DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. C1119 Page 1 of 4

Agency	Division/Unit
Cecil County Government	Economic Development

Item No.	Description	Retention
	GENERAL ECONOMIC DEVELOPMENT RECORDS This series includes general economic development records, financial records, plans and studies, business files, correspondence and meeting minutes. 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:	
1	Financial Records A. Internal Revenue Bond Financing Files B. Grants Received	Retain for seven (7) years then destroy
	C. Annual Reports (Bond Rating Report in Recent Years)	Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.
	D. Grants for Economic Development Office	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years from the end of the fiscal year the file was closed then destroy.

Schedule Approved by Department, Agency, or Division Representative:	Schedule Authorized by State Archivist
Date	Date 7 March 2011
Signature	Signature
Typed Name Scott Mesneak	
Title IT & Records Retention Director	

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1119 Page 2 of 4
Agency Cecil County Government	Division/Unit Economic Development

Item No.	Description	Retention
	E. Revolving Loan Fund Individual Files	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years after the loan is paid off then destroy.
2	<u>Plans, Studies, and Related Files</u>	
	A. Adjoining Jurisdictions Info. B. Clean Air Act from the Early 90s	Destroy immediately.
	C. Community Development Block Grant Files	Retain for seven (7) years then destroy.
	D. Brownfields File E. Economic Development Strategic Plan F. Studies and/or Plans G. Route 40 Beautification H. Special Taxing District	Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.
	I. MD Horse Park Proposal	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years from the end of the fiscal year the file was closed then destroy.
3	<u>Cecil County Business Files</u>	
	A. Enterprise Zone File	Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1119 Page 3 of 4
Agency Cecil County Government	Division/Unit Economic Development

Item No.	Description	Retention
	B. Cecil County Business Files (Closed Businesses) C. Cecil County Business Files (Currently Operating)	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy as long as business operates here and for ten (10) years after the business was closed then destroy.
	D. Fast Track File	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after building permit is issued and then destroy.
	E. Base Realignment and Closure Act (BRAC) Action Plan	Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.
	F. Bainbridge	Retain for two (2) years after project close and then destroy.
	G. Vehicle File	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for two (2) years after vehicle is disposed of and then destroy.
	H. Advertising Contract	Retain for three (3) years then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1119 Page 4 of 4
Agency Cecil County Government	Division/Unit Economic Development

Item No.	Description	Retention
4	CORRESPONDENCE A. General Correspondence B. Economic Development Commission (EDC) Correspondence C. Prospect Correspondence	Screen annually & destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, & accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
	D. BRAC Correspondence	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years from the end of the fiscal year the file was closed then destroy.
	E. Upper Shore Regional Council F. Transportation File	Retain for three (3) years then destroy
	G. Slots Correspondence and Legislation	Retain for five (5) years then destroy
5	MEETING MINUTES A. EDC Minutes	Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.
	B. Revolving Loan Fund Minutes	Permanent. Retain hard copy for ten (10) years, then transfer to archives for permanent retention. Retain image copy permanently and transfer to archives after ten (10) years.

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
410-799-1830

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Adjoining Jurisdictions Info

5. Earliest Year/Latest Year: 1991 to 1997

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Old correspondence and news articles concerning economic development in adjoining states and counties.

7. Record Series Format(s) List all
- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Audio Tape
- [ ] Floppy Disk
- [ ] Bound Book
- [ ] Video Tape
- [ ] Other (specify)

8. Record Series Sequence
- [ ] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [x] Other (specify) Keyword Lookup

9. Volume
- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify)

Number

10. Annual Accumulation
- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify)

Number

11. File Is Used
- [ ] Daily
- [ ] Weekly
- [ ] Monthly
- [ ] Annually

Never

12. File Becomes Inactive After: n/a Number
- [ ] Month(s)
- [ ] Year(s)

13. Current Location(s) (Bldg., Floor, Room): Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
- [ ] Yes
- [x] No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
- [ ] Yes
- [x] No

16. Audit Requirements
- [x] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
- [ ] Yes
- [x] No

18. Recommended Retention: Destroy immediately.

19. Name and Title of Preparer: Scott Mesneak, IT & Records Retention Director

20. Telephone Number: 410-996-5205

21. Date: 9/10/2010

DGS 550-4 (Rev. 1/93)

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
410-799-1830

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Advertising Contract

5. Earliest Year/Latest Year: 2007 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

All advertising contracts established

7. Record Series Format(s) List all

- ■ Letter Size
- □ Microfilm
- □ Legal Size
- □ Computer Tape
- □ Audio Tape
- □ Floppy Disk
- □ Bound Book
- □ Video Tape
- □ Other (specify)

8. Record Series Sequence

- □ Alphabetical
- □ Numerical
- □ Chronological
- □ Geographical
- ■ Other (specify) Keyword Lookup

9. Volume

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

Number

10. Annual Accumulation

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

Number

11. File is Used

□ Daily □ Weekly □ Monthly ■ Annually

12. File Becomes Inactive After

3 Number □ Month(s) ■ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

□ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)

□ Yes ■ No

16. Audit Requirements

■ None □ State □ Federal □ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

□ Yes ■ No

18. Recommended Retention

Retain for three (3) years 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

DGS 550-4 (Rev. 1/93)

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 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Annual Reports (Bond Rating Report in Recent Years)

5. Earliest Year/Latest Year: 1992 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Statistics for the year concerning economic development

7. Record Series Format(s) List all
- ■ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Audio Tape
- ☐ Floppy Disk
- ☐ Bound Book
- ☐ Video Tape
- ☐ Other (specify)

8. Record Series Sequence
- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ■ Other (specify) Keyword Lookup

9. Volume
- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

Number

10. Annual Accumulation
- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

Number

11. File is Used
☐ Daily ☐ Weekly ■ Monthly ☐ Annually

12. File Becomes Inactive After
n/a ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
☐ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)
☐ Yes ■ No

16. Audit Requirements
■ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
☐ Yes ■ No

18. Recommended Retention
Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.

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
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Bainbridge

5. Earliest Year/Latest Year: 2002 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Copies of agreements; correspondence between developers and BDC; BDC meeting minutes, agendas, etc.; legislation

7. Record Series Format(s) List all

- ■ Letter Size
- □ Microfilm
- □ Legal Size
- □ Computer Tape
- □ Audio Tape
- □ Floppy Disk
- □ Bound Book
- □ Video Tape
- □ Other (specify)_____

8. Record Series Sequence

- □ Alphabetical
- □ Numerical
- □ Chronological
- □ Geographical
- ■ Other (specify) _____

Keyword Lookup

9. Volume

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)_____

_____ Number

10. Annual Accumulation

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

_____ Number

11. File is Used

□ Daily □ Weekly ■ Monthly □ Annually

12. File Becomes Inactive After

2 Number □ Month(s) ■ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

□ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

□ Yes ■ No

16. Audit Requirements

■ None □ State □ Federal □ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

□ Yes ■ No

18. Recommended Retention

Retain for two (2) years after project close and 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

DGS 550-4 (Rev. 1/93)

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 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Base Realignment and Closure Act (BRAC) Action Plan

5. Earliest Year/Latest Year: 2005 to 2008

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

A plan of action that Cecil County residents developed to address the upcoming Base Realignment and Closure Act

7. Record Series Format(s) List all

- ■ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Audio Tape
- ☐ Floppy Disk
- ☐ Bound Book
- ☐ Video Tape
- ☐ Other (specify)_____

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ■ Other (specify) _____

Keyword Lookup

9. Volume

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)_____

_____ Number

10. Annual Accumulation

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

_____ Number

11. File is Used

☐ Daily ☐ Weekly ■ Monthly ☐ Annually

12. File Becomes Inactive After

n/a Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

☐ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)

☐ Yes ■ No

16. Audit Requirements

■ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

☐ Yes ■ No

18. Recommended Retention

Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.

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 410-799-1830	**AGENCY RECORDS INVENTORY** PAGE 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
Base Realignment and Closure Act (BRAC) Correspondence	2005 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Correspondence relating to the Base Realignment and Closure Act

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) _____ Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)_____
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
■ Daily ☐ Weekly ☐ Monthly ☐ Annually	10 ☐ Month(s) ■ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ■ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years from the end of the fiscal year the file was closed then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	9/10/2010

DGS 550-4 (Rev. 1/93)

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 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Brownfields File

5. Earliest Year/Latest Year: 1989 to 2004

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

File of current or former hazardous waste sites

7. Record Series Format(s) List all

- ■ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Audio Tape
- ☐ Floppy Disk
- ☐ Bound Book
- ☐ Video Tape
- ☐ Other (specify)

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ■ Other (specify) Keyword Lookup

9. Volume

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

Number

10. Annual Accumulation

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

Number

11. File is Used

☐ Daily ☐ Weekly ☐ Monthly ☐ Annually

Rarely - Less then Annually

12. File Becomes Inactive After

n/a Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

☐ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)

☐ Yes ■ No

16. Audit Requirements

■ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

☐ Yes ■ No

18. Recommended Retention

Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.

19. Name and Title of Preparer

Scott Mesneak
IT & Records Retention Director

20. Telephone Number

410-996-5205

21. Date

9/10/2010

DGS 550-4 (Rev. 1/83)

8

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 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
Cecil County Business Files (Closed Businesses)	1987 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Paperwork from businesses that operated in Cecil County but have since closed or relocated

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) _____ Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)_____
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)

11. File Is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually Rarely if ever	10 ☐ Month(s) ■ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ■ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy as long as business operates here and for ten (10) years after the business was closed then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	9/10/2010

DGS 550-4 (Rev. 1/93)

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 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
Cecil County Business Files (Currently Operating)	1983 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Paperwork and correspondence of businesses that currently operate in Cecil County.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) _____ Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)_____
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)

11. File Is Used	12. File Becomes Inactive After
■ Daily ☐ Weekly ☐ Monthly ☐ Annually	10 Number ☐ Month(s) ■ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ■ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy as long as business operates here and for ten (10) years after the business was closed then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	9/10/2010

DGS 550-4 (Rev. 1/93)

10

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 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
Clean Air Act from the Early 90s	1991 to 1995

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Newspaper articles, copies of Act, etc.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) _____ Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)_____
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually Never	n/a ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ■ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Destroy immediately.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	9/10/2010

DGS 550-4 (Rev. 1/93)

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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 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
Community Development Block Grant Files	1997 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Applications, reports, etc.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) _____ Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)_____
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ■ Monthly ☐ Annually	7 ☐ Month(s) ■ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ☐ None ■ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Retain for seven (7) years then destroy

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	9/10/2010

DGS 550-4 (Rev. 1/93)

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 410-799-1830	**AGENCY RECORDS INVENTORY** PAGE 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
Economic Development Strategic Plan	1999 to 2004

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

A plan for the economic future of Cecil County

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) _____ Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) _____ Number ☐ Computer Tape(s) ☐ Other (specify)_____
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) _____ Number ☐ Computer Tape(s) ☐ Other (specify)

11. File Is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually Referenced Periodically	n/a Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ■ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	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
410-799-1830

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Economic Development Commission (EDC) Correspondence

5. Earliest Year/Latest Year: 1997 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Correspondence to/from present and past members of the Economic Development Commission (EDC); subcommittees of EDC (present and past); duties of EDC; misc. documents and correspondence pertaining to the EDC

7. Record Series Format(s) List all

- ■ Letter Size
- □ Microfilm
- □ Legal Size
- □ Computer Tape
- □ Audio Tape
- □ Floppy Disk
- □ Bound Book
- □ Video Tape
- □ Other (specify)

8. Record Series Sequence

- □ Alphabetical
- □ Numerical
- □ Chronological
- □ Geographical
- ■ Other (specify) Keyword Lookup

9. Volume

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

Number

10. Annual Accumulation

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

Number

11. File is Used

□ Daily □ Weekly ■ Monthly □ Annually

12. File Becomes Inactive After

5 (Number) □ Month(s) ■ Year(s).

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

□ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)

□ Yes ■ No

16. Audit Requirements

■ None □ State □ Federal □ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

□ Yes ■ No

18. Recommended Retention

Screen annually & destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, & accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

19. Name and Title of Preparer

Scott Mesneak
IT & Records Retention Director

20. Telephone Number

410-996-5205

21. Date

9/10/2010

DGS 550-4 (Rev. 1/93)

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 410-799-1830	**AGENCY RECORDS INVENTORY** PAGE 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
EDC Correspondence	1997 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Correspondence to/from present and past members of the Economic Development Commission (EDC); subcommittees of EDC (present and past); duties of EDC; misc. documents and correspondence pertaining to the EDC

7. Record Series Format(s) List all	8. Record Series Sequence.	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) _____ Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) _____ / ☐ Computer Tape(s) Number ☐ Other (specify)_____
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)

11. File Is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ■ Monthly ☐ Annually	5 (Number) ☐ Month(s) ■ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ■ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Screen annually & destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, & accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	9/10/2010

DGS 550-4 (Rev. 1/93)

15

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 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
EDC Minutes	1972 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Record of meetings mandated by MD state law.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) _____ Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) _____ Number ☐ Computer Tape(s) ☐ Other (specify)_____
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) _____ Number ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☐ Daily ■ Weekly ☐ Monthly ☐ Annually	n/a Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ■ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	9/10/2010

DGS 550-4 (Rev. 1/93)

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 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Enterprise Zone File

5. Earliest Year/Latest Year: 1997 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Properties and businesses located in the County Enterprise Zone. These properties are eligible for tax credits.

7. Record Series Format(s) List all

- ■ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Audio Tape
- ☐ Floppy Disk
- ☐ Bound Book
- ☐ Video Tape
- ☐ Other (specify)_____

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ■ Other (specify) _____

Keyword Lookup

9. Volume

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)_____

_____ Number

10. Annual Accumulation

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

_____ Number

11. File is Used

☐ Daily ☐ Weekly ■ Monthly ☐ Annually

12. File Becomes Inactive After

n/a Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

☐ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)

☐ Yes ■ No

16. Audit Requirements

☐ None ■ State ☐ Federal ■ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

☐ Yes ■ No

18. Recommended Retention

Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.

19. Name and Title of Preparer

Scott Mesneak
IT & Records Retention Director

20. Telephone Number

410-996-5205

21. Date

9/10/2010

DGS 550-4 (Rev. 1/83)

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 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Fast Track File

5. Earliest Year/Latest Year: 1991 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Businesses that have requested a building permit be "fast-tracked".

7. Record Series Format(s) List all

- ■ Letter Size
- □ Microfilm
- □ Legal Size
- □ Computer Tape
- □ Audio Tape
- □ Floppy Disk
- □ Bound Book
- □ Video Tape
- □ Other (specify)_____

8. Record Series Sequence

- □ Alphabetical
- □ Numerical
- □ Chronological
- □ Geographical
- ■ Other (specify) _____

Keyword Lookup

9. Volume

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)_____

_____ Number

10. Annual Accumulation

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

_____ Number

11. File is Used

□ Daily □ Weekly ■ Monthly □ Annually

12. File Becomes Inactive After

3 Number □ Month(s) ■ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

□ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)

□ Yes ■ No

16. Audit Requirements

■ None □ State □ Federal □ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

□ Yes ■ No

18. Recommended Retention

Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after building permit is issued and 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

DGS 550-4 (Rev. 1/93)

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 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
General Correspondence	2009 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Letters from and to the Director and other members in the office.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) _____ Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)_____
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☐ Daily ■ Weekly ☐ Monthly ☐ Annually	5 Number ☐ Month(s) ■ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ■ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Screen annually & destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, & accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	9/10/2010

DGS 550-4 (Rev. 1/93)

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 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Grants for Economic Development Office

5. Earliest Year/Latest Year: 1993 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Record of monies that the office has received.

7. Record Series Format(s) List all

- ■ Letter Size
- □ Microfilm
- □ Legal Size
- □ Computer Tape
- □ Audio Tape
- □ Floppy Disk
- □ Bound Book
- □ Video Tape
- □ Other (specify)

8. Record Series Sequence

- □ Alphabetical
- □ Numerical
- □ Chronological
- □ Geographical
- ■ Other (specify) Keyword Lookup

9. Volume

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

Number

10. Annual Accumulation

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

Number

11. File is Used

□ Daily □ Weekly ■ Monthly □ Annually

Old Grants - never

12. File Becomes Inactive After

10 □ Month(s) ■ Year(s)

Number

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

□ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

□ Yes ■ No

16. Audit Requirements

□ None ■ State ■ Federal □ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

□ Yes ■ No

18. Recommended Retention

Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years from the end of the fiscal year the file was closed 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

DGS 550-4 (Rev. 1/93)

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 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
Grants Received	2003 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

All Grant correspondence and records received

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) _____ Number ☐ Computer Tape(s) ☐ Other (specify)_____
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) _____ Number ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ■ Annually	7 Number ☐ Month(s) ■ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ■ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Retain for seven (7) years then destroy

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	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
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Internal Revenue Bond Financing Files

5. Earliest Year/Latest Year: 1983 to 2000

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Applications, reports, etc.

7. Record Series Format(s) List all
- ■ Letter Size
- □ Microfilm
- □ Legal Size
- □ Computer Tape
- □ Audio Tape
- □ Floppy Disk
- □ Bound Book
- □ Video Tape
- □ Other (specify)_____

8. Record Series Sequence
- □ Alphabetical
- □ Numerical
- □ Chronological
- □ Geographical
- ■ Other (specify) Keyword Lookup

9. Volume
- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)_____

_____ Number

10. Annual Accumulation
- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

_____ Number

11. File is Used
- □ Daily
- □ Weekly
- □ Monthly
- □ Annually

Never

12. File Becomes Inactive After
7 Number
- □ Month(s)
- ■ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
- □ Yes
- ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
- □ Yes
- ■ No

16. Audit Requirements
- □ None
- □ State
- □ Federal
- □ Independent

Unknown

17. Is an Index System used? If yes, explain briefly and describe requirements
- □ Yes
- ■ No

18. Recommended Retention
Retain for seven (7) years 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

DGS 550-4 (Rev. 1/93)

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 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
MD Horse Park Proposal	2005 to 2005

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Information pertaining to Cecil County's proposal to the State to locate the MD Horse Park here.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) _____ Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)_____
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) Number ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually Never	10 ☐ Month(s) ■ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ■ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for ten (10) years from the end of the fiscal year the file was closed then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	9/10/2010

DGS 550-4 (Rev. 1/93)

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 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Prospect Correspondence

5. Earliest Year/Latest Year: 1996 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Information on companies that show or showed an interest in locating in Cecil County

7. Record Series Format(s) List all

- ■ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Audio Tape
- ☐ Floppy Disk
- ☐ Bound Book
- ☐ Video Tape
- ☐ Other (specify)_____

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ■ Other (specify) _____

Keyword Lookup

9. Volume

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)_____

_____ Number

10. Annual Accumulation

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

_____ Number

11. File is Used

☐ Daily ■ Weekly ☐ Monthly ☐ Annually

12. File Becomes Inactive After

5 Number ☐ Month(s) ■ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

☐ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)

☐ Yes ■ No

16. Audit Requirements

■ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

☐ Yes ■ No

18. Recommended Retention

Screen annually & destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, & accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

19. Name and Title of Preparer

Scott Mesneak
IT & Records Retention Director

20. Telephone Number

410-996-5205

21. Date

9/10/2010

DGS 550-4 (Rev. 1/93)

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
410-799-1830

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Revolving Loan Fund Individual Files

5. Earliest Year/Latest Year: 2001 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Financial documents and paperwork for each company that has received a Revolving Loan Fund

7. Record Series Format(s) List all

- ■ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Audio Tape
- ☐ Floppy Disk
- ☐ Bound Book
- ☐ Video Tape
- ☐ Other (specify)_____

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ■ Other (specify) _____

Keyword Lookup

9. Volume

_____ Number

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)_____

10. Annual Accumulation

_____ Number

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

11. File is Used

☐ Daily ☐ Weekly ■ Monthly ☐ Annually

12. File Becomes Inactive After

5 Number ☐ Month(s) ■ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

☐ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)

☐ Yes ■ No

16. Audit Requirements

☐ None ■ State ☐ Federal ■ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

☐ Yes ■ No

18. Recommended Retention

Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years after the loan is paid off 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

DGS 550-4 (Rev. 1/93)

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 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
Revolving Loan Fund Minutes	2001 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Record of meetings

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify) Electronic Content Management	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually Bi-annually	10 Number ☐ Month(s) ■ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ☐ None ■ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Permanent. Retain hard copy for ten (10) years, then transfer to archives for permanent retention. Retain image copy permanently and transfer to archives after ten (10) years.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	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
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Route 40 Beautification

5. Earliest Year/Latest Year: 2004 to 2004

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
A proposed plan that a group of citizens determined was good for Cecil County

7. Record Series Format(s) List all
- ■ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Audio Tape
- ☐ Floppy Disk
- ☐ Bound Book
- ☐ Video Tape
- ☐ Other (specify)

8. Record Series Sequence
- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ■ Other (specify) Keyword Lookup

9. Volume
- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

Number

10. Annual Accumulation
- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

Number

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually
Rarely, if ever

12. File Becomes Inactive After
n/a ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
☐ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)
☐ Yes ■ No

16. Audit Requirements
■ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
☐ Yes ■ No

18. Recommended Retention
Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.

19. Name and Title of Preparer
Scott Mesneak
IT & Records Retention Director

20. Telephone Number
410-996-5205

21. Date
9/10/2010

DGS 550-4 (Rev. 1/93)

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 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Slots Correspondence and Legislation

5. Earliest Year/Latest Year: 2008 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

7. Record Series Format(s) List all

- ■ Letter Size
- □ Microfilm
- □ Legal Size
- □ Computer Tape
- □ Audio Tape
- □ Floppy Disk
- □ Bound Book
- □ Video Tape
- □ Other (specify)_____

8. Record Series Sequence

- □ Alphabetical
- □ Numerical
- □ Chronological
- □ Geographical
- ■ Other (specify) _____

Keyword Lookup

9. Volume

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)_____

_____ Number

10. Annual Accumulation

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

_____ Number

11. File Is Used

□ Daily □ Weekly ■ Monthly □ Annually

12. File Becomes Inactive After

5 Number □ Month(s) ■ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

□ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)

□ Yes ■ No

16. Audit Requirements

■ None □ State □ Federal □ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

□ Yes ■ No

18. Recommended Retention

Retain for five (5) years 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

DGS 550-4 (Rev. 1/93)

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 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Special Taxing District

5. Earliest Year/Latest Year: 2008 to 2008

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Cecil County creating a taxing district to fund infrastructure in that district.

7. Record Series Format(s) List all

- ■ Letter Size
- □ Microfilm
- □ Legal Size
- □ Computer Tape
- □ Audio Tape
- □ Floppy Disk
- □ Bound Book
- □ Video Tape
- □ Other (specify)

8. Record Series Sequence

- □ Alphabetical
- □ Numerical
- □ Chronological
- □ Geographical
- ■ Other (specify) Keyword Lookup

9. Volume

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

Number

10. Annual Accumulation

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

Number

11. File is Used

□ Daily □ Weekly □ Monthly ■ Annually

12. File Becomes Inactive After

n/a Number □ Month(s) □ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

□ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)

□ Yes ■ No

16. Audit Requirements

■ None □ State □ Federal □ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

□ Yes ■ No

18. Recommended Retention

Scan original and verify image. Retain hard and imaged copies permanently and transfer hard and image copies to Archives every ten (10) years.

19. Name and Title of Preparer

Scott Mesneak
IT & Records Retention Director

20. Telephone Number

410-996-5205

21. Date

9/10/2010

DGS 550-4 (Rev. 1/93)

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 of 1
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Economic Development	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
Studies and/or Plans	1992 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 DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Studies that are conducted by the County or by outside consultant.

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. Retain imaged copy permanently and transfer hard and image copy annually 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 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 1 OF 1
1. Department/Agency Economic Development	2. Division	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	5. Earliest Year/Latest Year
Transportation File	2008 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Correspondence concerning any and all forms of transportation (highway, rail, etc.)

7. Record Series Format(s) List all	8. Record Series Sequence.	9. Volume
■ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ■ Other (specify) _____ Keyword Lookup	☐ File Drawer(s) ☐ Microfilm Reel(s) _____ Number ☐ Computer Tape(s) ☐ Other (specify)_____ 10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) _____ Number ☐ Computer Tape(s) ☐ Other (specify)

11. File Is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually Bi-annually	3 Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Economic Development Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ■ No	16. Audit Requirements ■ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No	18. Recommended Retention Retain for three (3) years then destroy

19. Name and Title of Preparer	20. Telephone Number	21. Date
Scott Mesneak IT & Records Retention Director	410-996-5205	9/10/2010

DGS 550-4 (Rev. 1/93)

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 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Upper Shore Regional Council

5. Earliest Year/Latest Year: 2003 to 2008

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Correspondence pertaining to the "start up" of the Council

7. Record Series Format(s) List all

- ■ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Audio Tape
- ☐ Floppy Disk
- ☐ Bound Book
- ☐ Video Tape
- ☐ Other (specify)

8. Record Series Sequence.

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ■ Other (specify) Keyword Lookup

9. Volume

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

Number

10. Annual Accumulation

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

Number

11. File Is Used

☐ Daily ☐ Weekly ☐ Monthly ☐ Annually

Never

12. File Becomes Inactive After

3 Number ☐ Month(s) ■ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

☐ Yes ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)

☐ Yes ■ No

16. Audit Requirements

■ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

☐ Yes ■ No

18. Recommended Retention

Retain for three (3) years 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

DGS 550-4 (Rev. 1/93)

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 1 OF 1

1. Department/Agency: Economic Development

2. Division:

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: Vehicle File

5. Earliest Year/Latest Year: 2001 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Maintenance records of vehicles

7. Record Series Format(s) List all
- ■ Letter Size
- □ Microfilm
- □ Legal Size
- □ Computer Tape
- □ Audio Tape
- □ Floppy Disk
- □ Bound Book
- □ Video Tape
- □ Other (specify)

8. Record Series Sequence
- □ Alphabetical
- □ Numerical
- □ Chronological
- □ Geographical
- ■ Other (specify) Keyword Lookup

9. Volume
- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

Number

10. Annual Accumulation
- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

Number

11. File is Used
- □ Daily
- □ Weekly
- ■ Monthly
- □ Annually

12. File Becomes Inactive After
2 Number
- □ Month(s)
- ■ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
Economic Development Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
- □ Yes
- ■ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)
- □ Yes
- ■ No

16. Audit Requirements
- ■ None
- □ State
- □ Federal
- □ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
- □ Yes
- ■ No

18. Recommended Retention
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for two (2) years after vehicle is disposed of and 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

DGS 550-4 (Rev. 1/93)

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 of 1
1 DEPARTMENT/AGENCY Cecil County Government	2 DIVISION Economic Development	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
Studies and/or Plans	1992 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 DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Studies that are conducted by the County or by outside consultant.

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 ten (10) years.

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