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

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Agency

Schedule No. CI127

Page 1 of 4

	Cecil County Government	Permits and Inspections
ltem No.	Description	Retention
1	<u>GENERAL PERMITS AND INSPECTIONS RECORDS</u> This series includes general permits and inspections records. Changes in records format will not necessarily require revision of the retention schedule. However, should the series constant of	
	the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.	
	 Each agency will use all or some of the following records which are governed by the indicated retention period: A. Army Corps of Engineers Authorization B. Application for Water/Sewer Connection C. Code Form D. Complaint Report E. Contractor Release F: Deed/Sales Agreement G. Electrical Inspection H. Lease Agreement I. Maryland Department of the Environment (MDE) Approval J. Owner/Builder Contract K. Permits and Inspection Required Inspection L. Power of Attorney M. Release of Information N. Sediment and Erosion Control Plan O. Single Lot Declaration of Intent P. Site Plan Q. State Highway Approval R. Stop Work Order S. Very Important Document T. Affirmation of Landowner 	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.
	U. Flood Plan Attachments pproved by Department, Agency, Schedule Authorized by S Representative.	tate Archivist
Date	Date <u>7 March</u>	2011
Signature Typed Nam	ne <u>Scott Mesneak</u> Signature Herra	Ic. genfu
Title <u>IT</u>	& Records Retention Director	
DGS 550-	1	

Division/Unit

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. C1127
REC	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 2 of 4
Agency		vision/Unit
	Cecil County Government F	Permits and Inspections
ltem No.	Description	Retention
_	V. Deferral of Final Lot Grading	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.
	 W. Address Form X. Assessment Information Y. Manufactured Home Requirements Z. Manufactured Home Tax Collection Form AA. Maryland Home Improvement Commission (MHIC) Warning BB. Multi Service Electronic Form 	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy
	CC. Plan Review Sheet DD. Grading & Driveway Entrance Permit Application	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for twenty (20) years, then destroy
	EE. Driveway Pipe Requirements FF. Critical Area Information	Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.
2	PLUMBING A. Plumbing License Application	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy
DGS 550-1	 IA	

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	DEPARTMENT OF GENERAL SERVICES	Schedule No. CI127
REC	RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE	
	(Continuation Sheet)	Page 3 of 4
Agency		ion/Unit
Cecil Coun	ty Government Permits and I	nspections
ltem	Description	Retention
No		
	 B. Homeowner's Plumbing Test C. Plumbing Inspection Report D. Plumbing Permit E. Septic and Well Information 	Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.
3	BUILDING MATTERS	Alemves.
- -	A. Building Inspection SheetB. Building Permit (Issued)	Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.
	C. Building Permit (Working Copy)	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy
	REPORTS	Sach aniainal and annifa
· 4	A. Fire Marshall Report	Scan original and verify image. Retain hard and
•.	B. Engineer's Report	imaged copies permanently
	C. Sprinkler Report	and transfer every 5 years to Archives.
5	HVAC	Alchives.
	A. HVAC (Heating, Ventilating, and Air Conditioning)	Scan original and verify
	Inspection Sheet B. HVAC (Heating, Ventilating, and Air Conditioning) Permit	image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.
6 ·	OCCUPANCY A. Temporary Occupancy Permit	
	 A. Temporary Occupancy Permit B. Occupancy Permit C. Town Occupancy Authorization 	Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C112 Page 4 of 4
	Division/Unit
Cecil County Government	Permits and Inspections
Description	Retention
CORRESPONDENCEA.Letter Requesting ExtensionB.Letter of PermissionC.Memorandum	Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years Archives.
CERTIFICATES AND CERTIFICATIONSA.Death CertificateB.Final Grade CertificationC.Zoning Certificate	Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years Archives.
D. Insurance Certificate	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for fiv (5) years, then destroy
LICENSES A. Application for Mobile Home Park License B. Manufactured Home Park License C. Hawkers and Peddlers License D. State of Maryland License	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for fiv (5) years, then destroy
PAYMENTS A. Receipt B. Refund C. Returned Check Notice	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for fiv (5) years, then destroy
	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) Cecil County Government Description Cecil County Government Cecil County Cecil Extension Cecil Cate Cecilicate D. Insurance Certificate D. Insurance Certificate D. Manufactured Home Park License D. Manufactured Home Park License

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	o, Maryland, 20794 10) 799-1930	Page <u>1</u> of <u>62</u>
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Cecil County Government	Permits and I	nspections	
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Address Form			<u>1996 _{TO} 2010</u>
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system
Paper		Electronic Document	- IBM Content Manager
8 ELECTRONIC RECORD SERIES DESCR			/documents/forms purpose and function of the system.
Code compliance document signed b	y owner or bu	ilder at building permit	issuance.
9 POLICY ON ACCESS AND USE - Expla	in or attach conv	if octablished in writing	·····
Administration, Department Heads, w with the "need to know" will have (rea	vill have (delet	e) (print) and (hold) ac	cess. Managers and employees
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability			
Cecil County Government Administra Record is available until the disposal	-	n record is purged.	
12. RECOMMENDED RETENTION		······································	
Retain hard copy until scanned and image v	erified then dest	roy hard copy. Retain imag	ged copy for five (5) years, then destroy
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE
Scott Mesneak	41(0-996-5205	9/10/2010
16 TITLE OF PREPARER			
IT & Records Retention	Director		
DGS 550-6			

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series Forward with Records Retention Schedule (DGS 550-1)	RECORDS M 7275 Water	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794	ELECTRONIC RECORDS INVENTORY
COMAR 14.18.04		10) 799-1930	Page <u>2</u> of <u>62</u>
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Cecil County Government	Permits and	nspections	
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE	-		5 EARLIEST YEAR/LATEST YEAR
Affirmation of Landowner			<u>1996 _{TO}2010</u>
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system
Paper		Electronic Document	- IBM Content Manager
8 ELECTRONIC RECORD SERIES DESCR		l fly describe the information ained in a series Include i	/documents/forms purpose and function of the system.
Land owner intending to construct the Home Builders Registration Unit.			
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing.	
Administration, Department Heads, w with the "need to know" will have (rea			cess. Managers and employees
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to le.
Cecil County Government Administra Record is available until the disposal	•	n record is purged.	
12. RECOMMENDED RETENTION			
Retain hard copy until scanned and image ve	rified then destro	y hard copy. Retain imaged	d copy for ten (10) years, then destroy:
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE
Scott Mesneak	410)-996-5205	9/10/2010
16 TITLE OF PREPARER			
IT & Records Retention	Director		· · · · · · · · · · · · · · · · · · ·
DGS 550-6			

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS M 7275 Waterl	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 9, Maryland 20794	ELECTRONIC RECORDS INVENTORY
COMAR 14.18.04		10) 799-1930	Page <u>3</u> of <u>12</u>
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Cecil County Government	Permits and I	nspections	
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Application for Mobile Home Park Lic	ense		<u>1996 _{TO} 2010</u>
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system
Paper		Electronic Document	- IBM Content Manager
8 ELECTRONIC RECORD SERIES DESCR		l fly describe the information ained in a series - Include (/documents/forms purpose and function of the system.
Application requesting a mobile home			-
	•		
9 POLICY ON ACCESS AND USE - Expla		Ū	
Administration, Department Heads, w with the "need to know" will have (rea			cess. Managers and employees
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to
ensure the record's retention and usability Cecil County Government Administra	_	record's authorized life cyc	cie.
Record is available until the disposal	•	n record is purged.	
12. RECOMMENDED RETENTION			
Retain hard copy until scanned and image v	erified then dest	roy hard copy. Retain imag	ged copy for five (5) years, then destroy
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE
Scott Mesneak	410)-996-5205	9/10/2010
16 TITLE OF PREPARER	L		f
IT & Records Retention	Director		
DGS 550-6			

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Waterl Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page of5Z
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Application for Water/Sewer Connect	ion		<u>1996 _{TO} 2010</u>
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	se/s of information generated by system
Paper		Electronic Document	- IBM Content Manager
8 ELECTRONIC RECORD SERIES DESCR			/documents/forms ourpose and function of the system.
Application in which DPW will approv			· ·
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	
Administration, Department Heads, w with the "need to know" will have (rea			cess. Managers and employees
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability			
Cecil County Government Administra Record is available until the disposal	•	n record is purged.	
12. RECOMMENDED RETENTION		<u> </u>	·
Retain hard copy until scanned and image ve	rified then destro	y hard copy. Retain image	d copy for ten (10) years, then destroy.
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE
Scott Mesneak	410	996-5205	9/10/2010
16 TITLE OF PREPARER			
IT & Records Retention	Director		
DGS 550-6			

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Wateri Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page of
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Army Corps of Engineers Authorization	n		<u> 1996 _{TO} 2010 </u>
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	use/s of information generated by system
Paper		Eléctronic Document	- IBM Content Manager
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	/documents/forms purpose and function of the system.
Document must be submitted upon p	ermit applicati	on as part of paperwo	rk prerequisite.
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing.	
Administration, Department Heads, w with the "need to know" will have (rea			cess. Managers and employees
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability			
Cecil County Government Administra Record is available until the disposal	•	n record is purged.	
12. RECOMMENDED RETENTION		· · · · · · · · · · · · · · · · · · ·	
Retain hard copy until scanned and image ve	rified then destro	y hard copy. Retain imaged	d copy for ten (10) years, then destroy.
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE
Scott Mesneak	410)-996-5205	9/10/2010
16 TITLE OF PREPARER			
IT & Records Retention	Director		
DGS 550-6			

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	o, Maryland, 20794 10) 799-1930	Page 6 of 62
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Cecil County Government	Permits and I	nspections	
DEFINITION – Record Series - A group of rel and dispositic		d electronically and used as a	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE		7	5 EARLIEST YEAR/LATEST YEAR
Assessment Info			<u> 1996 _{TO} 2010 </u>
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system
Paper		Electronic Document	- IBM Content Manager
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information	n/documents/forms purpose and function of the system.
Information sheet submitted as part o			•
9 POLICY ON ACCESS AND USE - Expla	in or attach conv	if established in writing	
Administration, Department Heads, w with the "need to know" will have (rea	vill have (delet	e) (print) and (hold) ac	cess. Managers and employees
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM
Updates are not allowed on the origin replaced.	nal document;	if updates are needed	, the document needs to be
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit	OF THE MAIN E y throughout the	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to cle
Cecil County Government Administra Record is available until the disposal	•	n record is purged.	
12. RECOMMENDED RETENTION			
Retain hard copy until scanned and image v	erified then dest	roy hard copy. Retain imag	ged copy for five (5) years, then destroy
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE
Scott Mesneak	410)-996-5205	9/10/2010
16 TITLE OF PREPARER			
IT & Records Retention	Director		
DGS 550-6			

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY
Records Retention Schedule (DGS 550-1) COMAR 14.18.04		, Maryland 20794 10) 799-1930	Page 1 of 62
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Cecil County Government	Permits and	nspections	
DEFINITION – Record Series - A group of rel and dispositio	ated records store n purposes	d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Building Inspection Sheet			1996 _{TO} 2010
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	use/s of information generated by system
Paper		Electronic Document	- IBM Content Manager
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	/documents/forms purpose and function of the system.
Building Inspectors' checklist and app	proval record f	or each building permi	it.
9 POLICY ON ACCESS AND USE - Explai	in or ottach com		
		, , , , , , , , , , , , , , , , , , ,	
Administration, Department Heads, w with the "need to know" will have (rea	d) (print) and	e) (print) and (noid) ac (hold) access	cess. Managers and employees
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to cle.
Cecil County Government Administra			
Record is available until the disposal	date, and the	n record is purged.	
12 RECOMMENDED RETENTION			
Scan original and verify image. Retain ha			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE
Scott Mesneak	410	-996-5205	9/10/2010
16 TITLE OF PREPARER			
IT & Records Retention I	Director		
DGS 550-6			
			· · · · · · · · · · · · · · · · · · ·

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS N	OF GENERAL SERVICES	ELECTRONIC RECORDS INVENT
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessu	loo Road, P.O. Box 275 5, Maryland 20794 110) 799-1930	Page 9 of 62
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Cecil County Government	Permits and	Inspections	
DEFINITION - Record Series - A group of and disposi	related records store tion purposes	d electronically and used a	s a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE		······································	5 EARLIEST YEAR/LATEST Y
Building Permit (Issued)			<u>1996 _{TO} 2010</u>
6 INPUT - Identify source of information t	o be entered	7 OUTPUT - Identify th	 e use/s of information generated by syst
Paper		Electronic Docume	nt - IBM Content Manager
Building permit which has all approv			e purpose and function of the syster customer
Building permit which has all approver 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced.	val signatures a lain or attach copy will have (delet ead), (print) and S AND RULES FC	nd which is issued to if established in writing. (print) and (hold) (hold) access.	access. Managers and employ
9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced.	val signatures a lain or attach copy will have (delet ead), (print) and S AND RULES FC inal document;	Ind which is issued to rif established in writing. (print) and (hold) (hold) access. R REVISING INFORMA if updates are needed	access. Managers and employ TION IN THE SYSTEM ed, the document needs to be
9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced.	val signatures a lain or attach copy will have (delet ead), (print) and S AND RULES FC inal document; A OF THE MAIN E lity throughout the ration Building	Ind which is issued to rif established in writing. (print) and (hold) (hold) access. R REVISING INFORMA if updates are needed LECTRONIC DATA FILE record's authorized life of	access. Managers and employ TION IN THE SYSTEM ed, the document needs to be
 9 POLICY ON ACCESS AND USE - Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabiling Cecil County Government Administration 	val signatures a lain or attach copy will have (delet ead), (print) and S AND RULES FC inal document; A OF THE MAIN E lity throughout the ration Building	Ind which is issued to rif established in writing. (print) and (hold) (hold) access. R REVISING INFORMA if updates are needed LECTRONIC DATA FILE record's authorized life of	access. Managers and employ TION IN THE SYSTEM ed, the document needs to be
 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil Cecil County Government Administr Record is available until the disposa 	val signatures a lain or attach copy will have (delet ead), (print) and S AND RULES FC inal document; A OF THE MAIN E ity throughout the ration Building II date, and the	Ind which is issued to r if established in writing. (print) and (hold) (hold) access. R REVISING INFORMA if updates are needed LECTRONIC DATA FILE record's authorized life of n record is purged.	access. Managers and employ TION IN THE SYSTEM ed, the document needs to be E. Explain the progression establish cycle.
 9 POLICY ON ACCESS AND USE - Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilic Cecil County Government Administra Record is available until the disposa 12 RECOMMENDED RETENTION 	val signatures a lain or attach copy will have (delet ead), (print) and S AND RULES FC inal document; A OF THE MAIN E ity throughout the ration Building II date, and the	Ind which is issued to if established in writing. ie) (print) and (hold) i (hold) access. R REVISING INFORMA if updates are needed LECTRONIC DATA FILE record's authorized life of n record is purged.	access. Managers and employ TION IN THE SYSTEM ed, the document needs to be E. Explain the progression establish cycle.
 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil Cecil County Government Administra Record is available until the disposa 12 RECOMMENDED RETENTION Scan original and verify image. Retain In 13 TYPED OR PRINTED NAME OF 	val signatures a lain or attach copy will have (delet ead), (print) and S AND RULES FC inal document; A OF THE MAIN E ity throughout the ration Building II date, and the hard and imaged	Ind which is issued to if established in writing. ie) (print) and (hold) i (hold) access. R REVISING INFORMA if updates are needed LECTRONIC DATA FILE record's authorized life of n record is purged.	access. Managers and employ TION IN THE SYSTEM ed, the document needs to be E. Explain the progression establish sycle:
 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil Cecil County Government Administra Record is available until the disposa 12 RECOMMENDED RETENTION Scan original and verify image. Retain I 13 TYPED OR PRINTED NAME OF PREPARER 	val signatures a lain or attach copy will have (delet ead), (print) and S AND RULES FC inal document; A OF THE MAIN E ity throughout the ration Building II date, and the hard and imaged	Ind which is issued to r if established in writing. (print) and (hold) (hold) access. R REVISING INFORMA if updates are needed LECTRONIC DATA FILE record's authorized life of n record is purged. Copies permanently al NE NUMBER	access. Managers and employ TION IN THE SYSTEM ed, the document needs to be E. Explain the progression establish cycle:

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Waterl Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 9 of 5			
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT			
DEFINITION – Record Series - A group of rela and dispositio	unit for reference as well as retention					
4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR					
Building Permit (Working Copy)			<u>1996 _{TO} 2010</u>			
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.			
Application that is filled out by permit						
 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 						
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12. RECOMMENDED RETENTION						
Retain hard copy until scanned and image v	erified then dest	roy hard copy. Retain imag	ged copy for five (5) years, then destroy			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE			
Scott Mesneak	410	-996-5205	9/10/2010			
16 TITLE OF PREPARER IT & Records Retention	Director					
DGS 550-6	1	I				

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	o, Maryland 20794 10) 799-1930	Page <u>10</u> of <u>62</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Permits and I	nspections			
DEFINITION – Record Series - A group of rel and dispositic	a unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR				
Code Form			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.		
Code compliance information sheet t	hat must be si	gned by owner of build	der at permit issuance		
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
Administration, Department Heads, w with the "need to know" will have (rea			cess. Managers and employees		
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM		
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be		
11 SPECIFY THE LOCATION AND MEDIA					
ensure the record's retention and usabilit Cecil County Government Administra	-	recordis authorized life cyc			
Record is available until the disposal	~	n record is purged.			
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image ve	rified then destro	y hard copy. Retain image	d copy for ten (10) years, then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 11 of 52		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT		
DEFINITION – Record Series - A group of rel and dispositio	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Complaint Report			1996 _ _{TO} 010		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series Include r			
Written documentation taken from citi	contained in a series. Include Written documentation taken from citizen complaints.				
 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employee with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION		<u>14 - 10 - 12 - 11 - 1</u>			
Retain hard copy until scanned and image ve	rified then destro	y hard copy. Retain imaged	d copy for ten (10) years, then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
Scott Mesneak	410	0-996-5205	9/10/2010		
16 TITLE OF PREPARER IT & Records Retention	Director				
DGS 550-6		l			

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 12 of 52		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT		
DEFINITION – Record Series - A group of rel and dispositio	a unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE	ECTRONIC RECORD SERIES TITLE				
Contractor Release			5 EARLIEST YEAR/LATEST YEAR		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s_of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
	B ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information contained in a series. Include Contractor sends in letter to have their name removed from permit and b liability on the permit				
9 POLICY ON ACCESS AND USE - Explai	in or attach conv	if established in writing			
Administration, Department Heads, w with the "need to know" will have (rea	vill have (delete	e) (print) and (hold) ac	ccess. Managers and employees		
10 UPDATING CYCLES OR CONDITIONS	AND RULES FOR	REVISING INFORMATI	ON IN THE SYSTEM		
Updates are not allowed on the origin replaced.	ial document; i	f updates are needed	, the document needs to be		
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION		· · · · · · · · · · · · · · · · · · ·			
Retain hard copy until scanned and image ve	rified then destroy	/ hard copy. Retain image	d copy for ten (10) years, then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHON	IE NUMBER	15 DATE		
Scott Mesneak	410	-996-5205	9/10/2010		
16 TITLE OF PREPARER	L				
IT & Records Retention	Director				
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS M 7275 Wateri	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 , Maryland 20794	ELECTRONIC RECORDS INVENTORY	
COMAR 14.18.04		10) 799-1930	Page 13 of 62	
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT	
DEFINITION – Record Series - A group of rel and dispositio	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR			
Critical Area Information	<u> 1996 _{TO} 2010 </u>			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system	
Paper		Electronic Document	- IBM Content Manager	
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	/documents/forms purpose and function of the system.	
Critical Area Information				
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing		
Administration, Department Heads, w with the "need to know" will have (rea	vill have (delet id), (print) and	e) (print) and (hold) ac (hold) access.	cess. Managers and employees	
10. UPDATING CYCLES OR CONDITIONS /	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM	
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be	
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability	OF THE MAIN EI / throughout the	ECTRONIC DATA FILE.	Explain the progression established to le.	
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.				
12 RECOMMENDED RETENTION				
Scan original and verify image. Retain ha	rd and imaged	copies permanently and	transfer every 5 years to Archives.	
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE	
Scott Mesneak	410	-996-5205	9/10/2010	
16 TITLE OF PREPARER			· · · · · · · · · · · · · · · · · · ·	
IT & Records Retention I	Director)	
DGS 550-6			· · · · · · · · · · · · · · · · · · ·	

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INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS MA	OF GENERAL SERVICE	
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup,	oo Road, P.O. Box 275 Maryland 20794 (0) 799-1930	Page <u>14</u> of <u>6</u> 2
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION		3 UNIT
	Permits and Ir		
DEFINITION - Record Series - A group of r and disposition	elated records stored tion purposes	l electronically and used	as a unit for reference as well as retentio
4 ELECTRONIC RECORD SERIES TITLE	:		5 EARLIEST YEAR/LATEST Y
Death Certificate			<u>1996</u> _{TO} 2010
6 INPUT - Identify source of information to	o be entered	7 OUTPUT - Identify	the use/s of information generated by sys
Paper		Electronic Docum	ent - IBM Content Manager
8 ELECTRONIC RECORD SERIES DESC	RIPTION - Briefl conta	y describe the information in a series. Inclu	ude purpose and function of the syste
Submitted to show proven death of	property owner	listed on MD Asse	ssment website.
Submitted to show proven death of 9 POLICY ON ACCESS AND USE - Exp			,
	lain or attach copy will have (delete	if established in writin	<u>g</u> .
9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS	lain or attach copy will have (delete ad), (print) and S AND RULES FOR	if established in writin e) (print) and (hold (hold) access. R REVISING INFORM	g) access. Managers and emplo ATION IN THE SYSTEM
9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re	lain or attach copy will have (delete ad), (print) and S AND RULES FOR	if established in writin e) (print) and (hold (hold) access. R REVISING INFORM	g) access. Managers and emplo ATION IN THE SYSTEM
9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced.	lain or attach copy will have (delete ad), (print) and S AND RULES FOF inal document; i	if established in writin e) (print) and (hold (hold) access. R REVISING INFORM f updates are need ECTRONIC DATA FI	g) access. Managers and emplo ATION IN THE SYSTEM ded, the document needs to be
 9 POLICY ON ACCESS AND USE - Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil 	lain or attach copy will have (delete ad), (print) and S AND RULES FOF inal document; i A OF THE MAIN EL ity throughout the r	if established in writin e) (print) and (hold (hold) access. R REVISING INFORM f updates are need ECTRONIC DATA FI	g) access. Managers and emplo ATION IN THE SYSTEM ded, the document needs to be
9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced.	lain or attach copy will have (delete ead), (print) and S AND RULES FOF inal document; i A OF THE MAIN EL ity throughout the r ration Building	if established in writin e) (print) and (hold (hold) access. R REVISING INFORM f updates are need ECTRONIC DATA FI ecord's authorized life	g.) access. Managers and emplo ATION IN THE SYSTEM ded, the document needs to be LE. Explain the progression establish cycle:
 9 POLICY ON ACCESS AND USE - Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil Cecil County Government Administr 	lain or attach copy will have (delete ead), (print) and S AND RULES FOF inal document; i A OF THE MAIN EL ity throughout the r ration Building	if established in writin e) (print) and (hold (hold) access. R REVISING INFORM f updates are need ECTRONIC DATA FI ecord's authorized life	g.) access. Managers and emplo ATION IN THE SYSTEM ded, the document needs to be LE. Explain the progression establish cycle:
 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil Cecil County Government Administr Record is available until the disposa 	lain or attach copy will have (delete ead), (print) and S AND RULES FOF inal document; i A OF THE MAIN EL ity throughout the r ration Building I date, and then	if established in writin e) (print) and (hold (hold) access. R REVISING INFORM f updates are need ECTRONIC DATA FI ecord's authorized life record is purged.	g.) access. Managers and emplo ATION IN THE SYSTEM ded, the document needs to be LE. Explain the progression establish cycle:
 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil Cecil County Government Administr Record is available until the disposa 12 RECOMMENDED RETENTION 	lain or attach copy will have (delete ead), (print) and S AND RULES FOF inal document; i A OF THE MAIN EL ity throughout the r ration Building I date, and then	if established in writin e) (print) and (hold (hold) access. R REVISING INFORM f updates are need ECTRONIC DATA FI ecord's authorized life record is purged.	g.) access. Managers and emplo ATION IN THE SYSTEM ded, the document needs to be LE. Explain the progression establish cycle:
 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil Cecil County Government Administr Record is available until the disposa 12 RECOMMENDED RETENTION Scan original and verify image. Retain here 13 TYPED OR PRINTED NAME OF 	lain or attach copy will have (delete ead), (print) and S AND RULES FOR inal document; i A OF THE MAIN EL ity throughout the r ration Building I date, and then hard and imaged of 14 TELEPHON	if established in writin e) (print) and (hold (hold) access. R REVISING INFORM f updates are need ECTRONIC DATA FI ecord's authorized life record is purged.	g) access. Managers and emplo ATION IN THE SYSTEM ded, the document needs to be LE. Explain the progression establish cycle:
 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabil Cecil County Government Administr Record is available until the disposa 12 RECOMMENDED RETENTION Scan original and verify image. Retain here PREPARER 	lain or attach copy will have (delete ead), (print) and S AND RULES FOR inal document; i A OF THE MAIN EL ity throughout the r ration Building I date, and then hard and imaged of 14 TELEPHON	if established in writin e) (print) and (hold (hold) access. R REVISING INFORM f updates are need ECTRONIC DATA FI ecord's authorized life record is purged.	g.) access. Managers and emplo ATION IN THE SYSTEM ded, the document needs to be LE. Explain the progression establish cycle: and transfer every 5 years to Arch 15 DATE

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 15 of 62		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT		
DEFINITION – Record Series - A group of rela and dispositio	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR				
Deed/Sales Agreement			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	se/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information	/documents/forms purpose and function of the system.		
Submitted to show recent property sa					
9 POLICY ON ACCESS AND USE - Explai	n or attach copy	if established in writing.	· · · · · · · · · · · · · · · · · · ·		
Administration, Department Heads, w with the "need to know" will have (rea			cess. Managers and employees		
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM		
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be		
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image ve	rified then destro	y hard copy. Retain image	d copy for ten (10) years, then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Wateri Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 16 of 62			
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT			
DEFINITION – Record Series - A group of rela and dispositio	unit for reference as well as retention					
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Deferral of Final Lot Grading			<u> 1996 _{TO} 2010 </u>			
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system			
Papér		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information	/documents/forms purpose and function of the system.			
Deferral of grading requirement for fir			,			
	in or ottoch con	if actablished in writing				
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIC	ON IN THE SYSTEM			
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be			
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION		· · · · · · · · · · · · · · · · · · ·				
Retain hard copy until scanned and image ve	rified then destro	y hard copy. Retain imaged	d copy for ten (10) years, then destroy.			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE			
Scott Mesneak	410	-996-5205	9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention	Director					
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS N	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275		RECORDS	INVENT
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessu	00 Road, P.O. Box 275 9, Maryland, 20794 10) 799-1930	Page	17 _of_	62
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Permits and	nspections			
DEFINITION - Record Series - A group of and disposi	elated records store tion purposes	d electronically and used a	as a unit for referen	ce as well as r	etentior
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIES	T YEAR/LAT	EST YI
Driveway Pipe Requirements			1996	<u>5 то 20</u>	010
6 INPUT - Identify source of information t	o be entered	7 OUTPUT - Identify th	l ne use/s of informa	tion generated	by syst
Paper		Electronic Docume	ent - IBM Cont	ent Manag	er
8 ELECTRONIC RECORD SERIES DESC		l fly describe the informat ained in a series. Includ			<u></u>
Code compliance information sheet issuance 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re	lain or attach copy will have (delet	if established in writing e) (print) and (hold)			
issuance 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re	lain or attach copy will have (delet ead), (print) and	if established in writing e) (print) and (hold) I (hold) access.	access. Mana	igers and e	
9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads,	lain or attach copy will have (delet ead), (print) and S AND RULES FC	if established in writing e) (print) and (hold) I (hold) access. R REVISING INFORMA	access. Mana	igers and e	mploy
9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced.	lain or attach copy will have (delet ad), (print) and S AND RULES FC inal document;	if established in writing e) (print) and (hold) I (hold) access. R REVISING INFORMA if updates are need	ATION IN THE S ed, the docum	Igers and e	employ to be
9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced.	lain or attach copy will have (deleted) ad), (print) and S AND RULES FC inal document; OF THE MAIN E ity throughout the ration Building	if established in writing e) (print) and (hold) I (hold) access. R REVISING INFORM if updates are need LECTRONIC DATA FIL record's authorized life	ATION IN THE S ed, the docum	Igers and e	employ to be
 9 POLICY ON ACCESS AND USE - Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabi Cecil County Government Administration 	lain or attach copy will have (deleted) ad), (print) and S AND RULES FC inal document; OF THE MAIN E ity throughout the ration Building	if established in writing e) (print) and (hold) I (hold) access. R REVISING INFORM if updates are need LECTRONIC DATA FIL record's authorized life	ATION IN THE S ed, the docum	Igers and e	employ to be
 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDI/ ensure the record's retention and usabi Cecil County Government Administr Record is available until the disposa 	lain or attach copy will have (deleted) ad), (print) and SAND RULES FC inal document; OF THE MAIN E ity throughout the ration Building I date, and the	if established in writing e) (print) and (hold) I (hold) access. R REVISING INFORMA if updates are need LECTRONIC DATA FIL record's authorized life n record is purged.	access. Mana TION IN THE St ed, the docum E. Explain the p cycle:	Igers and e	to be
 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDI/ ensure the record's retention and usabi Cecil County Government Administing Record is available until the disposa 12 RECOMMENDED RETENTION 	lain or attach copy will have (deleted) ad), (print) and SAND RULES FC inal document; OF THE MAIN E ity throughout the ration Building I date, and the	if established in writing e) (print) and (hold) I (hold) access. R REVISING INFORMA if updates are need LECTRONIC DATA FIL record's authorized life n record is purged.	access. Mana TION IN THE St ed, the docum E. Explain the p cycle:	Igers and e	to be
 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabi Cecil County Government Administic Record is available until the disposa 12 RECOMMENDED RETENTION Scan original and verify image. Retain II 13 TYPED OR PRINTED NAME OF 	lain or attach copy will have (deleted) ad), (print) and SAND RULES FC inal document; A OF THE MAIN E ity throughout the ration Building il date, and the hard and imaged	if established in writing e) (print) and (hold) I (hold) access. R REVISING INFORMA if updates are need LECTRONIC DATA FIL record's authorized life n record is purged.	ATION IN THE S ed, the docum E. Explain the p cycle: and transfer eve 15 DATE	Igers and e	to be stablish
 9 POLICY ON ACCESS AND USE – Exp Administration, Department Heads, with the "need to know" will have (re 10 UPDATING CYCLES OR CONDITIONS Updates are not allowed on the orig replaced. 11 SPECIFY THE LOCATION AND MEDI/ ensure the record's retention and usabi Cecil County Government Administr Record is available until the disposa 12 RECOMMENDED RETENTION Scan original and verify image. Retain I 13 TYPED OR PRINTED NAME OF PREPARER 	lain or attach copy will have (deleted) ad), (print) and SAND RULES FC inal document; A OF THE MAIN E ity throughout the ration Building il date, and the hard and imaged	if established in writing e) (print) and (hold) I (hold) access. R REVISING INFORMA if updates are need LECTRONIC DATA FIL record's authorized life n record is purged. copies permanently a NE NUMBER	ATION IN THE S ed, the docum E. Explain the p cycle: and transfer eve 15 DATE	igers and e rSTEM nent needs rogression es	to be stablish

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 18 of 52		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT		
DEFINITION – Record Series - A group of rel and dispositio	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Electrical Inspection			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information			
Approval notification of the completio	contained in a series. Include Approval notification of the completion of a final electrical inspection.				
 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employee with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building					
Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION					
Retain hard copy until scanned and image ve					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER IT & Records Retention	Director				
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 19 of 52		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT		
DEFINITION - Record Series - A group of rel and dispositio	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE		5 EARLIEST YEAR/LATEST YEAR			
Engineer's Report			<u>1996 _{TO} 2010</u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	se/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	/documents/forms ourpose and function of the system.		
Letter of approval of work site compli	ance provided	by 3rd party engineer			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS /					
Updates are not allowed on the origin replaced.					
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cvc	Explain the progression established to te:		
ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION	==				
Scan original and verify image. Retain ha	rd and imaged	copies permanently and	transfer every 5 years to Archives.		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE		
Scott Mesneak	410	-996-5205	9/10/2010		
16 TITLE OF PREPARER			······································		
IT & Records Retention	Director	· · · · · · · · · · · · · · · · · · ·			
DGS 550-6					

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 20 of 12				
1 DEPARTMENT/AGENCY	2 DIVISION	- · · · · · · · · · · · · · · · · · · ·	3 UNIT				
Cecil County Government	Permits and I	nspections					
DEFINITION – Record Series - A group of rel and dispositio	a unit for reference as well as retention						
4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR						
Final Grade Certification			<u> 1996 _{TO} 2010 </u>				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system				
Paper		Electronic Document	- IBM Content Manager				
8 ELECTRONIC RECORD SERIES DESCR		l fly describe the information					
Code compliance information which n			purpose and function of the system. at building permit issuance.				
	U	« • • • •					
		. <u> </u>					
Administration, Department Heads, w	9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM				
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be				
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to cle.				
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.							
12 RECOMMENDED RETENTION			· · · · · · · · · · · · · · · · · · ·				
Scan original and verify image. Retain ha	ird and imaged	copies permanently and	transfer every 5 years to Archives.				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE				
Scott Mesneak	41()-996-5205	9/10/2010				
16 TITLE OF PREPARER			· · · · · · · · · · · · · · · · · · ·				
IT & Records Retention	Director	:					
DGS 550-6							
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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Wateri Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 21 of 162		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT		
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Fire Marshal Report			<u>1996 _{TO} 2010</u>		
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	se/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information			
Checklist and approval record for a b			purpose and function of the system. MD State Fire Marshal.		
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E / throughout the	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to le.		
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Waterl Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 12.2 of 22		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT		
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Flood Plan Attachments			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Papér		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	/documents/forms purpose and function of the system.		
Code compliance information which r					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM		
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image ve	rified then destro	y hard copy. Retain image	d copy for ten (10) years, then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Wateri Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	Page <u>13</u> of <u>62</u>		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and	Inspections	3 UNIT		
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Grading & Driveway Entrance Permit	Application		<u>1996 _{TO} 2010</u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR			/documents/forms purpose and function of the system.		
Application which is filled out by custo	omer to apply	for a grading and/or di	riveway entrance permit.		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to le.		
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION	· · · ·				
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for twenty (20) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	41()-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 24 of 32		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT		
DEFINITION – Record Series - A group of rela and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Hawkers and Peddlers License					
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series Include	/documents/forms ourpose and function of the system.		
License issued on a calendar year ba					
 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy					
13 TYPED OR PRINTED NAME OF	13 TYPED OR PRINTED NAME OF 14 TELEPHONE NUMBER 15 DATE				
PREPARER Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Water Jessur	OF GENERAL SERVICES IANAGEMENT DIVISION Ioo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 75 of 52		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and	Inspections	3 UNIT		
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Home Owner's Plumbing Test			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	se/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		l fly describe the information	/documents/forms		
Test given by a permit clerk to a prop his/her own dwelling.					
9 POLICY ON ACCESS AND USE - Explai	in or attach conv	if established in writing			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to le:		
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION	······································	· · · ·			
Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
Scott Mesneak	410	-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					
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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18:04			Page 26 of 62			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Permits and	Inspections				
DEFINITION – Record Series - A group of rel and dispositio	ated records store n purposes	d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
HVAC (Heating, Ventilating, and Air C	Conditioning)	nspection Sheet	1996 2010			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system			
Paper			- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brie cont	ly describe the information ained in a series. Include	/documents/forms purpose and function of the system.			
Checklist and approval record filled out by HVAC inspector for each building permit where HVAC was preformed.						
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing				
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.						
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION						
Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	15 DATE				
Scott Mesneak	Scott Mesneak 410-996-5205 9/10/2010					
16 TITLE OF PREPARER						
IT & Records Retention I	Director					
DGS 550-6						

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Water Jessur	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page of			
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and	nspections	3 UNIT			
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes						
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
HVAC (Heating, Ventilating, and Air C	Conditioning)	Permit	<u>1996 _{TO} 2010</u>			
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the L	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information				
HVAC permit issued to HVAC contrac			purpose and function of the system. cil County jurisdiction.			
 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be 						
 replaced. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. 						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION	<u> </u>					
Scan original and verify image. Retain ha		and the second	transfer every 5 years to Archives.			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Scott Mesneak	410	-996-5205	9/10/2010			
16 TITLE OF PREPARER IT & Records Retention Director						
DGS 550-6						

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Waterl Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 18 of 12			
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT			
DEFINITION – Record Series - A group of rel and disposition		d electronically and used as	a unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE		н. На страна стр	5 EARLIEST YEAR/LATEST YEAR			
Insurance Certificate			<u>1996</u> _{TO} <u>2010</u>			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system			
Paper		Electronic Documen	t - IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information	n/documents/forms purpose and function of the system.			
Copy of insurance certificate which is within Cecil County.						
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.				
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.						
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION		······································				
Retain hard copy until scanned and image v	erified then dest	oy hard copy. Retain ima	ged copy for five (5) years, then destroy			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE			
Scott Mesneak	410	-996-5205	9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention	Director					
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18:04	RECORDS M 7275 Water Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 29 of 52		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT		
DEFINITION – Record Series - A group of rela and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Lease Agreement			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	/documents/forms purpose and function of the system.		
Letter of permission signed by proper	ty owner <u>g</u> ivir	ng tenant permission to	o apply for permit.		
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing.	·		
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION	· · · · · ·				
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 30 of 62		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT		
DEFINITION – Record Series - A group of rel and dispositio	ated records store n purposes	d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Letter of Permission			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include t	/documents/forms ourpose and function of the system.		
Letter signed by landowner giving sor		•	· · ·		
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10. UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cvc	Explain the progression established to le:		
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410	-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director	- - 			
DGS 550-6					

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Wateri Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 31 of 12		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT		
DEFINITION – Record Series - A group of rel and dispositio	ated records store n purposes	d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Letter Requesting Extension			19962010		
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information			
contained in a series. Include purpose and function of the system. Letter submitted to the Permits and Inspections department requesting an extension on the time of permit validation.					
 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be 					
replaced.					
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cvc	Explain the progression established to le.		
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Scan original and verify image. Retain ha	rd and imaged	copies permanently and	transfer every 5 years to Archives.		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO		15 DATE		
Scott Mesneak	410	-996-5205	9/10/2010		
16 TITLE OF PREPARER	······································	-			
IT & Records Retention I	Director				
DGS 550-6					

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup, Maryland 20794 (410) 799-1930		Page 32 of 62			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Permits and I	nspections				
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes						
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Manufactured Home Park License			<u>1996 _{TO} 2010</u>			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR			n/documents/forms purpose and function of the system.			
License issued to land owner of a mo						
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.				
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM			
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.						
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12. RECOMMENDED RETENTION						
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE			
Scott Mesneak	410)-996-5205	9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention	Director					
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	o, Maryland, 20794 10) 799-1930	Page <u>33</u> of <u>62</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Permits and I	nspections			
DEFINITION – Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Manufactured Home Requirements			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		I Ily describe the information ained in a series. Include	n/documents/forms purpose and function of the system.		
Code compliance information sheet v	vhich must be	signed by owner or bu	uilder at permit issuance		
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administra	tion Building	-			
Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Waterl Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page <u>34</u> of <u>62</u>		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT		
DEFINITION – Record Series - A group of rela and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Manufactured Home Tax Collection F	orm		<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.		
Form completed by property owner an monthly tax payment.					
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing.			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
	11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.				
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Wateri Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 35 of 57		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT		
DEFINITION – Record Series - A group of rela and dispositio	ated records store n purposes	d electronically and used as a	a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Maryland Department of the Environn	nent (MDE) A	pproval	<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to t	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information			
Document must be submitted upon pe		-	purpose and function of the system. vork prerequisite.		
9 POLICY ON ACCESS AND USE - Explai	n or attach copy	if established in writing.			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be		
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability	OF THE MAIN E	ECTRONIC DATA FILE	Explain the progression established to cle.		
Cecil County Government Administrat Record is available until the disposal		record is ourged			
12 RECOMMENDED RETENTION		<u> </u>			
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DAȚE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention I	Director				
DGS 550-6					

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18.04			Page <u>36</u> of <u>62</u>			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Permits and	Inspections				
DEFINITION – Record Series - A group of rel and dispositio	ated records store	d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Memorandum			<u> 1996 _{TO} 2010 </u>			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		I fly describe the information ained in a series Include	/documents/forms purpose and function of the system.			
Miscellaneous memos and correspon						
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.				
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.						
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle:						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION						
Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE			
Scott Mesneak	410)-996-5205	9/10/2010			
16 TITLE OF PREPARER	16 TITLE OF PREPARER					
IT & Records Retention Director						
DGS 550-6						

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page			
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	Inspections	3 UNIT			
DEFINITION – Record Series - A group of rel and dispositio	ated records store n purposes	d electronically and used as a	a unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Maryland Home Improvement Comm	ission (MHIC)	Warning	19962010			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information				
Land owner intending to preform con Maryland Home Improvement Comm	struction on th	eir property must sign	purpose and function of the system. to be in compliance with the			
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing				
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10. UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.						
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle:						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION		<u></u>				
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE			
Scott Mesneak	410-996-5205		9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention Director						
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series, Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup, Maryland 20794 (410) 799-1930		Page <u>38</u> of <u>62</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Permits and I	nspections			
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Multi Service Electronic Form					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		l fly describe the information			
Pre-approval of building plans for con Inspector's Office.			purpose and function of the system. Walls issued by the Electrical		
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER	L				
IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Water Jessur	OF GENERAL SERVICES IANAGEMENT DIVISION Ioo Road, P.O. Box 275 o, Maryland 20794 110) 799-1930	ELECTRONIC RECORDS INVENTORY Page 39 of 62			
1 DEPARTMENT/AGENCY	2 DIVISION		3 ÜNIT			
Cecil County Government	Permits and	Inspections				
DEFINITION - Record Series - A group of rel and dispositio	ated records store n purposes	d electronically and used as a	a unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Occupancy Permit			<u>1996 _{TO} 2010</u>			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		l fly describe the information				
Permit issued to property owner or bu			purpose and function of the system.			
an a						
		····				
9 POLICY ON ACCESS AND USE - Explain						
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.						
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION						
Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO		15 DATE			
Scott Mesneak	410-996-5205		9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention Director						
DGS 550-6						

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04			Page <u>40</u> of <u>62</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Permits and I	nspections			
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Owner/Builder Contract			1996 _{TO} 2010		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		I fly describe the informatior ained in a series. Include	n/documents/forms purpose and function of the system.		
Contract between property owner and	d builder for w	ork to be preformed o	n specific property.		
9 POLICY ON ACCESS AND USE - Expla	in or attach conv	if established in writing			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the origin replaced.	Updates are not allowed on the original document; if updates are needed, the document needs to be				
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to					
ensure the record's retention and usability	of the MAIN E y throughout the	record's authorized life cyc	Explain the progression established to cle.		
Cecil County Government Administra	v				
Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION	12 RECOMMENDED RETENTION				
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					
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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup, Maryland 20794 (410) 799-1930		Page <u>41</u> of <u>62</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Permits and	nspections			
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE	· · · · · · · · · · · · · · · · · · ·		5 EARLIEST YEAR/LATEST YEAR		
Permits and Inspections Required Ins	pection				
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	/documents/forms ourpose and function of the system.		
Code compliance information sheet s	igned by own	er or builder at permit i	issuance.		
		· · · · · · · · · · · · · · · · · · ·			
9 POLICY ON ACCESS AND USE - Explain		_			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	-	15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6	DGS 550-6				

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Water Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page <u>4Z</u> of <u>6Z</u>		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 ŲNIT		
	ated records store	·	a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Plan Review Sheet			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to	bé entered	7 OUTPUT - Identify the	use/s of information generated by system		
Paper		Electronic Document	t - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR Checklist and approval used by plan	cont	ained in a series. Include	purpose and function of the system.		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18.04			Page <u>43</u> of <u>62</u>			
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION		3 UNIT			
	Permits and I					
DEFINITION - Record Series - A group of re and disposition	ated records store on purposes	d electronically and used as	a unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Plumbing Inspection Report	,					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	Levels of information generated by system			
Paper		Electronic Documer	nt - IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information	on/documents/forms e purpose and function of the system.			
Checklist and approval record filled out by plumbing inspector for each plumbing project done in Cecil County's jurisdiction. 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.						
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS ,						
Updates are not allowed on the origin replaced.	al document;	if updates are neede	d, the document needs to be			
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability	OF THE MAIN E	ECTRONIC DATA FILE	Explain the progression established to			
Cecil County Government Administra Record is available until the disposal	tion Building					
12 RECOMMENDED RETENTION	,					
Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO		15 DATE			
Scott Mesneak	410	-996-5205	9/10/2010			
16 TITLE OF PREPARER	16 TITLE OF PREPARER					
IT & Records Retention	IT & Records Retention Director					
DGS 550-6						
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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Wateri Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page <u>94</u> of <u>62</u>		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT		
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Plumbing License Application					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.		
Application submitted by contractors licensed to preform plumbing work in Cecil County.					
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing.			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Wateri Jessur	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 45 of 52		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT		
DEFINITION – Record Series - A group of rel and dispositio	ated records store in purposes	d electronically and used as a	a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Plumbing Permit			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information			
Plumbing permit issued to plumber or jurisdiction.			purpose and function of the system. preformed within Cecil County's		
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10. UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to		
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION	- <u></u> ,				
Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
Scott Mesneak	410	-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6	4 I_				

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	, Maryland, 20794 10) 799-1930	Page <u>46</u> of <u>62</u>				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Cecil County Government	Permits and I	nspections					
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Power of Attorney			<u>1996 _{TO} 2010</u>				
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system				
Paper		Electronic Document	- IBM Content Manager				
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information	/documents/forms ourpose and function of the system.				
Legal document provided to Permits a Power of Attorney for the property ow	and Inspection	·	· ·				
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing.					
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.							
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM							
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.							
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to le.				
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.							
12 RECOMMENDED RETENTION	<u> </u>						
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
Scott Mesneak	410	-996-5205	9/10/2010				
16 TITLE OF PREPARER	16 TITLE OF PREPARER						
IT & Records Retention Director							
DGS 550-6							

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Waterl Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 , Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 47 of 52		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT		
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Receipt			<u>1996 _{TO} 2010</u>		
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR Receipt showing payment.		ly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
Scott Mesneak	410	-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic 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 (410) 799-1930		ELECTRONIC RECORDS INVENTORY		
COMAR 14.18.04			Page 48 of 62		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Permits and I	nspections			
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Refund			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information	/documents/forms purpose and function of the system		
When either a permit is voided or am completed, the original is sent to Trea	ended and an	y money is due the ap	· · ·		
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE		
Scott Mesneak	410	-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Waterl Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 49 of 62			
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT			
DEFINITION – Record Series - A group of rela and dispositio		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Release of Information			<u>1996 _{TO} 2010</u>			
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information	/documents/forms purpose and function of the system.			
Application which is filled out by a cus and Inspections files.						
9 POLICY ON ACCESS AND USE – Explai	n or attach copy	if established in writing				
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.						
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12. RECOMMENDED RETENTION						
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Scott Mesneak	410	-996-5205	9/10/2010			
16 TITLE OF PREPARER		Î				
IT & Records Retention Director						
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Wateri Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	Page 50 of 12		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT		
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	i unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Returned Check Notice			<u>1996 _{TO} 2010</u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	/documents/forms purpose and function of the system.		
Notice from the Treasurer's Office of					
9 POLICY ON ACCESS AND USE - Expla	in or attach conv	if established in writing			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE		
Scott Mesneak	410	-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Wateri Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 51 of 52		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT		
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Sediment and Erosion Control Plan			<u>1996 _{TO} 2010</u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include a	/documents/forms ourpose and function of the system.		
Code compliance information sheet w					
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing.			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to le.		
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410	996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

1 DEPARTMENT/AGENCY Cecil County Government 2 DIVISION Permits and Inspections 3 UNIT DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and dispetition purposes 5 EARLIEST YEARLATEST YEAR Septic and Well Information 4 ELECTRONIC RECORD SERIES TITLE Septic and Well Information 5 EARLIEST YEARLATEST YEAR 1996 To _ 2010 6 INPUT - Identify source of information to be entered Paper 7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager 8 ELECTRONIC RECORD SERIES DESCRIPTION - contained in a series. Include purpose and function of the system. Code compliance information sheet which is given to the property owner or builder at the time of building permit issuance. 9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the records retention and usability throughout the records authorized life cycle. 12 12 RECOMMENDED RET	INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 Water Jessup	OF GENERAL SERVICES IANAGEMENT DIVISION Ioo Road, P.O. Box 275 D, Maryland 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 52 of 52				
A ELECTRONIC RECORD SERIES TITLE Septic and Well Information 1996 TO 2010 10PUT - Identify isource of information to be entered Paper B ELECTRONIC RECORD SERIES DESCRIPTION Briefy describe the information generated by system Electronic Document - IBM Content Manager B ELECTRONIC RECORD SERIES DESCRIPTION Briefy describe the information/documents/forms contained in a series. Include purpose and function of the system. Code compliance information sheet which is given to the property owner or builder at the time of building permit issuance. 9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. Managers and employees with the "need to know" will have (read), print) and (hold) access. Managers and employees with the "need to know" will have (read), print) and (hold) access. Managers and employees with the accords retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged. I TYPED OR PRINTED NAME OF RE			Inspections	3 UNIT				
Septic and Well Information 1996TO2010								
Septic and Well Information	4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Paper Electronic Document - IBM Content Manager 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Code compliance information sheet which is given to the property owner or builder at the time of building permit issuance. 9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged. 15 DATE 12 RECOMMENDED RETENTION Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives. 15 DATE 13 TYPED OR PRINTED NAME OF PREPARER 14 TELEPHONE NUMBER 15 DATE Scott Mesneak 410-996-5205 9/10/2010 16 TITLE OF PREPARER IT & Record's Retention Director	Septic and Well Information							
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms. contained in a series. Include purpose and function of the system. Code compliance information sheet which is given to the property owner or builder at the time of building permit issuance. 9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged. 12 RECOMMENDED RETENTION Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives. 13 TYPED OR PRINTED NAME OF PREPARER 14 TELEPHONE NUMBER 15 DATE Scott Mesneak 410-996-5205 9/10/2010 16 TITLE OF PREPARER IT & Record's Retention Director	6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the t	use/s of information generated by system				
contained in a series. Include purpose and function of the system. Code compliance information sheet which is given to the property owner or builder at the time of building permit issuance. 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged. 12 RECOMMENDED RETENTION Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives. 13 TYPED OR PRINTED NAME OF PREPARER 14 TELEPHONE NUMBER 15 DATE Scott Mesneak 410-996-5205 9/10/2010 16 TITLE OF PREPARER IT & Records Retention Director	Paper		Electronic Document	- IBM Content Manager				
Code compliance information sheet which is given to the property owner or builder at the time of building permit issuance. 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged. 12 RECOMMENDED RETENTION Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives. 13 TYPED OR PRINTED NAME OF PREPARER 14 TELEPHONE NUMBER 15 DATE 9/10/2010 16 TITLE OF PREPARER IT & Records Retention Director 9/10/2010	8 ELECTRONIC RECORD SERIES DESCR							
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged. 12 RECOMMENDED RETENTION Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives. 13 TYPED OR PRINTED NAME OF PREPARER. Scott Mesneak 410-996-5205 9/10/2010 16 TITLE OF PREPARER IT & Records Retention Director	Code compliance information sheet w permit issuance.		·					
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged. 12 RECOMMENDED RETENTION Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives. 13 TYPED OR PRINTED NAME OF PREPARER. Scott Mesneak 410-996-5205 9/10/2010 16 TITLE OF PREPARER IT & Records Retention Director	9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged. 12 RECOMMENDED RETENTION Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives. 13 TYPED OR PRINTED NAME OF PREPARER. 14 TELEPHONE NUMBER 15 DATE Scott Mesneak 410-996-5205 9/10/2010 16 TITLE OF PREPARER. IT & Records Retention Director	Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees							
replaced. 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged. 12 RECOMMENDED RETENTION Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives. 13 TYPED OR PRINTED NAME OF PREPARER 14 TELEPHONE NUMBER 15 DATE Scott Mesneak 410-996-5205 9/10/2010 16 TITLE OF PREPARER IT & Records Retention Director	10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM							
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Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives. 13 TYPED OR PRINTED NAME OF PREPARER 14 TELEPHONE NUMBER 15 DATE Scott Mesneak 410-996-5205 9/10/2010 16 TITLE OF PREPARER IT & Records Retention Director								
13 TYPED OR PRINTED NAME OF PREPARER 14 TELEPHONE NUMBER 15 DATE Scott Mesneak 410-996-5205 9/10/2010 16 TITLE OF PREPARER IT & Records Retention Director	12 RECOMMENDED RETENTION							
PREPARER 410-996-5205 9/10/2010 16 TITLE OF PREPARER IT & Records Retention Director	Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.							
16 TITLE OF PREPARER IT & Records Retention Director		14 TELEPHO	NENUMBER	15 DATE				
IT & Records Retention Director	Scott Mesneak	410	-996-5205	9/10/2010				
	16 TITLE OF PREPARER							
DCS 550 6	IT & Records Retention Director							
DGS 550-6								

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS M 7275 Wateri Jessup	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275 h, Maryland 20794	ELECTRONIC RECORDS INVENTORY Page 53 of 67			
COMAR 14.18.04	(410) 799-1930					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Permits and I	nspections				
DEFINITION – Record Series - A group of rel and dispositio	ated records store	d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Single Lot Declaration of Intent						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	/documents/forms ourpose and function of the system.			
Code compliance information sheet w permit issuance.		·	•			
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing.				
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.						
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability						
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12. RECOMMENDED RETENTION		<u> </u>				
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NENUMBER	15 DATE			
Scott Mesneak	410)-996-5205	9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention Director						
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION oo Road, P.O. Box 275	ELECTRONIC RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup, Maryland 20794 (410) 799-1930		Page <u>\$4</u> of <u>62</u>			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Permits and I	nspections				
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes						
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Site Plan			1996 _{TO} 2010			
6 INPUT - Identify source of information to I	be entered		ise/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	/documents/forms ourpose and function of the system.			
Site plan submitted at permit applicat	ion designatin	g where construction	will be occurring on property.			
	:					
9 POLICY ON ACCESS AND USE - Explai	••	Ū.				
Administration, Department Heads, w with the "need to know" will have (rea			cess. Managers and employees			
	a), (print) and	(1014) 400035.				
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Updates are not allowed on the origin	al document;	if updates are needed	, the document needs to be			
replaced.						
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E / throughout the	LECTRONIC DATA FILE. record's authorized life cvc	Explain the progression established to te			
Cecil County Government Administra	. –	· · · · · · · · · · · · · · · · · · ·				
Record is available until the disposal	•	n record is purged.				
12. RECOMMENDED RETENTION						
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO		15 DATE			
Scott Mesneak	410	-996-5205	9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention Director						
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 55 of 52		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and	nspections	3 UNIT		
DEFINITION - Record Series - A group of rel and dispositio	ated records store n purposes	d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Sprinkler Report			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	se/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information			
Approval document supplied by the s commercial projects.			purpose and function of the system.		
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.	· · · · · · · · · · · · · · · · · · ·		
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10. UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability	OF THE MAIN E	ECTRONIC DATA FILE.	Explain the progression established to		
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION		·			
Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
Scott Mesneak	410	-996-5205	9/10/2010		
16 TITLE OF PREPARER		· ·			
IT & Records Retention Director					
DGS 550-6					

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>56</u> of <u>52</u>		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and I	nspections	3 UNIT		
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
State Highway Approval			<u>1996 _{TO} 2010</u>		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Papér		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR	cont		purpose and function of the system.		
Approval of occupancy permit for pro Permits and Inspections.	penies on sia		te nignway Auministration to		
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged. 					
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6		·			

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 57 of 62			
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT			
	DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE 5			5 EARLIEST YEAR/LATEST YEAR			
State of Maryland License			<u> 1996 _{TO} 2010 </u>			
6 INPUT - Identify source of information to I	6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the					
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR						
contained in a series. Include purpose and function of the system. Proof submitted by plumbing or HVAC contractor to show license approval from the State of Maryland.						
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.						
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to le.			
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION						
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Scott Mesneak	410-996-5205		9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention Director						
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 58 of 52		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT		
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST					
Stop Work Order			<u>1996 _{TO} 2010</u>		
6 INPUT - Identify source of information to I	6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the				
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information			
contained in a series. Include purpose and function of the system. Building official will fill out this form for any construction site where they have placed a stop work order.					
9 POLICY ON ACCESS AND USE – Explai	in or attach copy	if established in writing			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM		
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 59 of 52		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Permits and I	nspections			
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEA					
Temporary Occupancy Permit			<u>1996 _{TO} 2010</u>		
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information			
contained in a series. Include purpose and function of the system. Temporary permit issued to property owner or building contractor allowing owner to move into structure without receiving all final approvals.					
9 POLICY ON ACCESS AND USE - Explai	n or attach copy	if established in writing			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM		
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

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INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterioo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page <u>60</u> of <u>62</u>		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT		
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/L					
Town Occupancy Authorization			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the	use/s of information generated by system		
Paper	er Electronic Document				
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information			
contained in a series. Include purpose and function of the system. Approval for specific building permit occupancy for properties within Cecil County jurisdiction and also located within any incorporated town limits.					
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

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INSTRUCTIONS – Type or print a separate form for each new/revised. electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page of		
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT		
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR					
Very Important Document			<u> 1996 _{TO} 2010 </u>		
6 INPUT - Identify source of information to	6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the				
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		l Ily describe the information			
contained in a series. Include purpose and function of the system. Code compliance information sheet which must me signed by the land owner or builder at building permit issuance.					
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM		
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to le.		
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterioo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 62 of 62			
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Permits and Inspections		3 UNIT			
DEFINITION - Record Series - A group of rel and dispositio	DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR						
Zoning Certificate			<u>1996 _{TO} 2010</u>			
6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the			use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series Include				
contained in a series. Include purpose and function of the system. Approval document either from the county or any town to preform work that necessitates the application of a building permit.						
 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced. 						
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to le			
Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION						
Scan original and verify image. Retain hard and imaged copies permanently and transfer every 5 years to Archives.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Scott Mesneak	410-996-5205		9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention Director						
DGS 550-6						

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