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

Schedule No. C1133

Page 1 of 2

Agency -	Agency - Wicomico County Division/Unit - Public Works						
Item No.	Description	Retention					
1	Correspondence – includes internal/external communication, incoming/outgoing mail Refer to Item No. 12 for electronic mail.(e-mail)	Screen annually destroy material whose fiscal, legal or operational value is no longer needed for current business with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.					
2	Administrative files	Retain three years; then destroy					
3	Purchase Orders/Bills	Screen annually. Retain until the documents' fiscal, legal and operational values are no longer needed for current business then destroy.					
4	Purchasing Request for Proposals	Retain ninety days; then destroy					
5	Department Payroll and Leave Records	Retain two years; then destroy					
6	Non-Active Department Personnel Files & Hiring Documents	Retain three years; then destroy					
7	Maryland Department of Environment (MDE) and Occupational Safety and Health Administration (OSHA) Reports	Retain five years after completion and until the documents' fiscal, legal and operational values are no longer needed for current business, then destroy.					
8	Permits & Licensing - Building, stormwater, utility, etc	Copies of licenses and database with permit and license information are kept permanently for future reference. Copies of licenses and database will be sent to MD Archives when this is approved and updated biannually. Permits are destroyed after three years.					
9	Plans submitted for review – Building, stormwater, fire safety, roads	Database with plan information is kept permanently for future reference. Database will be sent to MD Archives when this is approved and updated biannually. Copies of commercial plans are kept until building remodeled or demolished. Copies of residential plans are destroyed after three years.					

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

Schedule No. C1133

Page 2 of 2

Agency - Wicomico County

Division/Unit - Public Works

Item No.	Description	Retention
10	Construction contracts and documents	Retain three years after project completion and until the documents' fiscal, legal and operational values are no longer needed for current business, then destroy.
11	Maintenance Documents and Service Contracts	Retain three years after equipment is no longer owned by County and until the documents' fiscal, legal and operational values are no longer needed for current business, then destroy.
12	Electronic Mail – includes internal/external communication, incoming/outgoing	Screen every 90 days; any e-mail that is an elemental part of another record series listed on this retention schedule will be printed and retained in accordance to the retention statement of that series. For all other e-mails, destroy all those not 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, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

Schedule Approved by Department, Agency, | Schedule Authorized by State Archivist or Division Representative.

Signature

Typed Name Edwin Heatwole

Title Public Works Acting Deputy Director

Date I flored a Joseph

Signature

DGS 550-1

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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)	GI SE RI MAN D 7275 V P.C Jessu	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division		PAGE 1 OF 11 3. Unit		
Wicomico County Public Works	Develo Roads, Solid V Divisio	elopment, ds, and d Waste		Department		
DEFINITION: RECORD SERIES: A group of related record	s normally	filed and u	sed as	a unit for reference as well as retention and		
disposition purposes. 4. Record Series Title						
			1	Earliest Year/Latest Year		
Correspondence including internal/external communicati	on,		1	984 to 2010		
incoming/outgoing ground mail						
Record Series Description (Briefly describe the types of in the series.) Correspondence related to the management and operation	n of the thr	ee division	s of th	he Public Works Department.		
7. Record Series Format(s) List all		Record		olume		
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11. File is Used		II in the	. D	1		
				nes Inactive After schedule exists		
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13. Current Location(s) (Bldg., Floor, Room) GOB County Pubic Works Office 125 North Division Street, Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick R	Ciln Road		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. A	udit Req	uirements		
☑ Yes ☐ No	!6		None I	□ State □ Federal □ Independent		
Department standard operation procedure is to not destro- legal issues are pending.	oy ii any	"	NOIC	Distate Directal Dindependent		
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17. Is an Index System used? If yes, explain briefly and describe requirements		10	Docor	amonded Petention		
☐ Yes ☐ No				nmended Retention		
				ually destroy material whose fiscal, legal or		
				I value is no longer needed for current business with		
		- 11		ng exception: Transfer to Maryland State Archive for		
				retention any material that serves to document the elopment, and accomplishments of the office and has		
				administrative, fiscal, legal, or historical value.		
19. Name and Title of Preparer	20. Teleph			Date		
Edwin Heatwole	Number	one		7/10		
	410-548-4	810	3/1/	77.20		
Acting Deputy Director	710 570-7	U-U	L			

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	M 727 Jo	EPARTMENT GENERAL SERVICES RECORDS 1ANAGEMEI DIVISION 75 Waterloo R P.O. Box 275 essup, Maryla 20794 410-799-1930 Division	NT oad,	AGENCY RECORDS INVENTORY PAGE 2 OF II 3. Unit		
Wicomico County Public Works	Dev Roa Soli Div	velopment, ads, and id Waste visions		Department		
DEFINITION: RECORD SERIES: A group of related records r disposition purposes.	ormall	y filed and use	ed as a	unit for reference as well as retention and		
4. Record Series Title Administrative Files				Earliest Year/Latest Year 1984 to 2010		
Record Series Description (Briefly describe the types of information related to the management of the series.) Files containing data and information related to the management of the management of the series.						
7. Record Series Format(s) List all		8. Record Series		olume nerous		
☑ Letter Size ☐ Microfilm		Sequence	Nun			
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11, File is Used				mes Inactive After		
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13. Current Location(s) (Bldg., Floor, Room) GOB County Pubic Works Office 125 North Division Street, Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln	1 Road		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		l l	16. Audit Requirements			
Department standard operation procedure is to not destroy legal issues are pending.	Department standard operation procedure is to not destroy if any			□ State □ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements		18.	Recon	nmended Retention		
☐ Yes ☑ No		EI .		ree (3) years then destroy		
19. Name and Title of Preparer		elephone		Date		
Edwin Heatwole	Num 410-4	ber 548-4810	8/1	7/10		
Acting Deputy Director	710*					

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Wicomico County Public Works	M. 7275 Jee 2. Di Deve Roan Solid Divi	DEPARTMENT C GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Roa P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Development, Roads, and Solid Waste Divisions		PAGE 3 OF 11 3. Unit Department		
DEFINITION: RECORD SERIES: A group of related reco disposition purposes.	rds normall	y filed and use	ed as a	unit for reference as well as retention and		
4. Record Series Title Purchase Orders/Bills		•••		Carliest Year/Latest Year 984 to 2010		
6. Record Series Description (Briefly describe the types of the series.) All required documentation supporting the issuance of three divisions of the Public Works Department.						
7. Record Series Format(s) List all Letter Size		8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify) Date		. Volume lumerous lumber 6 File Drawer(s) 1 Microfilm Reel(s) 1 Computer Tape(s) 1 Other (specify) 0. Annual Accumulation lumber 8 File Drawer(s) 1 Computer Tape(s) 1 Computer Tape(s) 1 Other (specify)		
11. File is Used ☑ Daily ☑ Weekly ☐ Monthly ☐ Annually			irmed s	nes Inactive After chedule exists Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room) GOB County Public Works Room 201, 125 North Division Street, Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln Road 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No Department standard operation procedure is to not destroy if any legal issues are pending.			Yes Idit Req None I	Series Duplicated Elsewhere? (If yes, specify agency or office.) No uirements State Federal Independent imended Retention nually. Retain until the documents' fiscal, legal		
19. Name and Title of Preparer	20. Teleph	and o	operatiess the	tional values are no longer needed for current nen destroy. Date		
Edwin Heatwole Acting Deputy Director	Number 410-548-4	1810	8/17	7/10		

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Instructions – Type or Print a separate form for each new or	DF	EPARTI	MENT	OF	AGENCY RECORDS INVENTORY			
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DEFINITION: RECORD SERIES: A group of related records disposition purposes.	normal	ly filed	and use	ed as a	a unit for reference as well as retention and			
4. Record Series Title					Earliest Year/Latest Year			
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6. Record Series Description (Briefly describe the types of info	atio	-/doour	- antulfo	-ma f	Country to the senior Table 1 shows an account of			
the series.)	Milauoi	n/docum	nents/10)ITHS I	ound in the series. Include the purpose or function of			
All documentation supporting the development and reques	st for ar	propri	ate pur	rchasi	ing proposals for the three divisions of the Public			
Works Department.		'F- \ F		•	by obcome to the miles a library of me a miles			
7. Record Series Format(s) List all		8. Reco	ord	9. Vo	olume			
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13. Current Location(s) (Bldg., Floor, Room) COB County Public Worlds Room 201, 115 North Division Servet		$\neg \neg$			Series Duplicated Elsewhere? (If yes, specify agency or office.)			
GOB County Pubic Works Room 201, 125 North Division Street, Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Ki	iln Road		□ Yes Sa No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		\neg	16. Audit Requirements					
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19. Name and Title of Preparer		elephon	e		Date			
Edwin Heatwole	Numb		_	8/17	7/10			
Acting Deputy Director	410-5	48-481	لا	l				

							
Instructions - Type or Print a separate form for each new or	DEP	ARTMENT	OF	AGENCY RECORDS INVENTORY			
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1. Department/Agency	2. Div			3. Unit			
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DEFINITION: RECORD SERIES: A group of related record disposition purposes.	s normally	filed and us	ed as a	a unit for reference as well as retention and			
4. Record Series Title			5. E	Earliest Year/Latest Year			
Department Payroll & Leave Records			1	1984 to 2010			
6. Record Series Description (Briefly describe the types of inf	formation/d	locuments/fo	orms f	ound in the series. Include the purpose or function of			
the series.)							
Records containing details regarding employee payroll cal	lculations,	and leave u	sage a	and tracking for the three divisions of the Public			
Works Department.							
7. Record Series Format(s) List all		. Record	9. V	9. Volume			
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13. Current Location(s) (Bldg., Floor, Room) GOB County Pubic Works Room 201, 125 North Division Street.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes □ No		16. A	ıdit Req	uirements			
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17. Is an Index System used? If yes, explain briefly and describe requirements		18 1	Recom	nmended Retention			
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19. Name and Title of Preparer	1 20 m ·		<u> </u>	D .			
Edwin Heatwole	20. Tele			Date 7/10			
	Number		8/17	7/10			
Acting Deputy Director	410-548	-4810					
GS 550-4 (Rev. 1/93)							

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention	GEN	FMENT (OF	AGENCY RECORDS INVENTORY		
Schedule (DGS 550-1)	REC	VICES CORDS GEMEN	Т	PAGE 6 OF 11		
	DIV 7275 Wa	'ISION terloo Ro	ad.			
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	2 410-	0794 799-1930	u .			
1. Department/Agency Wicomico County Public Works	2. Division Developm			3. Unit Department		
,	Roads, a	nd		2 - Parament		
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DEFINITION: RECORD SERIES: A group of related records redisposition purposes.	normally file	d and use	ed as a	a unit for reference as well as retention and		
4. Record Series Title Non Active Department Personnel Files and Hiring Docume	ents			Carliest Year/Latest Year		
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 Record Series Description (Briefly describe the types of infor the series.) 	mation/doci	ıments/fo	rms f	ound in the series. Include the purpose or function of		
Department personnel records associated with individuals n	o longer en	ployed b	y the	department or County.		
7. Record Series Format(s) List all	Lab		C 0 31	olume		
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13. Current Location(s) (Bldg., Floor, Room)						
GOB County Pubic Works Room 201, 125 North Division Street, Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kilr	ı Road	14, 15	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 8 Yes	1 14040	16. Au	16. Audit Requirements			
Department standard operation procedure is to not destroy	if any		None	☐ State ☐ Federal ☐ Independent		
legal issues are pending.						
Is an Index System used? If yes, explain briefly and describe requirements Yes No		11		nmended Retention ree (3) years; then destroy		
19. Name and Title of Preparer	20. Telep	hone		Date		
Edwin Heatwole	Number 410-548-	₄₈₁₀	8/1′	7/10		
Acting Deputy Director DGS 550-4 (Rev. 1/93)	1					
DOS 550 (RCV. 1193)						

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<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	М	GENEI SERVI RECOI IANAGE DIVIS 5 Waterl	VICES ORDS GEMENT ISION erloo Road,		AGENCY RECORDS INVENTORY PAGE 7 OF 11		
	Je	P.O. Box essup, M. 2079 410-799-	aryland 94				
1. Department/Agency Wicomico County Public Works	Dev Roa Soli Div	2. Division Development, Roads, and Solid Waste Divisions			3. Unit Department		
DEFINITION: RECORD SERIES: A group of related records disposition purposes.	normal	ly filed a	nd use	d as a	unit for reference as well as retention and		
4. Record Series Title MDE and OSHA Reports			5. Earliest Year/Latest Year 1984 to 2010				
Record Series Description (Briefly describe the types of info the series.) Reports generated from inspections and other compliance.			ents/fo	rms fo	ound in the series. Include the purpose or function of		
7. Record Series Format(s) List all		8. Record	d T	9. Vo	olume		
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13. Current Location(s) (Bldg., Floor, Room) GOB County Pubic Works Room 201, 125 North Division Street.				Record S Yes	Series Duplicated Elsewhere? (If yes, specify agency or office.)		
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17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No					mended Retention		
					e years after completion and until the documents' I and operational values are no longer needed for		
					siness, then destroy.		
19. Name and Title of Preparer Edwin Heatwole		elephone			Date		
	Numb 410-5	er 48-4810		8/17	710		
Acting Deputy Director	410-240-4010		- 1		Į į		

Instructions – Type or Print a separate form for each new or		RTMENT	OF	AGENCY RECORDS INVENTORY		
revised record series. Forward with Records Retention		ENERAL				
Schedule (DGS 550-1)		RVICES				
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1. Department/Agency	2. Divis			3. Unit		
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DEFINITION: RECORD SERIES: A group of related records in	normally fi	ed and us	ed as a	unit for reference as well as retention and		
disposition purposes.				and for reference as well as retention and		
4. Record Series Title			5. E	Earliest Year/Latest Year		
Permits & Licensing - Building, stormwater, utility, etc			1	984 to 2010		
6. Record Series Description (Briefly describe the types of infor	rmation/do	cuments/fe	orms f	ound in the series. Include the purpose or function of		
the series.)				• •		
Building, electrical, stormwater, utility and other related pe	rmits and	license.				
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7. Record Series Format(s) List all		Record	9. Vc	olume		
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13 Current Location(s) (PUL 5)						
13. Current Location(s) (Bldg., Floor, Room) GOB County Pubic Works Room 201, 125 North Division Street,		14. Is I	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln	Road	∥ "	☐ Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. At	16. Audit Requirements			
■ Yes □ No Department standard operation procedure is to not destroy	.e	1				
Department standard operation procedure is to not destroy legal issues are pending.	ır any		⊠ None □ State □ Federal □ Independent			
ber mace are beaming.		H				
17. Is an Index System used? If yes, explain briefly and describe requirements		-				
☐ Yes ☑ No				mended Retention		
		Copi	es of li	censes and database with permit and license		
		infor	matio	n are kept permanently for future reference.		
		Copi	es of li	censes and database will be sent to MD Archives		
		when	this is	s approved and updated biannually. Permits are		
10 Name and Title of Day			_	fter three years.		
19. Name and Title of Preparer	20. Telep	hone	21. E			
Edwin Heatwole	Number		8/17/	/10		
Acting Deputy Director	410-548-	4810				
DGS 550-4 (Rev. 1/93)						

	T						
<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention	DE	PARTMEN'	-	AGENCY RECORDS INVENTORY			
Schedule (DGS 550-1)	1	GENERAL					
30.00au (303330-1)		SERVICES RECORDS		PAGE 9 OF 11			
	l M	ANAGEME		PAGE 9 OF II			
	1	DIVISION					
		5 Waterloo I	,				
		P.O. Box 27	-				
	Je	ssup, Maryla 20794	ına				
	<u> </u>	410-799-1930					
Department/Agency Wicomico County Public Works		ivision		3. Unit			
Wiconnec County Fublic Works		elopment, ds. and		Department			
		d Waste					
	Divi	sions					
DEFINITION: RECORD SERIES: A group of related records r disposition purposes.	normall	y filed and u	sed as	a unit for reference as well as retention and			
4. Record Series Title Plans submitted for review – Building, stormwater, fire safe	.4	•		Earliest Year/Latest Year			
Trans subtlitted for review - building, stormwater, fire safe	ty, roa	ds	1	1984 to 2010			
6. Record Series Description (Briefly describe the types of infor	rmation	/documents/	forms f	ound in the series. Include the nurpose or function of			
the series.)				oans in the series. Include the purpose of function of			
Building, plats, stormwater, fire safety, roads, utility, etc.							
7. Record Series Format(s) List all		8. Record	9. V	olume			
☑ Letter Size ☐ Microfilm		Series Sequence	Nive				
■ Legal Size □ Computer Tape	- 1	•		imber			
, ,		☐ Alphabetical	5	File Drawer(s) Microfilm Reel(s)			
□ Audio Tape □ Floppy Disk		■ Numerical		Computer Tape(s)			
☐ Bound Book ☐ Video Tape			"	ther (specify)			
☑ Other (specify) 11 X 17 and 24 X 36 inch sheets		Chronological	10. A	Annual Accumulation			
			Num	mber			
	ł	Geographical	1 3	File Drawer(s)			
		Other (specify)	□м	Microfilm Reel(s)			
		Date		Computer Tape(s) Other (specify)			
11. File is Used		II 12 F		nes Inactive After			
☑ Daily ☐ Weekly ☐ Monthly ☐ Annually ☑ As Neede		Noa	ffirmed s	chedule exists			
2 out of the court	u	Num	Number				
13. Current Location(s) (Bldg., Floor, Room)							
GOB County Public Works Room 201, 125 North Division Street,		14.1	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes □ No				
Roads Facility 28440 Owens Branch Road, Solid Waste Facility 6948 Brick Kiln 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	Road	16.	16. Audit Requirements				
	:0						
legal issues are pending.	n any	"	r route	☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No				nmended Retention			
		Dat	abase y	with plan information is kept permanently for			
		futi	re refe	erence. Database will be sent to MD Archives is approved and updated biannually. Copies of			
		com	mercia	al plans are kept until building remodeled or			
		den	olishe	d. Copies of residential plans are destroyed after			
10 Name of Training		thre	e year:				
19. Name and Title of Preparer Edwin Heatwole		elephone		Date			
Acting Deputy Director	Num 410-5	ber 548-4810	8/17	//10			
Acong Deputy Director	410-0		1				

				T			
<u>Instructions</u> –Type or Print a separate	DEPARTMENT OF GENER	ρΔ1 SERVIC	EC	AGENCY RECORDS INVENTORY			
form for	RECORDS MANAGEME	_					
each new or revised record series. Forward	7275 Waterloo Road, P.		1				
with Records Retention Schedule	Jessup, Maryland	207/94		PAGE 10 OF 11			
(DGS 550-1)		110-177-17,0					
Department/Agency	2. Division		···	3. Unit			
Wicomico County Public Works	Development, Roads, and			Department			
	Solid Waste Divisions						
DEFINITION: RECORD SERIES: A gr	coun of related records normally filed an	duced as a un	it for refere	mag as well as retention and			
disposition purposes.	oup of related records normally fried an	u uscu as a un		nce as wen as retention and			
4. Record Series Title				5. Earliest Year/Latest Year			
Construction Contracts and Documen	ıts			1984 to 2010			
6. Record Series Description (Briefly de	scribe the types of information/documer	nts/forms foun	d in the ser	ies. Include the purpose or function of			
the series.)				F 17			
Contracts, reporting, and details relat	ing to construction projects.						
7. Record Series Format(s) List all			8. Record Series	9. Volume			
■ Letter Size			Sequence	Number			
■ Legal Size □ Computer Tape			Alphabetical	5 File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk		[•	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape		- 1	□ Numerical	Other (specify)			
☑ Other (specify) 11 X 17 and 24 X 36 inch sheets	\$	1	Chronologica	10. Annual Accumulation			
— · · · · · · · · · · · · · · · · · · ·		Ì		Number			
		}	Geographical	3 File Drawer(s)			
		1	Other (specify)	☐ Microfilm Reel(s)			
		1	Date	☐ Computer Tape(s) ☐ Other (specify)			
				1			
13 File to Frank			n 10 m				
11. File is Used			No affir	Becomes Inactive After med schedule exists			
Daily Weekly Monthly	☐ Annually ☑ As Needed		Number	☐ Month(s) ☐ Year(s)			
13. Current Location(s) (Bldg., Floor, Room)							
GOB County Pubic Works Room 201, 125 North I			specify	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Roads Facility 28440 Owens Branch Road, Solid V				Yes ⊠ No			
15. Access Restrictions (If Yes, cite Law(s) & Regula ■ Yes □ No Department sta			16. Aux	16. Audit Requirements			
any legal issues are pending.	andard operation procedure is to not o	Jestroy II	⊠ N	☑ None ☐ State ☐ Federal ☐ Independent			
			II.				
17. Is an Index System used? If yes, explain briefly a	and describe requirements		18. R	ecommended Retention			
□ Yes 🔞 No	III .	n three years after project					
	comp	letion and until the documents'					
			fiscal,	legal and operational values are no r needed for current business, then			
			destro				
19. Name and Title of Preparer		20. Telepho					
Edwin Heatwole		410-548-48	10	8/17/10			
Acting Deputy Director		1					

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENEI RECORDS MANAGEME 7275 Waterloo Road, P Jessup, Maryland 410.799-1930	AGENCY RECORDS INVENTORY PAGE 11 OF 11		
Department/Agency Wicomico County Public Works	2. Division Development, Roads, and Solid Waste Divisions	,	3. Unit Department	
DEFINITION: RECORD SERIES: A gr disposition purposes.	oup of related records normally filed an	d used as a un	it for referenc	e as well as retention and
4. Record Series Title Maintenance Documents and Service	Contracts	·		5. Earliest Year/Latest Year 1984 to 2010
6. Record Series Description (Briefly de the series.) Equipment maintenance documents a service for the equipment.				
7. Record Series Format(s) List all			8. Record	9. Volume
☑ Letter Size ☐ Microfilm			Series Sequence	Number
■ Legal Size □ Computer Tape		- 1	☐ Alphabetical	5 File Drawer(s)
☐ Audio Tape ☐ Floppy Disk			□ Numerical	☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Bound Book ☐ Video Tape			0	Other (specify)
☑ Other (specify) 11 X 17 and 24 X 36 inch sheets		Chronological Geographical Other (specify) Date	10. Annual Accumulation Number 3 File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify)	
11. File is Used		•		comes Inactive After d schedule exists
☑ Daily ☐ Weekly ☐ Monthly	Number	d scriedule exists ☐ Month(s) ☐ Year(s)		
13. Current Location(s) (Bldg., Floor, Room) GOB County Puble Works Room 201, 125 North Roads Facility 28440 Owens Branch Road, Solid V	Waste Facility 6948 Brick Kiln Road			rd Series Duplicated Elsewhere? (If yes, ncy or office.) ☑ No
15. Access Restrictions (If Yes, cite Law(s) & Regula	II.	Requirements		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes				ommended Retention hree years after equipment is no wned by County and until the hts' fiscal, legal and operational re no longer needed for current , then destroy.
19. Name and Title of Preparer Edwin Heatwole		20. Telepho 410-548-48	ne Number	21. Date 8/17/10
Acting Deputy Director		410-240-40	10	0/1//10

INSTRUCTIONS - TYPE OR PRINT A	DEPARTMENT OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY						
SEPARATE FORM FOR EACH NEW/REVISED	RECORDS MANAGEMENT DIVISION							
ELECTRONIC RECORD SERIES.	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794							
FORWARD WITH	(410) 799-1930	Page 1 of 12						
RECORDS RETENTION SCHEDULE	, ,	J						
(DGS 550-1)								
COMAR 14.18.04								
4 DEDARTMENT/AGENOV	S 50 (1010)							
1 DEPARTMENT/AGENCY	2 DIVISION	3 UNIT						
Wicomico County Public	Development, Roads, and	Department						
Works	Solid Waste Divisions							
DEFINITION - Record Series - A group	of related records stored electronically and	used as a unit for reference as well as						
retention	and disposition purposes	used as a unit for reference as well as						
4 ELECTRONIC RECORD SERI		5 EARLIEST YEAR/LATEST						
Correspondence – includes into	ernal/external communication,	YEAR						
incoming/outgoing mail	,	1994 TO Current						
		1001 / 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0						
6 INPUT - Identify source of info	ormation to 7 OUTPUT - Identify th	e use/s of information generated by system						
be entered	,,,,,,,,	gonerales y cyclem						
Both internal and external oper	ational and Business and opera	ational needs of the Department						
business communications prepared	•	ational needs of the Bopartmont						
staff. Communication received								
from both external and internal	•							
8 ELECTRONIC RECORD SERI		la a a vilh a tha a						
		lescribe the						
	information/documents/forms contained in a series. Include purpose and function of the system. Correspondence related to the management and operation of the department.							
Correspondence is used and ke	SE - Explain or attach copy if estab	blished in writing.						
to Uppating ever 50 op 60	ept in the normal course of busing	ess.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE								
SYSTEM								
Information received and distributed remains in original condition.								
	I AND MEDIA OF THE MAIN ELEC							
	rive of desktop computers used b							
	didrive depending on access limit	ations.						
12 RECOMMENDED RETENTION	-							
Screen annually destroy material v	whose fiscal, legal or operational val	ue is no longer needed for current						
business with the following excep	tion: Transfer to Maryland State Arc	hive for permanent retention any						
material that serves to document	the origin, development, and accomp	olishments of the office and has						
continuing administrative, fiscal, I								
13 TYPED OR PRINTED	14 TELEPHONE NUMBER	15 DATE						
NAME OF								
PREPARER	410-548-4810	8/17/10						
Edwin Heatwole								
16 TITLE OF PREPARER								
Acting Deputy Director	or							
DGS 550-6	- ·							

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH	b	OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY		
NEW/REVISED		IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275			
ELECTRONIC RECORD SERIES.		MARYLAND 20794			
FORWARD WITH	(4	110) 799-1930	Page 2 of 12		
RECORDS RETENTION SCHEDULE (DGS 550-1)					
COMAR 14.18.04					
1 DEPARTMENT/AGENCY	2 DIVISIO	N	3 UNIT		
Wicomico County Public		ment, Roads, and	Department		
Works		aste Divisions	2 opai tillott		
	33.14.17	4010 2111010110			
DEFINITION - Record Series - A group of retention and	related records s d disposition pur	stored electronically and userposes	ed as a unit for reference as well as		
4 ELECTRONIC RECORD SERIES	TITLE		5 EARLIEST YEAR/LATEST		
			YEAR		
Administrative Files			1994 TO Current		
6 INPUT - Identify source of inform	nation to be	7 OUTPUT Identify th	e use/s of information generated by system		
entered			, , ,		
Business/administrative/operation	nal	Business and operational needs of the Department			
documents prepared by departme	nt staff.	•			
Documents received needing to b					
maintained for reference.					
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the					
information/documents/forms contain					
Files containing data and informa	tion related t	o the management a	nd operation of the department.		
9 POLICY ON ACCESS AND USE	 Explain or 	attach copy if establis	hed in writing		
Files are kept in the normal cours	e of departm	ent business for staf	fuse.		
10 UPDATING CYCLES OR COND					
SYSTEM		TOLLO I OTT TIL TION	TO IT OF HOME THE		
Files are maintained by departme	nt staff.				
11 SPECIFY THE LOCATION AND		HE MAIN ELECTRON	IIC DATA FILE		
Information is stored on hard driv					
managers H-drive or the shared d					
12 RECOMMENDED RETENTION		ng on access mintati	0113.		
Retain three (3) years then destroy					
13 TYPED OR PRINTED NAME		JONE NILIMBED	15 DATE		
OF PREPARER	14 ELEPI	HONE NUMBER	15 DATE		
Edwin Heatwole	/10 EA	0 4010	9/47/40		
Euwiii neatwoie	410-54	0-40 I U	8/17/10		
16 TITLE OF PREPARER					
Acting Deputy Director					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794		ELECTRONIC RECORDS INVENTORY		
550-1) COMAR 14.18.04	(4	110) 799-1930	Page 3 of 12		
1 DEPARTMENT/AGENCY	2 DIVISIO	•			
Wicomico County Public Works		ment, Roads, and aste Divisions			
DEFINITION - Record Series - A group of retention and	elated records sto	ored electronically and used	as a unit for reference as well as		
4 ELECTRONIC RECORD SERIES Purchase Orders/Bills	TITLE		5 EARLIEST YEAR/LATEST YEAR 1994 TO Current		
6 INPUT - Identify source of information	ation to be	7 OUTPUT - Identify th	e use/s of information generated by system		
entered Purchases being made by departm	ent staff.	Purchase orders for	r specific items and invoices		
Vendor bills for items purchased b department staff.	or bills for items purchased by provided by vendor				
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the					
information/documents/forms contained in a series. Include purpose and function of the system. All required documentation supporting the purchase orders and the needed paperwork to allow the					
payment of bills.					
9 POLICY ON ACCESS AND USE -	- Explain or a	ttach copy if establishe	ed in writing.		
Controlled by the department administration and supervisors. Documentation is used and kept in the normal course of processing purchase orders and invoices.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE					
SYSTEM					
Follow County Purchasing regulati	ons related t	o modifications to do	cuments.		
11 SPECIFY THE LOCATION AND I					
Information is stored on hard drive supervisors. Backup is on adminis					
on access limitations.	u auon and s	upervisors n-urive of	the shared drive depending		
12 RECOMMENDED RETENTION					
Screen annually. Retain until the do	ocuments' fis	scal, legal and operat	ional values are no longer		
	eded for current business then destroy.				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPH	ONE NUMBER	15 DATE		
Edwin Heatwole	410-548	R_//R10	8/17/10		
16 TITLE OF PREPARER	710-346	J-1010	0/11/10		
Acting Deputy Director					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	1	OF GENERAL SERVICES IANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
ELECTRONIC RECORD SERIES. FORWARD		OO ROAD, P.O. BOX 275				
WITH	JESSUP,	MARYLAND 20794				
RECORDS RETENTION SCHEDULE (DGS 550-1)	(4	10) 799-1930	Page 4 of 12			
COMAR 14.18.04						
1 DEPARTMENT/AGENCY	2 DIVISIO	N	3 UNIT			
Wicomico County Public	Develop	ment, Roads, and	Department			
Works	Solid W	aste Divisions	-			
DEFINITION - Record Series - A group of re	oloted records etc	and cleatrenically and used				
	and disposition		l as a unit for reference as well			
4 ELECTRONIC RECORD SERIES			5 EARLIEST YEAR/LATEST			
Purchasing Requests for Proposal	s		YEAR			
			1994 TO Current			
6 INPUT - Identify source of informa	ation to be	7 OUTPUT - Identify th	e use/s of information generated by system			
entered		·				
Needed for purchases of \$5,000.00			pecified expenditures.			
8 ELECTRONIC RECORD SERIES	DESCRIPTIO	N - Briefly descri	ribe the			
information/documents/forms contain	ed in a series.	Include purpose and	function of the system.			
			•			
All documentation supporting the	development	and request for appr	opriate purchasing proposals.			
9 POLICY ON ACCESS AND USE -						
Controlled by the department administration. Documentation is used and kept in the normal course of developing and processing proposes.						
of developing and processing proposals.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE						
SYSTEM 5-11						
Follow County Purchasing regulations related to modifications to proposals as appropriate.						
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Information is stored on hard drive of desktop computers used by department administration.						
Backup is on department administraccess limitations.	ration persor	inei H-arive or the sn	ared drive depending on			
						
12 RECOMMENDED RETENTION		,				
	Retain ninety (90) days; then destroy.					
13 TYPED OR PRINTED NAME	14 TELEPH	ONE NUMBER	15 DATE			
OF PREPARER	440.54	0.4040	04740			
Edwin Heatwole	410-54	8-4810	8/17/10			
16 TITLE OF PREPARER			A. =			
Acting Deputy Director						
Acting Deputy Director						
DGS 550-6						
- 5 5 5 5 5						

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP, MARYLAND 20794 (410) 799-1930		Page 5 of 12		
1 DEPARTMENT/AGENCY	2 DIVISIO	•	3 UNIT		
Wicomico County Public Works		nent, Roads, and aste Divisions	Department		
	elated records sto and disposition p		d as a unit for reference as well		
4 ELECTRONIC RECORD SERIES Department Payroll and Leave Rec			5 EARLIEST YEAR/LATEST YEAR 1994 TO Current		
6 INPUT - Identify source of information and Leave New York and Leave		7 OUTPUT - Identify to	ne use/s of information generated by system		
Work schedules and leave approve	ed.	Determine employed administration of le	e compensation and ave.		
8 ELECTRONIC RECORD SERIES	8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the				
information/documents/forms contained in a series. Include purpose and function of the system. Records contain details regarding employee payroll calculations, and leave usage and tracking.					
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing.					
Controlled by the department administration. Documentation is used and kept in the normal course of leave administration and payroll calculations.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE					
SYSTEM					
Files are maintained by department staff weekly.					
11 SPECIFY THE LOCATION AND I					
Information is updated on a real tin					
drive of desktop computers used be drive depending on access limitation		. Dackup is on admi	mistrators n-urive or the shared		
12 RECOMMENDED RETENTION					
Retain two (2) years; then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPH	IONE NUMBER	15 DATE		
Edwin Heatwole	410-54	3-4810	8/17/10		
16 TITLE OF PREPARER					
Acting Deputy Director					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
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 6 of 12			
DEPARTMENT/AGENCY Wicomico County Public Works	2 DIVISION Development, Roads, and Solid Waste Divisions		3 UNIT Department			
	and disposition p	ored electronically and used ourposes	as a unit for reference as well			
4 ELECTRONIC RECORD SERIES	TITLE		5 EARLIEST YEAR/LATEST			
Non-Active Departmental Personne	el Files and H	iring Documents	YEAR			
			1994 TO Current			
6 INPUT - Identify source of informa	ation to be	7 OUTPUT - Identify the	e use/s of information generated by system			
entered						
Used for Departmental Personnel r			e suitability for the position.			
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the						
information/documents/forms contained in a series. Include purpose and function of the system.						
Records contain details regarding employee past performance.						
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.						
Controlled by the department administration. Documents are kept in confidential files.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Files are maintained by department administration on an as needed basis.						
11 SPECIFY THE LOCATION AND N	MEDIA OF TH	E MAIN ELECTRONIC	C DATA FILE.			
Information is updated as needed be	y departmer	it administration. Info	ormation is stored on hard drive			
of desktop computers used by office staff in confidential files. Backup is on administrators H-drive						
or the shared drive depending on a	ccess limitat	ions.				
12 RECOMMENDED RETENTION						
Retain three (3) years; then destroy	/.					
13 TYPED OR PRINTED NAME	14 TELEPH	IONE NUMBER	15 DATE			
OF PREPARER						
Edwin Heatwole	410-548	3-4810	8/17/10			
16 TITLE OF PREPARER						
Acting Deputy Director						
DGS 550-6						

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY			
WITH		MARYLAND 20794				
RECORDS RETENTION SCHEDULE (DGS		10) 799-1930	Page 7 of 12			
550-1)						
COMAR 14.18.04						
1 DEPARTMENT/AGENCY	2 DIVISIOI	N	3 UNIT			
Wicomico County Public	Develop	ment, Roads, and	Department			
Works		aste Divisions				
	elated records sto and disposition p		as a unit for reference as well			
4 ELECTRONIC RECORD SERIES	TITLE		5 EARLIEST YEAR/LATEST			
			YEAR			
MDE and OSHA Reports			1994 TO Current			
6 INPUT - Identify source of informa	ation to be	7 OUTPUT - Identify the	e use/s of information generated by system			
entered		Government reporti	-			
Reports for permit compliance.			ng ana vormoution			
8 ELECTRONIC RECORD SERIES	DESCRIPTIO	N - Briefly desci	ihe the			
information/documents/forms contained						
Records contain details regarding						
9 POLICY ON ACCESS AND USE -	- Evolain or a	ttach conv if octablish	ad in writing			
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Controlled by the department administration. Records are kept in department files.						
10 UPDATING CYCLES OR CONDI						
SYSTEM						
Files are maintained by department administration on an as needed basis.						
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.						
Information is updated as needed b	y departmer	nt administration. Info	ormation is stored on hard drive			
of desktop computers used by office	ce staff in co	nfidential files. Back	up is on administrators H-drive			
or the shared drive depending on a	ccess limitat	tions.	•			
12 RECOMMENDED RETENTION						
Retain five years after completion a	and until the	documents' fiscal, le	gal and operational values are			
no longer needed for current busin			3			
13 TYPED OR PRINTED NAME		HONE NUMBER	15 DATE			
OF PREPARER						
Edwin Heatwole	410-548	8-4810	8/17/10			
16 TITLE OF PREPARER						
Acting Deputy Director						
Acting Deputy Director						
DGS 550-6						

INSTRUCTIONS – TYPE OR PRINT A	T === : == = = =				
SEPARATE FORM FOR EACH NEW/REVISED		F GENERAL SERVICES NAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
ELECTRONIC RECORD SERIES. FORWARD	7275 WATERLO	O ROAD, P.O. BOX 275			
WITH	JESSUP, M	IARYLAND 20794			
RECORDS RETENTION SCHEDULE (DGS 550-1)	(410) 799-1930	Page 8 of 1/1_		
COMAR 14.18.04					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Wicomico County Public	Developm	ent, Roads, and	Department		
Works		ste Divisions			
DEFINITION - Record Series - A group of re	elated records store	ed electronically and used	as a unit for reference as well		
4 ELECTRONIC RECORD SERIES	and disposition pur	poses	E FADULOT VEAD/LATEOT		
			5 EARLIEST YEAR/LATEST YEAR		
Permits and Licensing – Building,	etormwater uti	ility oto	<u> </u>		
6 INPUT - Identify source of information			1994 TO Current		
entered	11101110106	OUTPUT - Identity the	e use/s of information generated by system		
Used for Departmental permits and	l license.	Database for permit	te and licensing		
8 ELECTRONIC RECORD SERIES	DESCRIPTION	- Briefly descri			
information/documents/forms contained	ed in a series 1	nclude nurness and	function of the system		
Records contain permits and licens	see for huilding	riciude puipose and 1 etormwater elect	tricel utility and other related		
Records contain permits and licenses for building, stormwater, electrical, utility and other related permits and licenses.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing					
Controlled by the department staff. Documentation is used and kept in the normal course of issuing					
permits and licenses.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE					
SYSTEM					
Files are maintained by department	t staff daily.				
11 SPECIFY THE LOCATION AND N	MEDIA OF THE	MAIN ELECTRONIC	DATA FILE		
Information is stored on hard drive	of desktop co	mputers used by of	fice staff. Backup is on		
managers H-drive or the shared dri	ve depending	on access limitation	ns.		
12 RECOMMENDED RETENTION					
Copies of licenses and database w	ith permit and	license information	are kept permanently for		
tuture reference. Copies of licenses	s and database	will be sent to MD	Archives when this is		
approved and updated biannually.	Permits are des	stroyed after three	vears.		
13 TYPED OR PINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE		
PREPARER			10 22		
Edwin Heatwole	410-548-4	810	8/17/10		
16 TITLE OF PREPARER					
Acting Deputy Director					
DGS 550-6					

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION LOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	, MARYLAND 20794 110) 799-1930	Page 9 of 11_			
1 DEPARTMENT/AGENCY Wicomico County Public Works	2 DIVISIO Developi Solid Wa	N ment, Roads, and aste Divisions	3 UNIT Department			
as retention a	and disposition p	ored electronically and used ourposes	l as a unit for reference as well			
4 ELECTRONIC RECORD SERIES	IIILE		5 EARLIEST YEAR/LATEST			
Plans submitted for review – Buildi	na stormwa	ter fire eafety	YEAR 1994 TO Current			
roads	iig, stoiiiwa	ter, me salety,	1994 10 Current			
6 INPUT - Identify source of informa	ation to be	7 OUTPUT - Identify th	e use/s of information generated by system			
entered			generales sy cyclon.			
Received from project for review.		Determine suitabilit	y of design per MD standards.			
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the						
information/documents/forms contained in a series. Include purpose and function of the system.						
Records contain submittal calculations and design data for review.						
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Controlled by the department staff. Documentation is used and kept in the normal course of						
reviewing submittals.	Documentat	ion is used and kept	in the normal course of			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE						
SYSTEM						
Files are maintained by department staff on an as needed basis.						
11 SPECIFY THE LOCATION AND N	/EDIA OF TH	E MAIN ELECTRONIC	C DATA FILE			
Information is stored on hard drive	of desktop c	omputers used by of	fice staff. Backup is on			
managers H-drive or the shared drive	ve depending	on access limitation	ns.			
12 RECOMMENDED RETENTION						
Database with plan information is k	ept permane	ntly for future referei	nce. Database will be sent to			
WID Archives when this is approved	l and updated	d biannually.Copies	of commercial plans are kent			
until building remodeled or demolis	shed. Copies	of residential plans a	are destroyed after three years.			
OF PREPARER	14 TELEPH	ONE NUMBER	15 DATE			
Edwin Heatwole	410-548	J-4810	8/17/10			
16 TITLE OF PREPARER						
Acting Deputy Director						
DGS 550-6						

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930			Page 10 of 12		
1 DEPARTMENT/AGENCY Wicomico County Public Works	2 DIVISION Development, Roads, and Solid Waste Divisions			3 UNIT Department		
DEFINITION - Record Series - A group of reason as retention	elated records sto	ored electronically and ourposes	d used a	as a unit for reference as well		
4 ELECTRONIC RECORD SERI	IES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Construction Contracts and Docun	nents			1994 TO Current		
6 INPUT - Identify source of information	ation to be	7 OUTPUT - Ider	ntify the	use/s of information generated by system		
entered						
Contract documents.		Construction p	roject	t management.		
8 ELECTRONIC RECORD SERIES	DESCRIPTIO	N - Briefly				
information/documents/forms contained	ed in a series	Include purpose	and f	function of the system.		
Records contain contract and relat				·		
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.						
Controlled by the department staff. Contract is used for the duration of the project. 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Files are updated maintained by de	partment sta	ff as the project	prog	resses.		
11 SPECIFY THE LOCATION AND I	MEDIA OF TH	IE MAIN ELECTR	RONIC	DATA FILE.		
Information is stored on hard drive						
department S-drive.	•	•	•	r		
12 RECOMMENDED RETENTION			·····			
Retain three years after project con	npletion and	until the docume	ents'	fiscal, legal and operational		
values are no longer needed for cu				, . 5		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER			15 DATE		
Edwin Heatwole	410-54	R-4810		8/17/10		
16 TITLE OF PREPARER	-710-37			0/17/10		
Acting Deputy Director				·		
Adding Deputy Director		<u> </u>				
DGS 550-6						

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	MARYLAND 20794 10) 799-1930	Page 11 of 12
DEPARTMENT/AGENCY Wicomico County Public Works	_	N ment, Roads, and aste Divisions	3 UNIT Department
DEFINITION - Record Series - A group of reason as retention	elated records sto and disposition p	ored electronically and us ourposes	ed as a unit for reference as well
4 ELECTRONIC RECORD SERIES	TITLE		5 EARLIEST YEAR/LATEST YEAR
Maintenance Documents and Servi	ce Contracts	1	1994 TO Current
6 INPUT - Identify source of information	ation to be	7 OUTPUT - Identify	the use/s of information generated by system
Provided with Departmental equipr	nent	lised to verify mai	ntenance schedules etc.
8 ELECTRONIC RECORD SERIES		N - Briefly des	
information/documents/forms contained			
Records contain equipment inform			
9 POLICY ON ACCESS AND USE -	- Explain or a	ttach copy if establis	hed in writing.
Controlled by the department staff			
10 UPDATING CYCLES OR CONDI			NG INFORMATION IN THE
SYSTEM			
Updating not required unless notifi	ed by the eq	uipment manufactu	rer.
11 SPECIFY THE LOCATION AND I			
Information is stored on hard drive	or desktop o	computers used by	office staff. Backup is on
department S-drive. 12 RECOMMENDED RETENTION			
	io no longer	aumad bu Caumbu	المحاك لمعتب مستحمله مطلا الغسب المستح
Retain three years after equipment legal and operational values are no	longer need	ed for current busi	ness, then destroy.
13 TYPED OR PRINTED NAME	14 TELEPH	ONE NUMBER	15 DATE
OF PREPARER			
Edwin Heatwole	410-54	3-4810	8/17/10
16 TITLE OF PREPARER			
Acting Deputy Director	· · · · · · · · · · · · · · · · · · ·		
DGS 550-6			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH		OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY
NEW/REVISED	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275		
ELECTRONIC RECORD SERIES.	JESSUP, MARYLAND 20794		
FORWARD WITH RECORDS RETENTION SCHEDULE	(410) 799-1930		Page 12 of 12
(DGS 550-1)			
COMAR 14.18.04			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Wicomico County Public	Development, Roads, and		Department
Works	Solid Waste Divisions		
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 SERI			5 EARLIEST YEAR/LATEST
Electronic Mail – includes internal/external communication,		YEAR	
incoming/outgoing			1994 TO Current
6 INPUT - Identify source of information to 7 OUTPUT - Identify th			e use/s of information generated by system
be entered			
		itional needs of the Department	
business communications prepared by			
staff. E-mail received by staff from both			
external and internal sources.			
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the			
information/documents/forms contained in a series. Include purpose and function of the system.			
Email related to the management and operation of the department.			
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.			
E-mail that is used and kept in the normal course of business.			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE			
SYSTEM			
Information received and distributed remains in original condition.			
12 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.			
E-mail is stored on hard drive of desktop computers used by office staff.			
12 RECOMMENDED RETENTION			
Screen every 90 days; any e-mail that is an elemental part of another record series listed on this			
retention schedule will be printed and retained in accordance to the retention statement of that			
series. For all other e-mails, destroy all those not 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, and accomplishments of the office			
and has continuing administrati			
13 TYPED OR PRINTED	14 TELEPH	ONE NUMBER	15 DATE
NAME OF PREPARER			
Edwin Heatwole	410-548	3-4810	8/17/10
16 TITLE OF PREPARER			
Acting Deputy Director			
DGS 550-6			