

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Supersedes Schedule C865		Schedule C1051
Agency Washington County		Page 1 of 3
Division/Unit Economic and Community Development		
Item No	Description	Retention
1	Reading files: correspondence sent and received, press releases	Retain for three (3) years, then destroy.
2	Packet information for prospects and the public: information placed in packets for business prospects relocating to Washington and the public; business license information; labor market analysis; census data; correspondence; brochures; location maps	Retain until updated or superseded, then destroy.
3	Utilities: water/sewer rates, natural gas rates, telephone service, brochures, newspaper articles, drawings, correspondence, electric rates	Retain until updated or superseded, then destroy.
4	Land available in Washington County -contains but not limited to: listings of available sites, office sites, real estate transactions, hand written notes, listing of Enterprise zones, sites descriptions, correspondence, brochures	Retain until updated or superseded, then destroy.
5	Wage information: wage studies from DBED (state), surveys, various studies	Retain until updated or superseded, then destroy.
6	Various MD state DBED and DHCD programs -contains but not limited to: annual reports, newsletters, correspondence, booklets, brochures, database system overviews, population reports	Retain until updated or superseded, then destroy.
7	Business and industry directories and data summaries: directories, brochures, correspondence, newsletters, surveys	Retain until updated or superseded, then destroy.
<b>Approved by Department, Agency or Division Representative</b> Date November 17, 2008 Signature <u>Joni L. Bittner</u> Type Name Joni L. Bittner Title County Clerk		<b>Schedule Authorized by State Archivist</b> Date 14 May 09 Signature <u>[Signature]</u>

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RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No	Description	Retention
8	Financing – grants – various funding programs -contains but not limited to: available fund sources – associations, enterprise, revenue bonds, banks, employee stock ownership plan, newspaper articles, MACO, small business administration, file contains correspondence, newspaper articles, brochures, applications	Retain for five (5) years after close of grant and until all audit requirements have been fulfilled, then destroy.
9	Industrial building files: industrial building files available in Washington Co. real estate description of buildings, description of floor plans, brochures, correspondence available property form, plats, newspaper ads, photos, building specifications, building assessment	Screen annually. Destroy material have no further administrative, 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.
9a	Prospect files: list of buildings available for development in Washington County, correspondence, available buildings lists, labor summary request, correspondence to business interested in locating to Washington Co, visit itinerary, plats, newspaper articles, wage rates, job titles	(Item 9A uses the retention as shown in Item 9)
10	General file listing competition with Washington Co. for development -contains but not limited to: correspondence, newspaper articles, brochures from other states, counties, regulations	Screen annually. Destroy material have no further administrative, 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.
10a	Tri county council: financial reports, correspondence, executive committee meeting agenda, press releases, project package summary, schedule of site visits, project descriptions, project proposals, status reports, schedule of federal financial assistance, RFL grants	(Items 10, 10a, 10b use the retention as shown in Item 10).
10b	Local business -consists of but not limited to: brochures, correspondence, newsletters, newspaper articles, business retention reports, handwritten notes, maps, revenue bonds for local business, financial statements, resolutions, plats	(Items 10, 10a, 10b use the retention as shown in Item 10).

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Item No	Description	Retention
11	ECD Commissions minutes- Minutes of meeting of the ECD Commission	Permanent, transfer periodically to the MD State Archives.
11a	ECD Commission Minutes- tapes	Retain for two (2) years and then destroy.