



**Baltimore County Office Of Information Technology
Records Management**

Schedule No.
C1108

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Records Retention and Disposal Schedule

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DPW-ENGINEERING

DESIGN DIVISION

Agency:

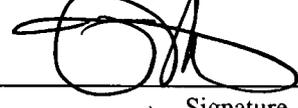
Division:

Item No.	Description	Retention
SUPERCEDES SCHEDULE C699		
1	JOB ORDER FOLDERS These files contain correspondence, design project directives, computations, studies, reports, survey data, bid documents, specifications, cost estimates, right of way plats etc related to the design and engineering of engineering projects. All data is contained in 9"x12' Job Order folders or binders	Digitize files when closed. Destroy originals after they are digitized. Retain digitized images for the life of the infrastructure then destroy.
2	ENGINEERING CONTROL DIAGRAMS These files consist of working copies of original drawings that are retained permanently in the Public Works Engineering Division. They detail construction and geography of sewer and electrical grids throughout the county and are also utilized as necessary at Service Centers and Pumping Stations.	Screen annually and destroy items no longer needed for business purposes
3	ENGINEERING STANDARD DETAILS, SPECIFICATIONS, DESIGN MANUALS File includes but is not limited to a compilation of required specifications for the acceptance of proposals and designs for infrastructure. Files are produced internally for distribution to internal personnel and to the public.	Current copy to be retained on-site. Digitize original files, as they are superseded Submit originals and digital images to State Archives every 20 years.
4	BUILDING DESIGN ASBESTOS SURVEYS Ten loose-leaf binders contain documentation resulting from the administration of the Asbestos Program involving the removal of asbestos in County buildings. Includes building completion reports, eminent health hazard reports, facility completion reports, agency completion reports, statewide final report and various substantiating background papers. File also contains the contract let for asbestos removal.	Digitize and retain permanently pending laws. Transfer digital images to State Archives when building is demolished. Transfer originals to State Archives after they are digitized.
5	BUILDING MASTER BUILDINGS REFERENCE LIST File includes but is not limited to a listing of all County owned buildings and locations	Destroy when superceded.

Schedule Approved by Records Management Officer

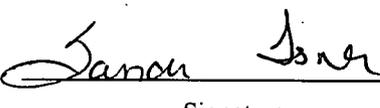
Schedule Approved by County Administrative Officer

11/23/11 
Date Signature

12/1/11 
Date Signature

Schedule Approved by Agency or Division Representative

Schedule Approved by State Archivist

11/18/2011 
Date Signature

1/11/12 
Date Signature



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Item No.	Description	Retention
6	BUILDING OPERATION AND MAINTENANCE MANUALS Includes but not limited to information on building mechanical equipment.	Digitize for multiple users, retain originals and images for life of building then destroy.
7	BUILDING SPECIFICATIONS Files include but not limited to information on building materials used in construction of County buildings.	Digitize for multiple users, retain originals and images for life of building then destroy.
8	BUILDING ENERGY AUDITS File include information on energy audits conducted on County owned buildings	Digitize and retain images for the life of the building. Destroy originals after they are digitized.
9	STRUCTURES BRIDGE INSPECTION FILES Individual biennial inspection reports developed for each bridge structure in the County's inventory	Digitize and retain images for the life of the building. Destroy originals after they are digitized..
10	STRUCTURE OPERATION AND MAINTENANCE MANUALS Owner and operation manuals relating to the mechanical and electrical components of bridge structures in the Baltimore County inventory.	Retain as long as structure is intact then destroy.
11	SEWER AND PUMP STATION OPERATION AND MAINTENANCE MANUALS Operation and Maintenance Manuals contain but are not limited to a series of binders that describe the correct operation of every piece of equipment in a pumping station along with proper maintenance of every component.	Digitize and retain for the life of the structure. Destroy original after digitizing. Obtain permission from EPA AND MDE before destruction of digital records
12	SEWER CONSENT DECREE FILES Contain but are not limited to project files concerning any project that was developed as a result of our Consent Decree with the US Department of Justice, US Environmental Protection Agency and Maryland Department of the Environment. These files may contain but are not limited to reports, studies, design and construction.	Retain for 5 years after submission on March 2020. Obtain permission from EPA AND MDE before destruction of any records.
13	SEWER DESIGN STUDIES Contain but are not limited to reports that were developed on sewer pumping stations or sewer sheds to determine capacities, design issues, alignments, future requirements, or needed corrections to the sewer system.	Digitize and retain images for the life of the infrastructure then destroy. Destroy originals after they are digitized.
14	WATER ANNUAL BALTIMORE CITY BILLING REPORTS Reports are comprised of by not limited details of costs associated with the operation and maintenance of facilities associated with City water.	Retain for 8 years then destroy.
15	WATER SPECIFICATIONS FOR PUMP STATIONS, STORAGE & CHLORINATION FACILITIES; MAINS OVER 24" Files include but not limited to detailed specifications on water infrastructure for detailed bids and construction.	Digitize original files as they are superseded and retain digitized images for the life of the infrastructure then destroy. Destroy originals after they are digitized.
16	WATER OPERATION AND MAINTENANCE MANUALS Includes but not limited to information on water facilities.	Digitize for multiple users, retain originals and images for life of infrastructure then destroy.



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17	WATER FIRE HYDRANT FLOW DATA AND PERMITS Files include but are not limited to information of flow test and permits for usage of fire hydrants to obtain water	Retain for 30 years then destroy
18	WATER DESIGN REPORTS Contains final study and design reports, invoices, shop drawings of critical water facilities, cathodic protection reports for tanks and pipelines, fire hydrant flow data, fire hydrant connection permits, contract specifications for pumping stations, storage facilities, chlorination facilities, water mains over 24".	Digitize original files as data is superseded and retain digitized image for the life of the infrastructure then destroy. Destroy original after they are digitized.
19	ROAD 500' MASTER DRAWINGS	Digitize originals for multiple users usage and retain digital image for the life of the infrastructure. Retain originals for the life of the infrastructure then destroy.
20	STORM DRAIN STUDY FILES This files contains all information needed to describe any drainage problem in an area and information for designing particular drain systems. Included are letters, drawings, topographical maps, gradient sheets and plan view drawings.	Digitize closed files for usage. Destroy originals after digitizing. Retain digitized images for 100 years then destroy.
21	STORM DRAIN COMPLAINT FILES Files include digital correspondence and commitments for projects.	Digitize as complaints are received. Retain digitized images for the life of the infrastructure then destroy.
22	STORM DRAIN FLOODPLAIN MAPS Maps obtained from the State showing impact on individuals and FEMA premums.	Digitize for usage. Destroy originals when the State supersedes them. Retain digital images for 40 years.