

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

Schedule No. C1200

Page 1 of 3

Agency: Howard County Government  
 Fire & Rescue Services

Division/Unit: Education & Training

Item No.	Description	Retention
	<p><i>"The issuance of a legal hold by the Office of Law overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the Office of Law. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so."</i></p>	
1	<p><b>Emergency Medical Services (EMS) Office</b>            Files are instructional tracking files; growth/goals for the EMS program, and other files necessary for the management of the bureau. Directives, policies and other material related to the planning and policy that illustrate the development of the agency.</p>	<p>Screen annually and destroy material no longer needed for current business. Transfer every 5 years to MSA any items deemed to have historical value to the County.</p>
2	<p><b>Office of the Battalion Chief – Fire Operations</b>            Files are instructional tracking files; growth/goals for Fire Operations training, and other files necessary for the management of the bureau, directives, policies and other material related to the planning and policy that illustrate the development of the agency.</p>	<p>Screen annually and destroy material no longer needed for current business. Transfer every 5 years to MSA any items deemed to have historical value to the County.</p>

Schedule Approved by Department, Agency or Division Representative:

Date: 9/4/13

Signature: 

Typed Name: William Anuszewski

Title: Assistant Chief, Administrative Services

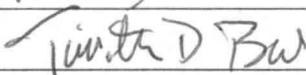
Schedule Approved by County Records Management Representative:

Date: 9/6/13

Signature: 

Schedule Authorized by State Archivist:

Date: 10-3-13

Signature: 

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

Schedule No. C1200

Page 2 of 3

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

**Division/Unit:** Education & Training

Item No.	Description	Retention
3	<b>Employee Training Files – Active</b> Files consist of training records, transcripts, certifications, course completion and competency-based training evolution evidence for both career and volunteer personnel.	Retain for entire active Employment and Volunteer period and then move to Inactive Files.
4	<b>Employee Training Files – Inactive</b> Files consist of training records, transcripts, certifications, course completion and competency-based training evolution evidence for both career and volunteer personnel.	Retain for 50 years from date of termination, resignation or retirement, then destroy.
5	<b>Course/Class Files</b> Files consisting of classes, course, program and curriculum files, attendance summary, grades and daily rosters.  <ul style="list-style-type: none"> <li>a. Attendance Report</li> <li>b. Class Registration Information</li> <li>c. Competency-Based Training Evolutions</li> <li>d. In-Service Training Detail Report</li> <li>e. Training Classroom Schedule</li> </ul>	Retain for 3 years from end of course or graduation, then destroy.
6	<b>Bureau Administrative and Correspondence Files</b> Files consist of original incoming and copies of outgoing letters, memorandums, reports, programs, studies, committees, boards, and other miscellaneous data relating to the operation of the Bureau of Education and Training.	Retain for 3 years, then destroy with the following exception: Transfer to the Maryland State Archives (MSA) 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.
7	<b>Budget/Purchasing Files</b> Files consisting of Education & Training budgets and budget folders with specific payment documents.	Contract files will be retained one year beyond the completion of contract, then destroy. All others retain 3 years, then destroy.
8	<b>Payroll/Leave Information</b> Files comprised of Education & Training payroll sheets and accompanying leave sheets.	Retain 3 years, then destroy.
9	<b>Information Systems</b> Files comprised of information regarding the Virtual Academy, instructional tracking database (BriAN), Event Management System (EMS) Scheduling System, etc.	Retain 3 years, then destroy.

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

Schedule No. C1200

Page 3 of 3

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

**Division/Unit:** Education & Training

Item No.	Description	Retention
10	<p><b>Office of the Assistant Chief</b>            Files are instructional tracking files; growth/goals for the Bureau of Education &amp; Training, and other files necessary for the management of the bureau.</p> <ul style="list-style-type: none"> <li>a. Instructional Tracking Files</li> <li>b. Growth and Goals – Directives, policies, and other material related to the planning and policy that illustrate the development of the agency.</li> </ul>	<p>Retain 3 years, then destroy.</p> <p>Retain permanently. Transfer every 5 years to the MSA.</p>

## RECORDS RETENTION INVENTORY WORKSHEET

1. Department (Please include bureau or section): Howard County Dept. of Fire & Rescue – Bureau of Education & Training		
2. Address: James N. Robey Public Safety Training Center 2200 Scott Wheeler Drive, Marriottsville, MD	3. Zip Code: 21104	4. Date: 8/1/2012
5. Person Completing Form: Denise L. Weist	6. Title: Admin. Tech	7. Phone: 410-313-1361

### RECORD INFORMATION

8. Record Series Title (no abbreviations): <b>Emergency Medical Services Office</b>
9. Variant or Alternate Titles (abbreviations OK): EMS, EMT, BCLS, ACLS, Paramedic
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):  Files are instructional tracking files; growth/goals for the Emergency Medical Services (EMS) program, and other files necessary for the management of the bureau. Directives, policies and other material related to the planning and policy that illustrate the development of the agency.
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? _____ Yes <input checked="" type="checkbox"/> No
12. What is the primary value of this record? _____ X Administrative _____ Legal _____ Fiscal _____ Historical
13. Are these records subject to _____ audit and/or <input checked="" type="checkbox"/> litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?  Paper files, computer files, CD/DVD videos, photographs, instructional books, student books
16. Is this record series the original or "record" copy? <input checked="" type="checkbox"/> Yes _____ No  If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? annually
18. After these records have become inactive, how long would you like to store them off-site?  A few may need to be stored for historical purposes only.
19. Recommended Retention:  3 – 5 years
20. Will these records ever be _____ microfilmed or <input checked="" type="checkbox"/> scanned into an optical imaging system? If so, at what point in the retention will this happen? Bi-annually
21.  Signature of Bureau Chief or Program Manager: _____

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>10</u></p>
<p>1. Department/Agency Howard County, Maryland</p>	<p>2. Division Dept. of Fire &amp; Rescue</p>	<p>3. Unit Bureau of Education &amp; Training</p>
<p>DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Office of the Battalion Chief – Fire Operations</p>	<p>5. Earliest Year/Latest Year <u>2009</u> to <u>2013</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files are instructional tracking files; growth/goals for Fire Operations training, and other files necessary for the management of the bureau, directives, policies and other material related to the planning and policy that illustrate the development of the agency.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>CD/Flashdrive</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1/2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) James N. Robey Public Safety Training Center, 2200 Scott Wheeler Drive, 2<sup>nd</sup> Floor</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Administrative Records Classification System (ARCS)</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention 3 -5 Years</p>	
<p>19. Name and Title of Preparer Denise L. Weist</p>	<p>20. Telephone Number 410-313-1361</p>	<p>21. Date March 6, 2013</p>

## RECORDS RETENTION INVENTORY WORKSHEET

1. Department (Please include bureau or section): Howard County Dept. of Fire & Rescue – Bureau of Education & Training		
2. Address: James N. Robey Public Safety Training Center 2200 Scott Wheeler Drive, Marriottsville, MD	3. Zip Code: 21104	4. Date: 8/1/2012
5. Person Completing Form: Denise L. Weist	6. Title: Admin. Tech	7. Phone: 410-313-1361

### RECORD INFORMATION

8. Record Series Title (no abbreviations): <b>Employee Training Files - Active</b>
9. Variant or Alternate Titles (abbreviations OK): E&T, Trng.
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):  Files consist of training records, transcripts, certifications, course completion and competency-based training evolution evidence for both career and volunteer personnel
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? _____ Yes <input checked="" type="checkbox"/> No
12. What is the primary value of this record?  <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> Legal _____ Fiscal _____ Historical
13. Are these records subject to _____ audit and/or <input checked="" type="checkbox"/> litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?  Paper files, computer files
16. Is this record series the original or "record" copy? <input checked="" type="checkbox"/> Yes _____ No  If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? annually
18. After these records have become inactive, how long would you like to store them off-site?  Retain for 50 years from termination date.
19. Recommended Retention:  50 years from employee termination date.
20. Will these records ever be _____ microfilmed or <input checked="" type="checkbox"/> scanned into an optical imaging system? If so, at what point in the retention will this happen?  Bi-annually
21.  Signature of Bureau Chief or Program Manager: _____

## RECORDS RETENTION INVENTORY WORKSHEET

1. Department (Please include bureau or section): Howard County Dept. of Fire & Rescue – Bureau of Education & Training		
2. Address: James N. Robey Public Safety Training Center 2200 Scott Wheeler Drive, Marriottsville, MD	3. Zip Code: 21104	4. Date: 8/1/2012
5. Person Completing Form: Denise L. Weist	6. Title: Admin. Tech	7. Phone: 410-313-1361

### RECORD INFORMATION

8. Record Series Title (no abbreviations): <b>Employee Training Files - Inactive</b>
9. Variant or Alternate Titles (abbreviations OK): E&T, Trng.
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):  Files consist of training records, transcripts, certifications, course completion and competency-based training evolution evidence for both career and volunteer personnel
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? _____ Yes <input checked="" type="checkbox"/> No
12. What is the primary value of this record?  <input checked="" type="checkbox"/> Administrative <input checked="" type="checkbox"/> Legal _____ Fiscal _____ Historical
13. Are these records subject to _____ audit and/or <input checked="" type="checkbox"/> litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?  Paper files, computer files
16. Is this record series the original or "record" copy? <input checked="" type="checkbox"/> Yes _____ No  If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? annually
18. After these records have become inactive, how long would you like to store them off-site?  Retain for 50 years from resignation or retirement date.
19. Recommended Retention:  50 years from employee termination date.
20. Will these records ever be _____ microfilmed or <input checked="" type="checkbox"/> scanned into an optical imaging system? If so, at what point in the retention will this happen?  Bi-annually
21.  Signature of Bureau Chief or Program Manager: _____

## RECORDS RETENTION INVENTORY WORKSHEET

1. Department (Please include bureau or section): Howard County Dept. of Fire & Rescue – Bureau of Education & Training		
2. Address: James N. Robey Public Safety Training Center 2200 Scott Wheeler Drive, Marriottsville, MD	3. Zip Code: 21104	4. Date: 8/1/2012
5. Person Completing Form: Denise L. Weist	6. Title: Admin. Tech	7. Phone: 410-313-1361

### RECORD INFORMATION

8. Record Series Title (no abbreviations): <b>Course/Class File</b>
9. Variant or Alternate Titles (abbreviations OK): MFRI, MIEMSS
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):  Files consisting of classes, course, program and curriculum files, attendance summary, grades and daily rosters: <ul style="list-style-type: none"> <li>• Attendance Report</li> <li>• Class Registration Information</li> <li>• Competency-Based Training Evolutions</li> <li>• In-Service Training Detail Report</li> <li>• Training Classroom Schedule</li> </ul>
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? _____ Yes <input checked="" type="checkbox"/> No
12. What is the primary value of this record? _____ X _____ Administrative _____ Legal _____ Fiscal _____ X _____ Historical
13. Are these records subject to _____ audit and/or _____ X _____ litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?  Paper files, computer files, CD/DVD Videos, Instructional Books, Student Books
16. Is this record series the original or "record" copy? _____ X _____ Yes _____ No  If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? annually
18. After these records have become inactive, how long would you like to store them off-site?  Not applicable
19. Recommended Retention:  Retain for 3 years from end of course or graduation,
20. Will these records ever be _____ microfilmed or _____ X _____ scanned into an optical imaging system? If so, at what point in the retention will this happen?  Annually
21.  Signature of Bureau Chief or Program Manager: _____

## RECORDS RETENTION INVENTORY WORKSHEET

1. Department (Please include bureau or section): Howard County Dept. of Fire & Rescue – Bureau of Education & Training		
2. Address: James N. Robey Public Safety Training Center 2200 Scott Wheeler Drive, Marriottsville, MD	3. Zip Code: 21104	4. Date: 8/1/2012
5. Person Completing Form: Denise L. Weist	6. Title: Admin. Tech	7. Phone: 410-313-1361

### RECORD INFORMATION

8. Record Series Title (no abbreviations): <b>Bureau Administrative and Correspondence Files</b>
9. Variant or Alternate Titles (abbreviations OK):
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):  Files consist of original incoming and copies of outgoing letters, memorandums, reports, programs, studies, committees, boards, and other miscellaneous data relating to the operation of the Bureau of Education and Training.
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? _____ Yes <input checked="" type="checkbox"/> No
12. What is the primary value of this record?  _____ X Administrative _____ Legal _____ Fiscal _____ X Historical
13. Are these records subject to _____ audit and/or _____ X litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?  Paper files, computer files, CD/DVD Videos
16. Is this record series the original or "record" copy? _____ X Yes _____ No  If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? annually
18. After these records have become inactive, how long would you like to store them off-site?  Some possible after 5 years for historical purposes only.
19. Recommended Retention:  Retain for 3 years.
20. Will these records ever be _____ microfilmed or _____ X scanned into an optical imaging system? If so, at what point in the retention will this happen?  Annually
21.  Signature of Bureau Chief or Program Manager: _____

## RECORDS RETENTION INVENTORY WORKSHEET

1. Department (Please include bureau or section): Howard County Dept. of Fire & Rescue – Bureau of Education & Training		
2. Address: James N. Robey Public Safety Training Center 2200 Scott Wheeler Drive, Marriottsville, MD	3. Zip Code: 21104	4. Date: 8/1/2012
5. Person Completing Form: Denise L. Weist	6. Title: Admin. Tech	7. Phone: 410-313-1361

### RECORD INFORMATION

8. Record Series Title (no abbreviations): <b>Budget/Purchasing Files</b>
9. Variant or Alternate Titles (abbreviations OK): SAP, PDQ
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):  Files consisting of Education & Training budgets and budget folders with specific payment documents
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? _____ Yes <input checked="" type="checkbox"/> No
12. What is the primary value of this record?  <input checked="" type="checkbox"/> Administrative _____ Legal _____ Fiscal _____ Historical
13. Are these records subject to _____ audit and/or <input checked="" type="checkbox"/> litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?  Paper files, computer files
16. Is this record series the original or "record" copy? <input checked="" type="checkbox"/> Yes _____ No  If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)?  Annually
18. After these records have become inactive, how long would you like to store them off-site?  Not applicable
19. Recommended Retention:  Retain for 3 years. Contracts should be retained one year beyond completion of the contract.
20. Will these records ever be _____ microfilmed or <input checked="" type="checkbox"/> scanned into an optical imaging system? If so, at what point in the retention will this happen?  Annually
21.  Signature of Bureau Chief or Program Manager: _____ William Anuszewski, Assistant Chief _____

## RECORDS RETENTION INVENTORY WORKSHEET

1. Department (Please include bureau or section): Howard County Dept. of Fire & Rescue – Bureau of Education & Training		
2. Address: James N. Robey Public Safety Training Center 2200 Scott Wheeler Drive, Marriottsville, MD	3. Zip Code: 21104	4. Date: 8/1/2012
5. Person Completing Form: Denise L. Weist	6. Title: Admin. Tech	7. Phone: 410-313-1361

### RECORD INFORMATION

8. Record Series Title (no abbreviations): <b>Payroll/Leave Information</b>
9. Variant or Alternate Titles (abbreviations OK): OT, Comp Time, Official Leave
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):  Files comprised of Education & Training payroll sheets and accompanying leave sheets.
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? _____ Yes <input checked="" type="checkbox"/> No
12. What is the primary value of this record?  <input checked="" type="checkbox"/> Administrative _____ Legal _____ Fiscal _____ Historical
13. Are these records subject to _____ audit and/or <input checked="" type="checkbox"/> litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?  Paper files, computer files
16. Is this record series the original or "record" copy? <input checked="" type="checkbox"/> Yes _____ No  If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? annually
18. After these records have become inactive, how long would you like to store them off-site?  Not applicable
19. Recommended Retention:  Retain for 3 years.
20. Will these records ever be _____ microfilmed or _____ scanned into an optical imaging system? If so, at what point in the retention will this happen?
21.  Signature of Bureau Chief or Program Manager: _____

## RECORDS RETENTION INVENTORY WORKSHEET

1. Department (Please include bureau or section): Howard County Dept. of Fire & Rescue – Bureau of Education & Training		
2. Address: James N. Robey Public Safety Training Center 2200 Scott Wheeler Drive, Marriottsville, MD	3. Zip Code: 21104	4. Date: 8/1/2012
5. Person Completing Form: Denise L. Weist	6. Title: Admin. Tech	7. Phone: 410-313-1361

### RECORD INFORMATION

8. Record Series Title (no abbreviations): <b>Information Systems</b>
9. Variant or Alternate Titles (abbreviations OK): BriAN, Moodle, Virtual Academy, EMS Scheduling System
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):  Files comprised of information regarding the Virtual Academy, Moodle, BriAN, EMS Scheduling System, etc.
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? _____ Yes <input checked="" type="checkbox"/> No
12. What is the primary value of this record? _____ X _____ Administrative _____ Legal _____ Fiscal _____ Historical
13. Are these records subject to _____ audit and/or _____ X _____ litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?  Paper files, computer files, books
16. Is this record series the original or "record" copy? _____ X _____ Yes _____ No  If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? annually
18. After these records have become inactive, how long would you like to store them off-site?  Not applicable
19. Recommended Retention:  Retain for 3 years.
20. Will these records ever be _____ microfilmed or _____ scanned into an optical imaging system? If so, at what point in the retention will this happen?
21.  Signature of Bureau Chief or Program Manager: _____

## RECORDS RETENTION INVENTORY WORKSHEET

1. Department (Please include bureau or section): Howard County Dept. of Fire & Rescue – Bureau of Education & Training		
2. Address: James N. Robey Public Safety Training Center 2200 Scott Wheeler Drive, Marriottsville, MD	3. Zip Code: 21104	4. Date: 8/1/2012
5. Person Completing Form: Denise L. Weist	6. Title: Admin. Tech	7. Phone: 410-313-1361

### RECORD INFORMATION

8. Record Series Title (no abbreviations): <b>Office of the Assistant Chief</b>
9. Variant or Alternate Titles (abbreviations OK): A/C, Bureau Chief
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):  Files are instructional tracking files, growth/goals for the Bureau of Education & Training, and other files necessary for the management of the bureau. <ul style="list-style-type: none"> <li>• Instructional Tracking Files</li> <li>• Growth and Goals – Directives, policies, and other material related to the planning and policy that illustrate the development of the agency.</li> </ul>
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? _____ Yes <input checked="" type="checkbox"/> No
12. What is the primary value of this record? _____ X _____ Administrative _____ Legal _____ Fiscal _____ Historical
13. Are these records subject to _____ audit and/or <input checked="" type="checkbox"/> litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series? Paper files, computer files
16. Is this record series the original or "record" copy? <input checked="" type="checkbox"/> Yes _____ No  If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? annually
18. After these records have become inactive, how long would you like to store them off-site?  5 years for records pertaining to Growth and Goals – Directives, policies, and other material related to planning.
19. Recommended Retention:  Retain for 3 years for all records except for records pertaining to Growth and Goals..
20. Will these records ever be _____ microfilmed or <input checked="" type="checkbox"/> scanned into an optical imaging system? If so, at what point in the retention will this happen?  Annually
21.  Signature of Bureau Chief or Program Manager: _____