

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

Schedule No. C-1206

Page 1 of 3

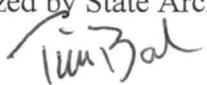
Agency: Howard County Government
 Fire & Rescue Services

Division/Unit: Office of the Fire Marshal

Item No.	Description	Retention
	<p>“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.”</p>	
1	<p>Electronic Files This is an electronic database with files comprised mostly of information pertaining to fire inspections, fire inspection billing, and fire investigation results. Electronic files mainframe programs which keep track of various department activities. Records Management System (RMS), Mobile Eyes, and any upgrade information and notes.</p>	<p>Retain until the inspected building is no longer standing, or until Howard County no longer owns the inspected building, whichever is sooner, then destroy.</p>
2	<p>Fire Files/Arson Investigation Files This is an electronic database which contains files and pertinent documentation of a fire investigation based on a specific incident/location. Written reports including supplemental reports, digital media (including videos, photographs, audio and visual recordings), which documents evidence at a fire scene incident and determines the cause/origin of that fire investigation.</p>	<p>Retain for 80 years from the date of the incident. Maintain documents of all evidence reports and written signed statements for 80 years then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative:
 Date: 8/29/13
 Signature: 
 Typed Name: **William Anuszewski**
 Title: **Assistant Chief, Administrative Services**

Schedule Approved by County Records Management Representative:
 Date: 9/3/13
 Signature: 

Schedule Authorized by State Archivist:
 Date: 11-5
 Signature: 

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

Schedule No. C-1206

Page 2 of 3

Agency: Howard County Government

Division/Unit: Fire & Rescue Services –
Office of the Fire Marshal

Item No.	Description	Retention
3	<p>Drobo Files Contains files of digital photographs used to document violation of the fire code during a fire inspection.</p>	Retain until the inspected building is no longer standing or until the code violation no longer exists, whichever is sooner, then destroy.
4	<p>Street Address Files (SAF) Files consisting of specific street addresses for all Howard County residences (on record); Multi-Family Residences (Apartments, Condominiums, Townhomes, Mobile Homes); Industrial; Business; Mercantile; Storage; Public Assemblies; County Buildings; Educational; Health; Detention; Parks; Family & Center Daycare; Campsites; Cold Weather Shelters; Summer and Migrant Camps. Also Unsafe Structure postings, Occupancy calculations, fire watch postings, Knox boxes installed, illegal open burns, fire lanes, inquiry/complaint forms and various types of pre-building and developmental plans, code and other specific information necessary for the competent review of building/renovation plans.</p>	Retain until the inspected building is no longer standing, or until Howard County no longer owns the inspected building, whichever is sooner, then destroy.
5	<p>Freedom of Information Act Requests Files consisting of general request for fire inspection/fire code violation results, usually prior to the purchase of a property.</p>	Retain for 3 years and until possible litigation and all audit compliance points have been satisfied, then destroy.
6	<p>Juvenile Fire Setter Counseling Files Records of juveniles requiring counseling for intentionally setting fires.</p>	Retain records until court-ordered expungement or 25th birthday of the individual, whichever comes first, then destroy.
7	<p>Public Education Files Files consisting of life safety information specific references to the installation of smoke alarms and SafeAwake smoke alarms for the hearing impaired, carbon monoxide alarms. Public education programs, fire drills, evacuation planning, various brochures, power points, Juvenile Fire Setter program information and CD's.</p>	Review every 3 years, then destroy any files that are no longer active or required.

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

Schedule No. C-1206

Page 3 of 3

Agency: Howard County Government

Division/Unit: Fire & Rescue Services –
Office of the Fire Marshal

Item No.	Description	Retention
8	<p>Permission Slips and Class Registration Files Permission slips for public school student's participation in the demonstration of the Fire & Rescue Safety House and records of registration for Crowd Manager training and certification.</p>	Retain for 3 years, then destroy.
9	<p>Historical Files Files regarding planning and policies relating to the directives, growth, goals and management of the Fire Marshal's Office, that illustrates the development of the bureau. Also includes fire code and operational manuals, fire code references, reading materials, and news clippings.</p>	Screen annually and destroy records no longer needed for current business. Retain all other records in office and transfer to MSA every 5 years.
10	<p>Memorandum Of Understanding/Articles of Incorporation Arson and Safe Kids MOUs and articles of incorporation.</p>	Screen annually and destroy records no longer needed for current business. Retain all other records in office and transfer to MSA every 5 years.
11	<p>Civil Citations Fire code building violations and civil citation notices. All civil citation notices are forwarded to the Office of Law.</p>	Retain until the inspected building is no longer standing or until the code violation no longer exists, whichever is sooner, then destroy.
12	<p>State Fire Marshal Sub-Committee Files Files containing:</p> <ul style="list-style-type: none"> (a) Presentations, emails, attendance sheets, training classes, etc. pertaining to business of all local jurisdictions in the State of Maryland. (b) Records of monthly minutes, agendas, special reports and related correspondence. 	<p>(a) Screen every 5 years for historical information then transfer to MSA for permanent retention. Destroy records no longer needed for current business.</p> <p>(b) Retain for 5 years or until no longer needed for current business, whichever is later, then transfer to MSA.</p>

<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>1</u> OF <u>12</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Fire & Rescue Services</p>	<p>3. Unit Office of the Fire Marshal</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 Electronic Files</p>	<p>5. Earliest Year/Latest Year 2008 to Present</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.) This is an electronic database with files comprised mostly of information pertaining to fire inspections, fire inspection billing, and fire investigation results. Electronic files mainframe programs which keep track of various department activities. Records Management System (RMS), Mobile Eyes, and any upgrade information and notes.</p>		
<p>7. Record Series Format(s) . List all</p> <p><input 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>DATABASE</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input 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 Number = <u>20,500 +</u></p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></p> <p>10. Annual Accumulation Number = <u>8,000 +</u></p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></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>X</u> Until the building is no longer standing or until Howard County no longer owns the building</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <input checked="" type="checkbox"/> Other</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6751 Columbia Gateway Drive, 4th fl Columbia, MD 21046</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain until the inspected building is no longer standing, or until Howard County no longer owns the inspected building, whichever is sooner, then destroy.</p>	
<p>19. Name and Title of Preparer Roberta Kelly</p>	<p>20. Telephone Number 410-313-6040</p>	<p>21. Date July 31, 2013</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>12</u>	
1. Department/Agency Howard County Government		2. Division Fire & Rescue Services		3. Unit Office of the Fire Marshal	
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Fire Files/Arson Investigation Files			5. Earliest Year/Latest Year 2004 to Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This is an electronic database which contains files and pertinent documentation of a fire investigation based on a specific incident/location. Written reports including supplemental reports, digital media (including videos, photographs, audio and visual recordings), which documents evidence at a fire scene incident and determines the cause/origin of that fire investigation.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>DATABASE RECORDS</u>		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Number = 1,500 <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>DATABASE RECORDS</u>	
		10. Annual Accumulation Number = 150 <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u>			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 80 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) from the date of the incident		
13. Current Location(s) (Bldg., Floor, Room) 6751 Columbia Gateway Drive, 4 th fl Columbia, MD 21046			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 80 years from the date of the incident; then destroy. Maintain original paper documents of all evidence reports, written signed statements for 80 years. Destroy any files that are no longer needed.		
19. Name and Title of Preparer Roberta Kelly		20. Telephone Number 410-313-6040		21. Date July 31, 2013	

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>12</u>	
1. Department/Agency Howard County Government		2. Division Fire & Rescue Services		3. Unit Office of the Fire Marshal	
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Drobo Files			5. Earliest Year/Latest Year 2008 to Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains files of digital photographs used to document violations of the fire code during a fire inspection.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>DATABASE</u>		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Number = 20,000 <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u>	
		10. Annual Accumulation Number = 18,000 <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u>			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>X</u> Until the inspected building is no longer standing or until the code violation no longer exists Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <input checked="" type="checkbox"/> Other		
13. Current Location(s) (Bldg., Floor, Room) 6751 Columbia Gateway Drive, 4 th fl Columbia, MD 21046			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain until the inspected building is no longer standing or until the code violation no longer exists, whichever is sooner, then destroy.		
19. Name and Title of Preparer Roberta Kelly		20. Telephone Number 410-313-6040		21. Date July 31, 2013	

<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>4</u> OF <u>12</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Fire & Rescue Services</p>	<p>3. Unit Office of the Fire Marshal</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 Street Address Files (SAF)</p>	<p>5. Earliest Year/Latest Year 1974 to Present</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 consisting of specific street addresses for all Howard County residences (on record); Multi-Family Residences (Apartments, Condominiums, Townhomes, Mobile Homes); Industrial; Business; Mercantile; Storage; Public Assemblies; County Buildings; Educational facilities; Health facilities; Detention centers; Parks; Family & Center childcare facilities; Campsites; Cold Weather Shelters; Summer and Migrant Camps. Also Unsafe Structure postings, Occupancy calculations, fire watch postings, Knox boxes installed, illegal open burns, fire lanes, inquiry/complaint forms and various types of pre-building and developmental plans, fire lanes, code and other specific information necessary for the competent review of building/renovation plans.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input checked="" type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input checked="" type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>CD's</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input 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 Number = 90,000 +</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></p> <hr/> <p>10. Annual Accumulation Number = 10,000 +</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></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>X</u> Until the inspected building is no longer standing or until HC no longer owns the building</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <input checked="" type="checkbox"/> Other</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6751 Columbia Gateway Drive, 4th fl Columbia, MD 21046</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input 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 Retain until the inspected building is no longer standing, or until Howard County no longer owns the inspected building, whichever is sooner, then destroy.</p>	
<p>19. Name and Title of Preparer Roberta Kelly</p>	<p>20. Telephone Number 410-313-6040</p>	<p>21. Date July 31, 2013</p>

<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>5</u> OF <u>12</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Fire & Rescue Services</p>	<p>3. Unit Office of the Fire Marshal</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 Freedom of Information Act Requests</p>	<p>5. Earliest Year/Latest Year 2004 to Present</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 consisting of general request for fire inspection/fire code violation results, usually prior to the purchase of a property.</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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input 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 Number = 1000</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></p> <hr/> <p>10. Annual Accumulation Number = 300</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></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</p> <p><u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) or Until possible litigation & all audit compliance is complete</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6751 Columbia Gateway Drive, 4th fl Columbia, MD 21046</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 3 years or until possible litigation and all audit compliance points have been satisfied, whichever is later, then destroy.</p>	
<p>19. Name and Title of Preparer Roberta Kelly</p>	<p>20. Telephone Number 410-313-6040</p>	<p>21. Date July 31, 2013</p>

<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>6</u> OF <u>12</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Fire & Rescue Services</p>	<p>3. Unit Office of the Fire Marshal</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 Public Education Files</p>	<p>5. Earliest Year/Latest Year 1974 to Present</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 consisting of life safety information specific references to the installation of smoke alarms and SafeAwake smoke alarms for the hearing impaired, carbon monoxide alarms. Public education programs, fire drills, evacuation planning, various brochures, power points, Juvenile Fire Setter program information and CDs.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>CD's</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input 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 Number = 3000 +</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></p> <hr/> <p>10. Annual Accumulation Number = 100</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 type="checkbox"/> Daily <input checked="" 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) 6751 Columbia Gateway Drive, 4th fl Columbia, MD 21046</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Review every 3 years; destroy any files that are no longer active or required.</p>	
<p>19. Name and Title of Preparer Roberta Kelly</p>	<p>20. Telephone Number 410-313-6040</p>	<p>21. Date July 31, 2013</p>

<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>7</u> OF <u>12</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Fire & Rescue Services</p>	<p>3. Unit Office of the Fire Marshal</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 Permission Slips and Class Registration Files</p>	<p>5. Earliest Year/Latest Year 2006 to Present</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.) Permission slips for public school student's participation in the demonstration of the Fire & Rescue Safety House and records of registration for Crowd Manager training and certification.</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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Number = 2000</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></p> <hr/> <p>10. Annual Accumulation Number = 300</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>3</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6751 Columbia Gateway Drive, 4th fl Columbia, MD 21046</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 3 years then destroy.</p>	
<p>19. Name and Title of Preparer Roberta Kelly</p>	<p>20. Telephone Number 410-313-6040</p>	<p>21. Date July 31, 2013</p>

<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>8</u> OF <u>12</u></p>
1. Department/Agency Howard County Government	2. Division Fire & Rescue Services	3. Unit Office of the Fire Marshal
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Juvenile Fire Setter Counseling Files	5. Earliest Year/Latest Year 2004 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records of juveniles requiring counseling for intentionally setting fires.		
<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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input 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 Number = 400</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></p> <hr/> <p>10. Annual Accumulation Number = 40</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></p>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>X</u> Until court-ordered expungement of 25 th birthday – whichever is sooner Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <input checked="" type="checkbox"/> Other	
13. Current Location(s) (Bldg., Floor, Room) 6751 Columbia Gateway Drive, 4 th fl Columbia, MD 21046	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain records until court-ordered expungement or 25 th birthday of the individual, whichever comes first, then destroy.	
19. Name and Title of Preparer Roberta Kelly	20. Telephone Number 410-313-6040	21. Date July 31, 2013

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>12</u>	
1. Department/Agency Howard County Government		2. Division Fire & Rescue Services		3. Unit Office of the Fire Marshal	
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Historical Files			5. Earliest Year/Latest Year 1981 to Present		
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 regarding planning and policies relating to the directives, growth, goals and management of the Fire Marshal office that illustrates the development of the bureau. Also includes fire code and operational manuals, fire code references, reading materials and news clippings.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>CD's</u>		9. Volume Number = 5000+ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u>	
		10. Annual Accumulation NA <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 6751 Columbia Gateway Drive, 4 th fl Columbia, MD 21046			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Screen annually; destroy records no longer needed for current business. Retain all other records in office and transfer to MSA every 5 years.		
19. Name and Title of Preparer Roberta Kelly		20. Telephone Number 410-313-6040		21. Date July 31, 2013	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>12</u>	
1. Department/Agency Howard County Government		2. Division Fire & Rescue Services		3. Unit Office of the Fire Marshal	
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Memorandum Of Understanding and Safe Kids Article of Incorporation			5. Earliest Year/Latest Year 1995 to Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Arson and Safe Kids MOUs and Articles of Incorporation.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Number = 10 <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation Number = 10 <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 6751 Columbia Gateway Drive, 4 th fl Columbia, MD 21046			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Screen annually; destroy records no longer needed for current business. Retain all other records in office and transfer to MSA every 5 years.		
19. Name and Title of Preparer Roberta Kelly		20. Telephone Number 410-313-6040		21. Date July 31, 2013	

<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>11</u> OF <u>12</u></p>
1. Department/Agency Howard County Government	2. Division Fire & Rescue Services	3. Unit Office of the Fire Marshal
DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Civil Citations		5. Earliest Year/Latest Year 1990 to Present
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Fire code building violations and civil citation notices. All civil citation notices are forwarded to the Office of Law.		
<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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Number = 50</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> <hr/> <p>10. Annual Accumulation Number = 10</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></p>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>X</u> Until building is no longer standing Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <input checked="" type="checkbox"/> Other
13. Current Location(s) (Bldg., Floor, Room) 6751 Columbia Gateway Drive, 4 th fl Columbia, MD 21046		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain until the inspected building is no longer standing or until the code violation no longer exists, whichever is sooner, then destroy.
19. Name and Title of Preparer Roberta Kelly	20. Telephone Number 410-313-6040	21. Date July 31, 2013

<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>12</u> OF <u>12</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Fire & Rescue Services</p>	<p>3. Unit Office of the Fire Marshal</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 State Fire Marshal Sub-Committee Files</p>	<p>5. Earliest Year/Latest Year 1981 to Present</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.)</p> <p>(a) Presentations, emails, attendance sheets, training classes, etc. pertaining to business of all local jurisdictions in the State of Maryland.</p> <p>(b) Records of monthly minutes, agendas, special reports and related correspondence.</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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Number = 1000</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></p> <hr/> <p>10. Annual Accumulation Number = 15</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>RECORDS</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>5</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) or Until no longer needed</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>6751 Columbia Gateway Drive, 4th fl Columbia, MD 21046</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>(a) Screen every 5 years for historical information then transfer to MSA for permanent retention. Destroy records no longer needed for current business.</p> <p>(b) Retain in office until no longer needed for current business and then transfer to MSA for permanent retention.</p>	
<p>19. Name and Title of Preparer Roberta Kelly</p>	<p>20. Telephone Number 410-313-6040</p>	<p>21. Date July 31, 2013</p>