



**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

Schedule No.  
C-971

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY** Department of Public Works      **DIVISION** Engineering (General & Technical)

Item No.	Description	Retention
	<p>This schedule supercedes Schedule No's. C-915 dated September 15, 2000; C-767 dated February 19, 1997; C-762 dated December 20, 1996; &amp; C-765 dated February 19, 1997.</p>	
1.	<p><u>OPERATING TRANSACTION RECORDS</u>            These files include daily logs of all expenditures for Bureau, including purchase orders, blanket order releases, direct payments, Emergency Service Requests (ESR's), change orders, etc.</p>	<p>Retain three (3) years, then destroy.</p>
2.	<p><u>BUDGET PREPARATION</u>            These files include documentation utilized in the preparation of the Bureau's operating and capital budgets per fiscal year. Files also include budget proposals and final issued budgets.</p>	<p>Retain three (3) years, then destroy.</p>
3.	<p><u>PAYROLL/TIME &amp; ATTENDANCE RECORDS</u>            Federal audits may be randomly conducted which requires documentation of all expenditures, including payroll. These audits make retention of some payroll records beyond the scheduled period necessary. These records contain copies of computer reports of payroll entries into FAMIS and ADP, hard copies of FLSA Time &amp; Attendance Sheets, as well as copies of manually entered payroll sheets submitted to the Office of Personnel for merit and contractual personnel.</p>	<p>Retain three (3) years, then destroy; or until audit requirements have been met, whichever is later.</p>
4.	<p><u>ENGINEERING SERVICE REQUEST CORRESPONDENCE FILES</u>            Active files pertaining to engineering assistance for County related or public assisted projects.</p>	<p>Retain five (5) years after completion of project, then destroy.</p>
5.	<p><u>GENERAL CORRESPONDENCE FILES</u>            Requests for general information pertaining to Engineering's functions, and responded to by Division Chief.</p>	<p>Retain three (3) years after termination of lease, then destroy.</p>
6.	<p><u>MISCELLANEOUS REFERENCE MATERIALS</u>            Includes Council Bills, Personnel Bulletins, Bureau Meeting Note, Budget Manuals, etc.</p>	<p>Retain three (3) years after completion of inquiry, then destroy.</p>
7.	<p><u>PERSONNEL RECORDS</u>            Includes information related to employee performance, leave usage, position responsibilities, etc.</p>	<p>Purge annually and destroy material no longer needed for current business. Retain all other information for three (3) years after employment termination.</p>

8.	<u>VEHICLE RECORDS</u> Includes mileage reports, maintenance reports, pool car usage reports, etc.	Retain for life of vehicle, then destroy.
9.	<u>CAPITAL PROJECTS</u> A. Capital project files include all correspondence (invoices, purchase orders, change orders, daily reports, proposals, contracts & specifications, progress meetings, etc.) <ul style="list-style-type: none"> <li>• Files are kept from inception of project design through construction warranty period.</li> <li>• Files contain information regarding projects pertaining to library system, fire &amp; police, recreation &amp; parks, block grant, community development, general county, central services, Department of Aging, water &amp; wastewater, waterway improvement, highways &amp; bridges, and storm drains.</li> </ul> B. Capital projects with problems experienced in any phase of the projects and that have NOT been resolved before the end of the warranty period.	At the end of the warranty period, file is scanned to compact disk; retain hard copy for twenty (20) years from date file is imaged, then destroy hard copy.  1 CD image copy to State Archivist 1 CD image copy in Bureau files (see Bureau P&P 3.09)  Same as above; however, these files must be kept until problem is resolved and all claims dismissed.
10.	<u>SURVEY CONTROL FILES</u> Files consist of monument control sheets showing location of County control points in all area of the County, as well as monument control cards that show elevations, coordinates and location of each point. This information is used as a cross reference/point of contact guide for the purposes of looking up deeds, etc.	Retain permanently. Periodically transfer to MD State Archives (MSA). Records are maintained in Technical Engineering's GIS Division.
11.	<u>SURVEY SEALED PLAT FILES</u> These original files consist of all of Anne Arundel County's easement plats, right-of-way plats, and fee simple areas that have been completed and sealed.	Retain permanently. Periodically transfer to MSA. Used for reference purposes.
12.	<u>SURVEY FIELD BOOKS</u> Records of all work completed by the Survey Division of Technical Engineering. Files include original details, sketches, coordinates, measurements, etc. for each surveyor's work.	Retain permanently, transfer periodically to the State Archives.
13.	<u>SURVEY CONSULTANT FIELD BOOKS</u> Records of all work completed by consultants. Files include details, sketches, coordinates, measurements, etc., prepared by consultants contracted by Anne Arundel County.	Retain permanently, transfer periodically to the State Archives.
14.	<u>SURVEY NEW SUBDIVISION COST ESTIMATE FOR MONUMENT &amp; MARKER FILES</u> Information pertaining to all new subdivisions and cost estimate for monuments and markers to be set. Cost estimates prepared by County and used as a bond against developer or engineering firm as assurance of work completed as agreed.	Retain until agreed upon work is completed and bond is released, then destroy.

15.	<p><u>SURVEY JOB FOLDER FILES</u> Filed by subdivision within each tax district. Each job contains property plats, deeds, legal descriptions, computation sheets, and other related material.</p>	Retain as reference file; purge annually and destroy any material not needed for current business.
16.	<p><u>SURVEY WORKSHEET PLAT FILES</u> Files contain original worksheets prepared by the Survey Division. Worksheets show field work performed, property lines, computations, boundary determinations, right-of-way lines, and other related facts.</p>	Retain as reference file; purge annually and destroy any material not needed for current business.
17.	<p><u>DRAFTING, RECORDS &amp; RESEARCH CONSTRUCTION TRACINGS</u> Files contain information pertaining to water, sewer, roads, storm drains, traffic engineering and County project construction.</p>	Retain permanently. Periodically transfer to MSA. Used as a reference file. Records are maintained in Technical Engineering's GIS Division.
18.	<p><u>DRAFTING, RECORDS &amp; RESEARCH</u> Files include forty foot (40') scale water and sewer plans; two hundred foot (200') scale water, sewer, storm drain, road, fire hydrant, overlays, sketches; two hundred foot (200') scale topographic maps; and one thousand foot (1000') topographic maps.</p>	Retain permanently. Periodically transfer to MSA. Used as a reference file. Records are maintained in Technical Engineering's GIS Division.
19.	<p><u>DRAFTING, RECORDS &amp; RESEARCH PROPOSED CONSTRUCTION PLANS – SIGNED OUT</u> Files contain log books documenting the signing out of construction plans from Drafting, Records &amp; Research Division's reference files of construction plans.</p>	Retain five (5) years, then destroy.
20.	<p><u>DRAFTING, RECORDS &amp; RESEARCH WETLAND MAPS</u> Files contain wetland maps of Anne Arundel County.</p>	Retain permanently. Periodically transfer to MSA. Used as a reference file. Records are maintained in Technical Engineering's GIS Division.
21.	<p><u>RIGHT-OF-WAY ROAD PETITIONS</u> A. Correspondence pertaining to roads petitioned and taken over by Anne Arundel County.  B. Correspondence pertaining to private roads (non-County) petitioned for and in the process of being considered for County take-over.</p>	Retain permanently, transfer periodically to the State Archives.  Retain permanently, transfer periodically to the State Archives.
22.	<p><u>RIGHT-OF-WAY ROAD ABANDONMENTS</u> Petitions for portions of County roads to be privately owned.</p>	Retain permanently, transfer periodically to the State Archives.
23.	<p><u>RIGHT-OF-WAY SURPLUS PROPERTY</u> Petitions for purchase of surplus property by individuals of property owned by Anne Arundel County.</p>	Retain until property transaction complete/sold, then destroy.

24.	<u>RIGHT-OF-WAY CAPITAL PROJECTS</u> Active capital projects, including emergency storm drains.	Retain five (5) years after completion of project, then destroy.
25.	<u>RIGHT-OF-WAY LEASE AGREEMENTS</u> Lease of County owned property for various uses (i.e., parking, sales, etc.) by individuals.	Retain as reference; purge annually and destroy material no longer needed for current business.
26.	<u>PLANNING</u> Feasibility studies connected with SWAMP program; water & sewer agreements with City of Annapolis, Baltimore City, Baltimore County, Howard County and Harford County for water and sewer supply, treatment, etc. for Anne Arundel County; facility plans used in preparing agreements; pretreatment, allocation and bond ordinance files; NPDES permits; invoices; and other miscellaneous files.	Retain ten (10) years or through life of agreement, whichever is longer, then destroy.
27.	<u>UTILITY AGREEMENTS</u> Agreements, deeds, plans, correspondence, cost estimates pending, active and under maintenance.	Retain one (1) year after agreement is complete and maintenance period is exhausted, then destroy.
28.	<u>PUBLIC WORKS AGREEMENTS</u> Agreements, deeds, correspondence, cost estimates pending, active and under maintenance.	Retain one (1) year after agreement is complete and maintenance period is exhausted, then destroy.
29.	<u>HOUSE CONNECTION CONTRACTS</u>	Retain one (1) year, then destroy.

Schedule Approved by  
 Records Management Officer  
 4/29/02  
 Date  
 Signature

Schedule Approved by  
 Chief Administrative Officer  
 5/17/02  
 Date  
 Signature

Schedule Approved by  
 Agency or Division Representative  
 4/29/02  
 Date  
 Signature

Schedule Approved by  
 State Archivist  
 OCT 25 2002  
 Date  
 Signature