

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

Schedule No. C-1190

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**Agency:** Howard County Government  
 Fire & Rescue Services

**Division/Unit:** Office of Emergency Management

Item No.	Description	Retention
1	<u>After Action Reports/Improvement Plans</u> : This information is from real world incidents, to include strengths and weaknesses of the County's response to an incident. This information is from all the County departments that have a role in the incident, whether in the Emergency Operations Center, Department Operations Center or the Call Center. All information is vetted through the Emergency Management Operations Group and subsequently the Emergency Management Advisory Group to finalize the plan. After final approval is received, those departments that have a role in the Improvement Plan are obligated to meet the recommendations in the time frame determined by the responsible department.	5 years, then destroy.
2	<u>Emergency Plans</u> : These documents state how the County will respond to an emergency that affects a large portion of the county. These documents include, but are not limited to: the Emergency Operations Plan, Standard Operating Procedures, Continuity of Operations Plans and other similar documents. These documents are created in the County Department that is responsible for the Emergency Support Function. These documents, once finalized, become part of the Emergency Operations Plan that is housed in OEM.	3 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.  
 Date *10/1/12*  
 Signature *[Signature]*  
 Typed Name William Anuszewski  
 Title Assistant Chief, Administrative Services

Schedule Approved by County Records Management Representative.  
 Date *11/5/12*  
 Signature *[Signature]*

Schedule Authorized by State Archivist  
 Date *1-18-13*  
 Signature *[Signature]*

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3	<u>GEO/CAST and NXT</u> : This is the notification system utilized prior to <i>NotifyMeHoward</i> to send emergency alerts to both the public and internal employees. The data includes, but is not limited to: names, email addresses and phone numbers.	1 year, then destroy.
4	<u>Incident Documentation</u> : This will include documentation from the incidents that lead to the Emergency Operations Center being open from a Level 1 through a Level 4. These documents include, but are not limited to: WebEOC logs, notification system alerts (NXT System from Dialogic Communications Corp. and <i>NotifyMeHoward System from Dialogic Communications Corp.</i> ) and situational reports. This information is collected by the Emergency Operation Center (EOC) manager, EOC technician and the other department representatives.	5 years, then destroy.
5	<u>Key Officials List</u> : This document lists all the key officials in the County, to include name, department, title and phone numbers (work, home and cell if available).	1 year, then destroy.
6	<u>Meeting Records</u> : These documents include meeting minutes, notes, sign in sheets, documents discussed at meetings and so forth. They will include the Emergency Management Advisory Group, the Emergency Management Operations Group, the Emergency Planning for Functional Needs Advisory Committee, the <i>NotifyMeHoward</i> policy and workgroup meetings, the National Hazard Mitigation Steering Committee and other similar groups that OEM organizes to focus on emergency management issues.	Retain for 5 years, then transfer to the Maryland State Archives.

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7	<u>NotifyMeHoward</u> : This data includes all information on the notification system, <i>NotifyMeHoward</i> . This information includes, but is not limited to names, addresses, email address, both personal and work, and phone numbers, to include cellular phones, home phones and work phones.	1 year, then destroy.
8	<u>Social Media</u> : This data will consist of information posted by OEM on a variety of social media websites, to include, but not limited to: facebook, Twitter, YouTube. All of this information is backup on the County's server.	3 years, then destroy.
9	<u>Training and Exercise Documentation</u> : These will include all documentation required to be stored by OEM for training purposes. This will include all documentation for the Community Emergency Readiness Program ("CERT") and other similar programs that may be created. This does not include certain courses taught by OEM through FEMA, such as the Incident Command System classes as that information is kept by FEMA.	3 years, then destroy.
10	<u>Fire Department Weekly Briefings</u> : These documents articulate the highlights of OEM's activities during each week, to include meetings attended and the outcomes, incidents that occurred, and other major activities.	3 years, then destroy.
11	<u>Contracts</u> : These are the contracts specific for the Office of Emergency Management to include contracts for consultants for a variety of projects and vendor contracts for equipment and services purchased by Howard County, to include the notification system and other similar systems. <b>Note:</b> Purchasing retains official record	Retain for three years after expiration of contract, then destroy.