

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1041

Page Page 1 of 6

Agency County Council (Legislative)
HOWARD COUNTY

Division/Unit
COUNTY COUNCIL

| Item No. | Description | Retention |
|----------|--|-----------|
| | <p style="text-align: center;">SUPERSEDES SCHEDULE C840</p> <p>All electronic media records will be created and stored using a system that is in compliance with COMAR 14.18.04. Permanent records will be transferred to MSA in electronic format with retrieval software and in original paper format, unless otherwise stated in the retention schedule.</p> | |

Schedule Approved by Department, Agency, or Division Representative.

Date 8/22/08

Signature *Sheila M. Tolliver*

Typed Name Sheila M. Tolliver

Title Administrator, Howard County Council

Schedule Approved by County Records Management Representative.

Date 8/22/08

Signature *A. Pritchett*

Schedule Authorized by State Archivist

Date 11/6/09

Signature *Edward C. Gump*

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1041

Page 2 of 6

Agency **HOWARD COUNTY**
 County Council (Legislative)

Division/Unit **COUNTY COUNCIL**

| Item No. | Description | Retention |
|----------|---|--|
| 1 | <p><u>Original Legislation</u></p> <p>Books contain original documents of Council bills, resolutions, and ordinances</p> | <p>PERMANENT. County Council is the official record holder. Original paper documents are retained permanently in the Council Office. Back-up copies are retained in the County's electronic storage system and transferred periodically to the State Archives. Paper copy of each original bill that is codified is provided to the State Archives annually.</p> |
| 2 | <p><u>Legislative Journals</u></p> <p>Books contain official record of Council proceeding and actions taken during legislative sessions, which includes voting history.</p> | <p>PERMANENT. Original documents are retained in paper format in the Council Office. Back-up copies are stored electronically and transferred periodically to the State Archives.</p> |

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. **C1041**

Page **3** of **6**

Agency **County Council, Legislative
 HOWARD COUNTY**

Division/Unit
County Council

| Item No. | Description | Retention |
|----------|--|---|
| 3 | <p>Legislative Files</p> <p>Files contain legislative history, testimony, letters, and other back-up material for bills, resolutions, and ordinances, and signed copy of the legislation. General Plan and Councilmanic Redistricting are included in these files.</p> | <p>PERMANENT. Original paper copies are retained in Council Office 2 years; then transferred to the County's offsite storage facility, Iron Mountain. An electronic copy is maintained in the County's electronic document retrieval system and is sent periodically to the State Archives.</p> |
| 4 | <p>Legal Advertisements</p> <p>Files contain legal notices of public hearings on proposed legislation, taxes, and of bills passed by the Council. These notices are used to confirm that the county has met all advertising requirements of state and federal law.</p> | <p>PERMANENT. Retain in Council Office permanently. Electronic and paper copies sent to State Archives on a 5 year cycle.</p> |
| 5 | <p>Legislative Agendas</p> <p>Files contain original agendas of legislative sessions and public hearings. Includes working copy of vote sheets, public hearing sign-up sheets, and minutes of public hearings.</p> | <p>PERMANENT. Same as item 4.</p> |

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. **C1041**

Page **4** of **6**

Agency County Council, Legislative
HOWARD COUNTY

Division/Unit
COUNTY COUNCIL

| Item No. | Description | Retention |
|----------|---|--|
| 6 | <p>Audio/Video Recordings</p> <p>Audio and/or video recordings of County Council legislative sessions and public hearings, work sessions, and Liquor Board, Liquor Hearing Board, Zoning Board, and Board of Appeals hearings.</p> | <p>PERMANENT. County Council is the official record holder. Recordings are retained in Council office for as long as administratively needed. After that time will be forwarded to MSA. (Maryland State Archives)</p> |
| 7 | <p>County Charter</p> <p>Files contain proposed Charter amendments, Charter reviews, petitions for Charter amendments, Charter reports, and supporting documentation.</p> | <p>PERMANENT. County Council is the official record holder. Same as item 4.</p> |
| 8 | <p>Council Commissions, Boards</p> <p>Files contain reports and back-up documentation for special commissions of recurring nature if staffed by the Council, acted on by the Council, or appointed by the Council. These would include the Redistricting Committee and Compensation Review Committee.</p> | <p>Retain 10 years in electronic format and paper. Review for administrative usefulness and historical value before disposal. Items of historical value will be forwarded to MSA. (Maryland State Archives)</p> |

| DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE | | Schedule No. c1041 |
|--|--|--|
| | | Page 5 of 6 |
| Agency | County Council, Legislative HOWARD COUNTY | Division/Unit COUNTY COUNCIL |
| Item No. | Description | Retention |
| 9 | Finance, Budget Council budgets, expenses, and supporting documents | Retain 5 years. Retain paper in Council Office for at least 2 years; retain in County's offsite storage for an additional 3 years. Before disposal, appraise for continuing administrative usefulness or historical value. Items of historical value will be forwarded to MSA. |
| 10 | General Subject files contain general correspondence, copies of reports, and items dealing with matters of interest to the Council. Included are correspondence from individual citizens, citizens' organizations, and governmental agencies addressed to the Council, and correspondence from the Council to individual groups. Boards/Commissions/Association files contain correspondence, newsletters, and other related printed material. | (Maryland State Archives) Retain 5 years. Same as number 9, above. |

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. **C1041**

Page **6** of **6**

ncy County Council, Legislative
HOWARD COUNTY

Division/Unit
COUNTY COUNCIL

| | Description | Retention |
|----|---|---|
| 11 | Council Members' Individual District Files. Files contain correspondence and other matters related to the district each member represents. | Retain for 5 years. Retain in the Council Office for 2 years, then retain 3 additional years in the County's offsite storage facility. Before disposal, return to Council member for review to determine if retention is required. |
| 12 | Electronic Mail. Electronic mail to and from Council members and staff concerning records or issues of the types heretofore described in this schedule. | Electronic mail pertaining to issues of the types heretofore described in this schedule will be printed, stored in paper copy with the files of the same subject and treated for retention and disposition purposes as other paper records. |