND STATE ARCHIVES

LEB S2 5005

KECEVED

WEI DUC LIANG THE TOTAL TH		
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	2 11111
Worcester County	Devel Review & fermilling	3. UNIT
	Devel 1 Server 4 fermilling	Zoneng
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Tidal + non- Tid	al wetlands	
		10
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the purpose or function of the Series)
Beference, 18ego		•
,		
		·
	·	
·	•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Celler Size		☐ File Drawer(s)
	☐ Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
🗆 Legal Size 💢 Computer Tape	□ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
O Audio Tape O Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
U Other (Specify)	Other (Specify)	File Orawer (s) Microfilm Reel (s)
	, , , , , , , , , , , , , , , , , , ,	Computer Tape(s)
		Olher (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
☐ Daily ☐ Weekly ☐ Monthly		Month(s) G Year(s)
	Number	
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Office	□ Yes	D No
15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	1
describe any hardware/software)	18. RECOMMENDED RETENTION Withtil updated wix	hoperodad then
O Yes O No	1 Journal 10 X	olista.
		and
19. NAME AND THE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
12 Koberto		7/17/00
<i>y</i> - · ·		111 11 00

DOS 566 4 (0mmand 1/03)

	ı	
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION .	
wavester carenty	Dewl. Reniew + Remitting	Bldg./Zomig
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE) A	5. EARLIEST YEAR / LATETEST YEAR
Bental & Reham	k Liles	198 TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the purpose or function of the Series)
Property Inspection form Certification of Strictural Soundness have info from '60's Copies of Photos of Property		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
C Letter Size C Microfilm	□ Alphabeticat	☐ File Orawer(s) ☐ Microfilm Reel (s)
□ Legal Size □ Compuler Tape	Numerical	Computer Tape (s) Other (Specify)
Bound Book Floppy Disk	□ Chronological	Number
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
O Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s) □ Computer Tape(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily D Weekly D Monthly	Number C3	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
pp -	□ Yes	. O No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 18. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Polos Y after Project Closes, then destroy.	
19. NAME AND TITLE OF PREPARER By Koberts	20. TELEPHONE NUMBER	21. DATE 7/17/W

DISTRICTIONS		
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLO ROAD	
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	
Wescester County	Dewel, Review & Remitter	3. UNIT Journa
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference	se well as retention and disposition nursesses
		5. EARLIEST YEAR / LATETEST YEAR
* Hecord series title & Len'l F	ele.	
		<u> </u>
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Inc.	had the suppose of function of the co
Bells - Legislation	Segno, US	Legisla
Country Legislation	O_n	Comments:
× 0 24 0 4	Klanning 1	enior simulies
CD R Charges		Legisla.
State South Bell		
Cornes,		
O	•	
Comprehensine Rezon	~ 8	
7. RECORD SERIES FORMAT(S)		
	8. RECORD SERIES SEQUENCE	9. VOLUME © File Orawer(s)
Letter Size 🗆 Microfilm	th Alphabetical	□ Microfilm Reel (s)
☐ Legal Size ☐ Computer Tape	□ Numerical	Computer Tape (s)
□ Bound Book □ Floppy Disk	□ Chronological	Number Specify
☐ Audio Tape ☐ Video Tape		
1 1000 1000	☐ Geographical	10. ANNUAL ACCUMULATION □ File Orawer (s)
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly		·
Oaily	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bidg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHI	ERE? (If yes, specify agency or office)
Office	🗆 Yes	□ No
		. 3 110
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No		Federal 🗆 Independent
A	further f	nnually. Destroy material having no iscal, legal or operational value. Retain
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION permane	ntly any material that serves to
		at the origin, development and ishments of the department. Transfer
U Yes U No	periodica	ally to the MD State Archives
19. NAME AND ALLEROE DE CADA		
19. NAME AND PROPERTY OF PREPARTY	20. TELEPHONE NUMBER	21. DATE
		7/17/00

THE SER & HOLLING HOLD

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
worcester Country	Devel Beniew & Reinstling	Bldg/ Zaning
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	
4. RECORD SERIES TITLE	hind B.	5. EARLIEST YEAR / LATETEST YEAR
TRC	hnical Demin Committee	98 TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series I behalf	
Preliminary Review Pr Duplicated in oth	verso - should be	Centralized
a walked in ath	en areas	
Site Plans.	Compatte mente	on TRC's
Rolls of plans	·	Could be: Dite Plan ac Subdinision
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
D Leller Size	☐ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s)
G Legal Size G Computer Tape	□ Numerical /	Computer Tape (s) Colher (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
CI Audio Tape DI Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
U Other (Specify)	□ Other (Specify)	☐ File Orawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s) ☐ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Deekly Donthly		Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
office	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	D. Name	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes U No	18. RECOMMENDED RETENTION Joseph admin - relain	sete plans - until oppene subdin · plans - until records
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

REOL ED

FEB 25 2002

MARYLAND STATE ARCHIVES

Screen annually Described and Comment of Screen and Scr

INC I DUCT I WAR			
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
	P.O. BOX 275 JESSUP, MARYLAND 20794	Page Of	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT BLASK	
Worcester Country	Develop Rower + Permittens	3trung	
· · · · · · · · · · · · · · · · · · ·		well se retention and diagonition auropse	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR			
Comprehensive Be- Zaming		165 ro	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	the purpose or function of the Series	
102		Solids,	
mapo			
•			
		·	
	•		
··	•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME 1, and total	
□ Leller Size □ Microfilm	☐ Alphabetical	File Drawer(s) Microfilm Reel (s)	
□ Legal Size □ Computer Tape	□ Numerical	Computer Tape (s)	
□ Bound Book □ Floppy Disk	□ Chronological	102 maso Hwhle Co.	
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION	
U Other (Specify)	Other (Specify)	□ File Orawer (s) □ Microfilm Reel (s)	
24/26 map	Corner (Specify)	Computer Tape(s) Olher (Specify)	
2470000			
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Number	
Daily			
Uaily U Weekly U Monthly	Month(s)		
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
Office	- Yes No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
O Yes O No	□ None □ State □ Federal □ Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	Screen annually. Destroy material having no		
describe any hardware/software)	18. RECOMMENDED RETENTION further fiscal, legal or operational value. Retain permanently any material that serves to		
U Yes U No	accomplishme	origin, development and ents of the department. Transfer	
10 HAUF AND WAS ONLY A.		the MD State Archives	
19. NAME AND HILE OF PREPARE	20. TELEPHONE NUMBER	21. DATE	
<i>y</i>		7/17/00	

DOS SER A HOUSE HOS

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Or	
1. DEPARTMENT/AGENCY	2 DIVISION	3. UNIT Building 9 Zaning	
Wacester Country	Development Bernew +	Janing Janing	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well so retention and disposition purposes.	
4. RECORD SERIES TITLE	1 1	5. EARLIEST YEAR / LATETEST YEAR	
Bulding & Zaning	, fuls	165 to	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
B Reemas	Certificals of Use+	Occupancy.	
Becupt	Zoning Certificate		
Copy of applica.	Inspection Regise		
Site plan	as Builts		
Construction Diami	-g, includes Plan remen	ev record	
BZA Opplication = includes site p	Van, Rublic notefication Opour	ing property Owner, asked andto	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size Microfilm	☐ Alphabetical	□ File Orawer(s) □ Microfilm Reel (s)	
🗆 Legal Size 😊 Compuler Tape	ta Numerical	Computer Tape (s) Other (Specify)	
□ Bound Book □ Floppy Disk	□ Chronological	Number 3 listes	
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION	
O Other (Specify)	Olher (Specify)	☐ File Drawer (s) ☐ Microfilm Reel (s)	
		Computer Tape(s) Clher (Specify)	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
🗆 Daily 🗆 Weekly 🗆 Monthly			
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)	
office	O Yes	D No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ None □ State □ Federai □ Independent		
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to		
	document the origin, development and accomplishments of the department. Transfer		
U Yes	periodically	y to the MD State Archives	
19. NAME AND THE OF PROPERTY.	20. TELEPHONE NUMBER	21. DATE 7/17/14)	

Chuin. - Stephanie Scott put put But Plans. Preserve.

Planning - splintinisms, forestip, Critical areas, agric. Preserve.

Valcohid. Bey, Lic - agric.

Physlic

Building Paning Parinist peter - Kelly Henry

Band Piles - Kelly

RED.

FEB \$5 2002

MARYLAND STATE ARCHIVES

BZA Cen't - assessment office Enformation in Copy of they map, mente form, Staff 18pd. Yor Board), Documin Braguestin, Spound Etesptin's Lotter of accepts.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	PageOf
1. DEPARTMENT/AGENCY	2. DIVISION	
warcester Country	Dewl. Bernew + Berntling	Bldg, + 3 oning
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	Well se retention and disposition museum
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Stremmater man	7).	180'5 TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series Include	the number of function of the Source
Site Plans	Receipt	
as - Builts	Receips	
W - Plusto	· · · · · · · · · · · · · · · · · · ·	There I'm Continue To
Dd. wid Rlan Log	The state of the s	epication Construction
In pedión Request	Low	,
Inspection Request Inspection Request Notice of Construction	Campletion Join	
pace composition		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
D Celler Size D Microfilm	Q Alphabetical	File Orawer(s)Microfilm Reel (s)
□ Legal Size □ Compuler Tape	Numerical	Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
Other (Specify) Edganding Walleto	Other (Specify)	□ File Orawer (s) □ Microfilm Reel (s)
V-10		☐ Computer Tape(s)
		Other (Specify)
11. FILE IS USED		Number
_ ,,	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Office	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
opp a	□ Yes	_. 🗆 No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal • Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	Screen annually. Destroy material having no 18. RECOMMENDED RETENT further fiscal, legal or operational value. Retain	
describe any hardware/software)	permanently any n	naterial that serves to
CI Yes D No		in, development and of the department. Transfer
		MD State Archives
19. NAME AND TITLE OF DEPARER	20. TELEPHONE NUMBER	
12 Koberto		7/17/00

MCI DICTOR		
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
1. DEPARIMENT/AGENCY	2. DIVISION	3. UNIT
Warrester County	Dend. Bever & Remitting	Bedg. + James
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Remanut Rlan	4	<u>195</u> to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series Include	the current or function of the Course
Dame building multple Construction P	i times	the purpose of function of the Series)
^ + 0) ^	
Construction K	lans Only	
	·	
•		
7. RECORD SERIES FORMAT(S)	B BECORD OFFICE STATEMENT	
	8. RECORD SERIES SEQUENCE	9. VOLUME □ File Drawer(s)
J mooning	Alphabetical	□ Microfilm Reel (s) □ Computer Tape (s)
□ Legal Size □ Computer Tape	□ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronological	Number
🖸 Audio Tape 💢 Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
U Other (Specify)	Other (Specify)	□ File Orawer (s) □ Microfilm Reel (s)
· · · · · · · · · · · · · · · · · · ·	Canal (openin)	☐ Computer Tape(s)
		Olher (Specify)
44.40		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly		Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
office	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
O Yes O No	□ None □ Slate □ F	ederal 🗆 Independent
47 10 AN WEST COLUMN		
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION	
	poly Til updated o	struy.
U Yes U No	de	stown.
19. NAME AND TITLE OF PREPARER	20 251500000	4 .
Pot Vola	20. TELEPHONE NUMBER	21. DATE 7/17/00
IN Poverso		1117/00

Wesense		
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	
Worcester Country	Deul. Beneau & Remitting	Bedg. + Janing
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well se retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Beforences, 1	Jules, Regs	OF THE PERIOD FEAT
	10	
6. RECORD SERIES DESCRIPTION (Briefly describe the Types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
		•
•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	
A. 1	6. RECORD SERIES SEQUENCE	9. VOLUME © File Drawer(s)
	Alphabelical	☐ Microfilm Reel (s)☐ Computer Tape (s)
□ Legal Size □ Computer Tape	□ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
Audio Tape Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
ti Other (Specify)	Other (Specify)	□ File Orawer (s) □ Microfilm Reel (s)
	Other (opecity)	□ Computer Tape(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number CD	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
office	□ Yes	□ No
4		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
	arlam I grand To	Jupa and al
CJ Yes CJ No	Plantil rypdated or	mpercerea, when
19 NAME AND TITLE OF PERSON		Olstroy,
19. NAME AND TITLE OF PREPARER SHOW THE PROPERTY OF THE PARENTY O	20. TELEPHONE NUMBER	21. DATE 7/17/w
		- · · · ·