

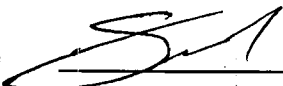
DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. <u>C1118</u>
Page 1 of 3	

Agency Cecil County Government	Division/Unit Public Works
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Item No.	Description	Retention
1	This series includes general public works records. Changes in records format will not necessarily require revision 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: Building Permit	Retain hard copy for three (3) years until scanned and image verified. Transfer imaged and hard copy to Archives after three (3) years.
2	Misc. Deposit Slip	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for one (1) year then destroy
3	Bridge Files	Scan original and verify images. Retain hard and imaged copies permanently and transfer image and hard copies every 5 years to Archives for permanent preservation.

Schedule Approved by Department, Agency, or Division Representative.

Date _____


Signature 

Typed Name Scott Mesneak

Title IT & Records Retention Director

Schedule Authorized by State Archivist

Date 7 March 2011

Signature 

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 01118

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Agency
Cecil County Government

Division/Unit
Public Works

Item No.	Description	Retention
4	Inspection Reports	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until bridge or structure is replaced, then destroy.
5	<u>Correspondence</u> A. Correspondence In B. Correspondence Out	Screen annually and destroy copies that are no longer needed for current business with the following exception: Transfer to archives for permanent retention, any material that serves to document the origin, development, and accomplishments for the office and has continuing administrative, fiscal, legal, or historical value.
6	<u>Personnel</u> A. Personnel File B. Personnel	Retain hard copy for one (1) year after termination, then destroy
7	<u>Projects</u> A. Project Studies, Reports and Row/easements	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until project is superseded, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1118
Agency Cecil County Government		Page 3 of 3
Division/Unit Public Works		
Item No.	Description	Retention
8	<p>B. Project File</p> <p><u>Roads and Storm Drains</u></p> <p>A. Roads and Storm Drains Design Plans</p> <p>B. Roads and Storm Drains Public Works Agreement</p>	<p>Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after final close of project, then destroy</p> <p>Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies every 5 years to Archives.</p> <p>Scan original, verify image, and then destroy hard copy. Retain imaged copy for three (3) years after completion of project, and then destroy.</p>
9	Stormwater Management Inspection and Maintenance Agreement	Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every 5 years.
10	Water and/or Sewer Design Plans	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until completion of project, then destroy

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>1</u> of <u>14</u>
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Public Works	3 UNIT Engineering and Construction
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 Bridge Files		5 EARLIEST YEAR/LATEST YEAR <u>1850</u> TO <u>2010</u>
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 - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. To maintain a current record of each bridge on the National Bridge Inventory for Cecil County.		
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 images. Retain hard and imaged copies permanently and transfer image and hard copies every 5 years to Archives for permanent preservation.		
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak	14 TELEPHONE NUMBER 410-996-5205	15 DATE 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 <u>2</u> of <u>14</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Public Works		3 UNIT Development Services	
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 Building Permit - Grading Compliance				5 EARLIEST YEAR/LATEST YEAR <u>1980s</u> TO <u>2010</u>	
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 - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Tracks permit compliance to approved grading. Includes permit, field reports, application and final as-built, final grade certification. May contain stop work orders, photos, and other pertinent information. These files are maintained in numeric order consistent with building permit system in the Stormwater and Sediment/Erosion Control Group.					
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 for three (3) years until scanned and image verified. Transfer imaged and hard copy to Archives after three (3) years.					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 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 <u>3</u> of <u>14</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Public Works		3 UNIT Director's Office	
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 Correspondence In				5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>2010</u>	
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 - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents are requests, complaints and responses to Departmental letters.					
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 <small>Screen annually and destroy copies that are no longer needed for current business with the following exception: Transfer to archives for permanent retention, any material that serves to document the origin, development, and accomplishments for the office and has continuing administrative, fiscal, legal, or historical value.</small>					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 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 <u>4</u> of <u>14</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Public Works		3 UNIT Director's Office	
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 Correspondence Out				5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>2010</u>	
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 - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents sent out to deal with complaints or issues sent in by public.					
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 <small>Screen annually and destroy copies that are no longer needed for current business with the following exception: Transfer to archives for permanent retention, any material that serves to document the origin, development, and accomplishments for the office and has continuing administrative, fiscal, legal, or historical value.</small>					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 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 <u>5</u> of <u>14</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Public Works		3 UNIT Engineering and Construction	
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 Inspection Reports				5 EARLIEST YEAR/LATEST YEAR <u>1997</u> TO <u>2010</u>	
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 - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Inspection reports to document the structural adequacy of bridges and other structures.					
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 until bridge or structure is replaced, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 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 <u>6</u> of <u>14</u>			
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Public Works		3 UNIT Development Services	
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 Misc. Deposit Slip				5 EARLIEST YEAR/LATEST YEAR <u>1980s</u> TO <u>2010</u>	
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 - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Transfer of received funds from DPW to Accounting. Currently filed alphabetically by project name in a misc. file.					
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 one (1) year then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>14</u>	
1. Department/Agency Public Works		2. Division Engineering and Construction		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Personnel File				5. Earliest Year/Latest Year <u>2009</u> to <u>2010</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) To keep personnel records for each employee.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Keyword Lookup		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number _____	
11. File Is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Public Works Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain hard copy for one (1) year after termination, then destroy		
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director		20. Telephone Number 410-996-5205		21. Date 9/10/2010	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1830		AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>14</u>	
1. Department/Agency Public Works		2. Division Director's Office		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Personnel				5. Earliest Year/Latest Year <u>2009</u> to <u>2010</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Maintain records on current employees including timesheets and leave slips.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Keyword Lookup		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number _____ <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number _____ <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Public Works Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain hard copy for one (1) year after termination, then destroy		
19. Name and Title of Preparer Scott Mesneak IT & Records Retention Director		20. Telephone Number 410-996-5205		21. Date 9/10/2010	

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>9</u> of <u>14</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Public Works		3 UNIT Engineering and Construction	
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 Project File				5 EARLIEST YEAR/LATEST YEAR <u>1996</u> TO <u>2010</u>	
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 - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. To keep project correspondence, contracts, and accounting records.					
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 three (3) years after final close of project, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Public Works		3 UNIT Engineering and Construction	
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 Project Studies, Reports, and Row/easements				5 EARLIEST YEAR/LATEST YEAR <u>1900</u> TO <u>2010</u>	
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 - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Technical documents developed to assess infrastructure needs to include record plans and right of way/easement acquisitions					
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.					
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12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy until project is superseded, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

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				Page <u>11</u> of <u>14</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Public Works		3 UNIT Development Services	
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 Roads and Storm Drains Design Plans				5 EARLIEST YEAR/LATEST YEAR <u>1980s</u> TO <u>2010</u>	
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 - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Plans submitted for the purpose of review and approval of Development Concepts to the County Planning Commission. Document set containing original concept, revisions based on review comments, and a final approved plan. The approved plan becomes the authorization from DPW/DSD to start work after the signing of agreements, payment of fees and posting of suety.					
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 hard and image copies every 5 years to Archives.					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 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 <u>12</u> of <u>14</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Public Works		3 UNIT Development Services	
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 Roads and Storm Drains Public Works Agreement				5 EARLIEST YEAR/LATEST YEAR <u>1980s</u> TO <u>2010</u>	
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 - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Establish between County and Developer, a contract defining the legislated responsibility for ownership, maintenance and repair of roads and storm drains per ordinance at time of deign approval. Recommended Revision: Include DPW project Number, tax map and parcel, code revision identifiers and variances or waivers, Include fees and surety breakdown.					
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, verify image, and then destroy hard copy. Retain imaged copy for three (3) years after completion of project, and then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 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 <u>19</u> of <u>14</u>	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Public Works		3 UNIT Development Services	
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 Stormwater Management Inspection and Maintenance Agreement				5 EARLIEST YEAR/LATEST YEAR: <u>1980s</u> TO <u>2010</u>	
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 - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Establish between County and Developer a contract defining the legislated responsibility for ownership, maintenance, and repair of SWM facilities per ordinance at time of design approval. Recommended Revision: Include construction, DPW project Number, code revision identifiers and variances or waivers. Include fees and surety breakdown.					
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 hard and image copies to Archives every 5 years.					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 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 10 14 of 14	
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Public Works		3 UNIT Development Services	
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 Water and/or Sewer Design Plans				5 EARLIEST YEAR/LATEST YEAR <u>1980s</u> TO <u>2010</u>	
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 - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Plans submitted for the purpose of review and approval of Development Concepts to the County Planning Commission. Document set containing original concept, revisions based on review comments, and a final approved plan. The approved plan becomes the authorization from DPW/DSD to start work after the signing of agreements, payment of fees and posting of surety.					
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 until completion of project, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

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