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

Schedule No. CIII8 Page of 3

Agency

Division/Unit

	Cecil County Government	Public Works
item No.	Description	Retention
	This series includes general public works records.	
	Changes in records format will not necessarily require the retention schedule. However, should the scope or records series be altered, the schedule may be amended such changes.	content of a
	Each agency will use all or some of the following reco are governed by the indicated retention period:	rds which
1	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.
	Approved by Department, Agency, Schedule Author Representative.	orized by State Archivist March 2011
Signature		Elwan Clonenha
Typed Na Title <u> </u> [me <u>Scott Mesneak</u> Signature T & Records Retention Director	7. 7- 7-

DGS 550-1

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

Schedule No. CIII8

of

Page 2

3

Agency

Cecil County Government

Division/Unit Public Works

	Cecii County Government	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	Correspondence 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	Personnel A. Personnel File B. Personnel	Retain hard copy for one (1) year after termination, then destroy		
7	Projects 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 Retain imaged copy until project is superseded, then destroy		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

Page 3

of 3

Agency
Cecil County Government

Division/Unit Public Works

	nty Government Public W	Public Works			
Item No.	Description	Retention			
	B. Project File	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			
8	Roads and Storm Drains A. Roads and Storm Drains Design Plans	Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies every 5 years to Archives.			
	B. Roads and Storm Drains Public Works Agreement	Scan original, verify image, and then destroy hard copy. Retain imaged copy for three (3) years after completion of project, and then destroy.			
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 DGS 550-	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 M	OF GENERAL SERVICES IANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	loo Road, P.O. Box 275 o, Maryland, 20794 (10) 799-1930	Page 1 of 14
1 DEPARTMENT/AGENCY	2: DIVISION		3 UNIT
Cecil County Government	Public Works	ь	Engineering and Construction
DEFINITION - Record Series - A group of rel and dispositio	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
Bridge Files			1850 _ _{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		l fly describe the information ained in a series Include r	/documents/forms ourpose and function of the system.
To maintain a current record of each			₹:
	-		
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 nd), (print) and	e) (print) and (hold) ac l (hold) access.	
10 UPDATING CYCLES OR CONDITIONS			
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
Cecil County Government Administra	tion Building	·	
Record is available until the disposal	date, and ther	n record is purged.	
12 RECOMMENDED RETENTION			
Scan original and verify images. Retain hard and imaged co	pies permanently and	transfer image and hard copies eve	ry 5 years to Archives for permanent preservation.
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHOI		15 DATE
Scott Mesneak	410	996-5205	9/10/2010
16 TITLE OF PREPARER			Fig. marroway 1
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	ELECTRONIC RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	oo Road, P.O. Box 275), Maryland 20794 10) 799-1930	Page of1 <u>4</u>				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Cecil County Government	Public Works		Development Services				
DEFINITION – Record Series - A group of rela 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				
Building Permit - Grading Compliance	;		1980s _ _{TO} 2010				
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the ι	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.				
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 - 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 origin replaced.	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 ble.				
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 scanne			rd copy to Archives after three (3) years.				
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							

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INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY						
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	loo Road, P.O. Box 275 o, Maryland 20794 110) 799-1930	Page <u>3</u> of <u>14</u>						
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT						
Cecil County Government	Public Works	ſ	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 5 EARLIEST YEAR/LATEST Y									
Correspondence In									
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 p	/documents/forms ourpose and function of the system.						
Documents are requests, complaints		•	•						
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 origin replaced	al document;	if updates are needed	, the document needs to be						
11 SPECIFY THE LOCATION AND MEDIA Consure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to						
Cecil County Government Administra Record is available until the disposal	tion Building	·							
12. RECOMMENDED RETENTION Screen annually and destroy copies that are no longer needed for current bu development, and accomplishments for the office and has continuing administrations.	usiness with the following ex istrative, fiscal, legal, or hist	ception. Transfer to archives for permanent rel orical value.	tention, any material that serves to document the origin.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO		15 DATE						
Scott Mesneak	410	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	RECORDS MANAGEMENT DIVISION		ELECTRONIC RECORDS INVENTORY						
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	oo Road, P.O. Box 275 o, Maryland 20794 10) 799-1930	Page <u>4</u> of <u>14</u>						
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT						
Cecil County Government	Public Works		Director's Office						
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	4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATEST YEAR								
Correspondence Out									
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 a	n/documents/forms purpose and function of the system.						
Documents sent out to deal with com		·	on possible and 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									
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 ble.						
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 .									
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.									
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 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>5</u> of <u>14</u>				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Cecil County Government	Public Works	·	Engineering and Construction				
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				
Inspection Reports			1997 _ _{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		fly describe the information	n/documents/forms purpose and function of the system.				
Inspection reports to document the st			· ·				
	•						
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	LECTRONIC DATA FILE.	Explain the progression established to cle.				
Cecil County Government Administra	- -						
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 unti	I bridge or structure is replaced, 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 newfrevised		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY					
electronic record series. Forward with	7275 Waterl	oo Road, P.O. Box 275						
Records Retention Schedule (DGS 550-1) COMAR 14.18.04		, Maryland 20794 10) 799-1930	Page <u>1</u> of <u>14</u>					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
Cecil County Government	Public Works		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			5 EARLIEST YEAR/LATEST YEAR					
Misc. Deposit Slip			1980s _{TO} 2010					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the ເ	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.					
Transfer of received funds from DPW misc. file.	to Accounting	g. Currently filed alpha	betically by project name in a					
0.0010000000000000000000000000000000000								
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 INFORMATION	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.	Explain the progression established to le.					
Cecil County Government Administra	tion Building	•						
Record is available until the disposal	date, and thei	n 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	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								

Instruction	Instructions –Type or Print a separate form for DEPARTMENT OF G			PENERAL SERV	/I∩ES:	AGENCY RECORDS INVENTORY
1	or revised record series. Forward			GEMENT DIVISI		
	ds Retention Schedule (DGS 550-1)	1		oad, P.O. Box 27	1	PAGE OF
			Jessup, Mar	ryland 20794	-	PAGE OF
1. Department/A	Agency	·2. Division	410-0	99-1930		3. Unit
Public Wo	rks	Enginee	ering and Cons	struction	ļ	l
		<u> </u>				
DEFINITIO 4. Record Series		od records	normally filed a	nd used as a uni		nce as well as retention and disposition purposes.
Personnel						9 ₁₀ 2010
					<u> </u>	
_	s Description (Briefly describe the types of information/doc ersonnel records for each employee		found in the series. Incl	lude the purpose or fund	ction of the serie	PS.)-
		1				l
		1 1				
7. Record Series	s Format(s) List all	i.	8. Record Series Ser	quence.	9: Valume	
						■ File Drawer(s)
■ Letter Size	□ Mcrofilm .	ļ	 Alphabetical 			D Microfilm Reel(s)
-				ļ	l —	□ Computer Tape(s)
□ Legal Size	_□ Computer Tage		Numerical	ļ	Number	Öther (specify)
□ Audio Tape	□ Floppy Disk	. !	D Chronological	1		
D Bound Book	□ Video Tape	: :	□ Geographical	ļ	10. Annual À	
D Other (specify	ļ Ņ)		Other (specify	ý!		■ File Drawer(s)
		: :	Keyword	l Lookup		□ Microfilm Reel(s)
		;	1			Computer Tape(s)
1		:			Number	□ Other (specify)
11. File is Us	sed	 		12. File-Become	s Inactive After	
□ Daily	■Weekly. □ Monthly, □ Annually		ļ	1_	4 0	Month(s) in Year(s)
!		:	ļ	Number	_	(UIIII(a)
1						
13. Current Loc		!		14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)
Public Wor	ks Office	:		D Yes 🖪 No		
!		•				
15. Access F	Restrictions (If Yes, cite Law(s) & Regulation(s)	:		16. Audit Require	rements	
□ Yes	■ No	k k		■ None	□ State	□ Federal □ Independent
				l		
17. Isan Ind	dex System used? If yes, explain briefly and describe requi	rements.		.18. Recommend	ded Retention	
				l		for one (1) year after termination,
□ Yes	s ■ No			then destr		ioi one (1) year and termination,
!					~,	
				l		·
19. Name and T	Title of Prenarer		20: Telephone Numb	her	21. Date	
<u> </u>	Scott Mesneak		410-99		***	9/10/2010
<u> </u>	IT & Records Retention Director			1-0255		
<u> </u>		1			1	

each new of with Record 1. Department/ Public Wo DEFINITIO 4. Record Series Personnel 6. Record Series	rks N - RECORD SERIES: A group of relate	acuments/forms found in the series. Include the purpose or function of the			t for referents. Earliest Ye	ear/Latest Year
7. Record Series Letter Size Legal Size Audio Tape Bound Book Other (specif	y)		B. Record Series Series Alphabetical Numerical Chronological Geographical Other (specify Keyword)) Lookup	9. Volume Number 10. Annual A Number	□ File Drawer(s) □ Mcrofilm Reel(s) □ Camputer Tape(s) □ Other (specify) □ Countialion □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Cher (specify)
□ Yes	KS Office Restrictions (If Yes, cite Law(s) & Regulation(s) ■ No ex System used? If yes, explain briefly and describe requi	ulrements		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Audit Requirements None		No Federal Independent
19. Name,and 1				then destr		9/10/2010

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY					
electronic record series. Forward with Records Retention Schedule (DGS 550-1)	Jessup	oo Road, P.O. Box 275 , Maryland 20794	Dago G et 1H					
COMAR 14.18.04	(4	10) 799-1930	Page <u>9</u> of <u>14</u>					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
Cecil County Government	Public Works		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			5 EARLIEST YEAR/LATEST YEAR					
Project File			1996 _{TO} 2010					
6 INPUT - Identify source of information to	be entered		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.					
To keep project correspondence, cor			surpose and tanodom of the system.					
		,•						
9 POLICY ON ACCESS AND USE - Expla		J						
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees								
Will the field to know will have the	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 usabilit								
Cecil County Government Administra		,						
Record is available until the disposal	date, and ther	n 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	14 TELEPHO		15 DATE					
PREPARER			10 DAIE					
Scott Mesneak	410)-996-5205	9/10/2010					
16 TITLE OF PREPARER	D:							
IT & Records Retention Director								
DGS 550-6								
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INSTRUCTIONS – Type or print a separate form for each new/revised	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		ELECTRONIC RECORDS INVENTORY	
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland, 20794 (410) 799-1930		Page 10 of 14	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Cecil County Government	Public Works		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 5 EARLIEST YEAR/LATEST YEAR				
Project Studies, Reports, and Row/easements			<u>1900 _{TO} 2010</u>	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the ເ	use/s of information generated by system	
Paper	Electronic Document - IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR	RONIC 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 - 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 until project is superseded, 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		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275				
COMÁR 14.18.04	Jessup, Maryland 20794 (410) 799-1930		Page 11 of 14		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Public Works		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			1980s _{TO} 2010		
6 INPUT - Identify source of information to	- Identify source of information to be entered 7' OUTPUT - Identify the u				
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.					
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 - Explai	n or attach copy	if established in writing.			
Administration, Department Heads, w	ill have (delet	e) (print) and (hold) ad	cess Managers and employees		
with the "need to know" will have (rea	d), (print) and	(hold) access.	ooss. Manago, o ana omproyoss		
		<i>y</i> .			
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 E	LECTRONIC DATA FILE	Explain the progression established to		
ensure the record's retention and usability	throughout the	record's authorized life cyc	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 hard and image copies 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		· ·			

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS N	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessuj	loo Road, P.O. Box 275 o, Maryland 20794 (10) 799-1930	Page 12 of 14		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Public Works	i	Development Services		
DEFINITION - Record Series - A group of and dispos	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	<u> </u>		5 EARLIEST YEAR/LATEST YEAR		
Roads and Storm Drains Public Wo	Roads and Storm Drains Public Works Agreement				
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 DESC	LECTRONIC 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 CONDITION					
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 14 TELEPHONE NUMBER 15 DATE					
PREPARER					
Scott Mesneak 16 TITLE OF PREPARER	41()-996-5205	9/10/2010		
IT & Records Retention Director					
DGS 550-6		: 			

INSTRUCTIONS – Type or print a separate form for each new/revised	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 19 of 14		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Public Works		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			5 EARLIEST YEAR/LATEST YEAR		
Stormwater Management Inspection and Maintenance Agreement			1980s _{TO} 2010		
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	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					
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	14 TELEPHO	NE NUMBER	15 DAȚE		
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	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY	
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup	loo Road, P.O. Box 275 o, Maryland 20794 110) 799-1930	Page 11 of 14	
1 DEPARTMENT/AGENCY	2 DIVISION	•	3 UNIT	
Cecil County Government	Public Works	;	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			5 EARLIEST YEAR/LATEST YEAR	
Water and/or Sewer Design Plans			1980s _{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	ECTRONIC 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			•	
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 E	LECTRONIC 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	14 TELEPHO	NE NUMBER	15 DAȚE	
Scott Mesneak	410	0-996-5205	9/10/2010	
16 TITLE OF PREPARER	<u></u> .			
IT & Records Retention Director				
DGS 550-6				

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