

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

Schedule No. C-1257  
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Agency- **Montgomery County Government (MCG)  
Office of County Attorney**

Division/Unit

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Schedule Approved by Department, Agency, or Division Representative.  
Date March 24, 2014  
Signature *Edward Buchanan*  
Typed Name Edward Buchanan  
Title Government Records Coordinator

Schedule Authorized by State Archivist  
Date 5-1-14  
Signature *Timothy D. Baker*

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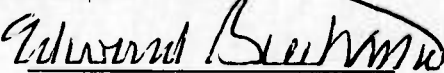
Agency- **Montgomery County Government (MCG)  
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Division/Unit  
**Administrative Records Series**

Item No.	Description	Retention
1-1	<p><b><u>Collective Bargaining Records</u></b></p> <p>This file contains the arbitrator's decision and background materials that precede the County Executive's submission of a budget to the Council.</p>	<p>Retain 30 years from date of arbitrator's decision and County Council's action on the budget, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
1-2	<p><b><u>Contract Claims Records</u></b></p> <p>This record contains notes, correspondence, the decision memorandum sent to the Chief Administrative Officer, and the release that the vendor must sign upon approval of the claim. This file also may contain background information and copies of invoices received from the vendor.</p>	<p>Retain 3 years from the date the Chief Administrative Officer signs off for approval, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

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Date March 24, 2014

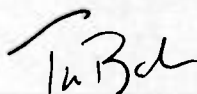
Signature 

Typed Name Edward Buchanan

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Signature 

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**Agency-** Montgomery County Government (MCG) **Division/Unit**  
Office of the County Attorney **Administrative Records Series**

Item No.	Description	Retention
1-3	<p><b><u>Maryland Public Information Act Request Records</u></b></p> <p>This record contains requests received pursuant to the Maryland Public Information Act, along with the County's response to those requests.</p>	<p>Retain 3 years after a response has been provided, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

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Civil Records Series

Item No.	Description	Retention
9-1	<p><b><u>Court Cases- Code Enforcement/Abatement Records</u></b></p> <p>This record contains copies of citations issued in the course of code enforcement, along with any orders issued by the court. In addition, the file contains the abatement order issued by the court.</p>	<p>Retain 10 years from date an abatement order from court is issued, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
9-2	<p><b><u>Court Cases- Collections- non-tax</u></b></p> <p>This record contains cases prosecuted by the County Attorney's Office for collection of monies due to the County. It may contain copies of citations, correspondence, court orders, and settlement agreements or payment plans.</p>	<p>Retain 3 years from the date the payment is collected or from court disposition, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. The image must be maintained by the above retention statement and the original paper version must be destroyed.</p>
9-3	<p><b><u>Court Cases- Condemnation Records</u></b></p> <p>This record contains all suit papers, briefs, notes, transcripts, correspondence, and other material pertaining to the case.</p>	<p>Retain 30 years from either time title is received or, if there is a legal challenge, from the end of litigation, then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. The image must be maintained by the above retention statement and the original paper version must be destroyed.</p>

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Civil Records Series**

Item No.	Description	Retention
9-4	<p><b>Court Cases- Workers' Compensation Records</b></p> <p>This record contains all suit papers, briefs, notes, transcripts, correspondence, and other material pertaining to the case.</p>	<p>Retain 30 years from the point when no hearing dates or appeals have occurred for three consecutive months, then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. The image must be maintained by the above retention statement and the original paper version must be destroyed.</p>
9-5	<p><b><u>Court Cases- Administrative Hearing Records</u></b></p> <p>This record contains transcripts of hearings, hearing examiner's reports, decision of the board or commission, pleadings, notes, correspondence, and any briefs or decisions received on appeal from the administrative entity.</p>	<p>Retain 10 years from decision and any appeal, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
9-6	<p><b>Court Cases- Code Enforcement Records</b></p> <p>This record contains copies of citations issued in the course of code enforcement, along with any orders issued by the court.</p>	<p>Retain 3 years from payment of fine or court disposition, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. The image must be maintained by the above retention statement and the original paper version must be destroyed.</p>

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Item No.	Description	Retention
9-7	<p><b><u>Court Cases- Code Enforcement for Moderately Priced Dwelling Units</u></b></p> <p>This file contains all suit papers, correspondence, and court orders related to enforcement of the moderately priced dwelling unit program.</p>	<p>Retain 10 years from date of dispute resolution (by settlement or court order), then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
9-8	<p><b><u>Court Cases- Juvenile Administrative Hearing Records</u></b></p> <p>This file contains all suit papers, briefs, notes, transcripts, correspondence, and other material pertaining to the case when the county appeals findings in a case involving a child.</p>	<p>Retain record until child's 18th birthday if case is closed before child turns 18, then destroy. Retain record until child's 21st birthday if case is closed after child turns 18, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be maintained by the above retention statement and the original paper version must be destroyed.</p>
9-9	<p><b><u>Court Cases- Disability Retirement Records</u></b></p> <p>This record contains transcripts of hearings, hearing officer's reports, decision of the board or commission, pleadings, notes, correspondence, and any briefs or decisions received on appeal from the administrative entity.</p>	<p>Retain 30 years from arbitrator's decision and any appeals, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>



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 Civil Records Series

Item No.	Description	Retention
9-10	<p><b><u>Court Cases- Child in Need of Assistance, Adoptions, Child Guardianship Records</u></b></p> <p>This record contains all suit papers, briefs, notes, transcripts, correspondence, and other material pertaining to the case.</p>	<p>Retain record until child's 18th birthday if case is closed before child turns 18, then destroy. Retain record until child's 21st birthday if case is closed after child turns 18, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be maintained by the above retention statement and the original paper version must be destroyed.</p>
9-11	<p><b><u>Court Cases- Collections- Tax</u></b></p> <p>This record contains cases prosecuted by the County Attorney's Office for collection of tax monies due to the County. It may contain copies of citations, correspondence, court orders, and settlement agreements or payment plans.</p>	<p>Retain 7 years from the date the payment is collected or the date of court disposition, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. The image must be maintained by the above retention statement and the original paper version must be destroyed.</p>
9-12	<p><b><u>Court Cases- Adult Guardianship Records</u></b></p> <p>This record contains all suit papers, briefs, notes, transcripts, correspondence, and other material pertaining to the case.</p>	<p>Retain until death of person subject to guardianship or until a new guardian is appointed, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>

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**Civil Records Series**

Item No.	Description	Retention
9-13	<p><b><u>Court Cases- Self Insurance Fund General Litigation Records</u></b></p> <p>This record contains all suit papers, briefs, notes, transcripts, correspondence, and other material pertaining to the case.</p>	<p>Retain 10 years from date settlement is reached or when court or jury decides outcome, plus time for appeal, whichever is later, then destroy. This record, if paper, may be scanned to Maryland State Archives standards and have that image become the official record. The image must be maintained by the above retention statement and the original paper version must be destroyed.</p>



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Land Records Series**

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
10-1	<p><b><u>Property Acquisition Records- Abandonment</u></b></p> <p>This record contains the Council resolution approving the abandonment. If suit is filed, the file includes all suit papers, correspondence, and court orders related to abandonment of property.</p>	<p>Retain 30 years from closed date, then destroy. If no legal challenge, close after recordation of Council Resolution abandoning property; if legal challenge is brought, close at end of legal challenge and any appeals. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
10-2	<p><b><u>Property Acquisition Records- Acquisitions and Dispositions</u></b></p> <p>This record contains all suit papers, correspondence, and court orders related to the acquisition or disposition of property. Documents may include contracts, deeds, property descriptions, and executive orders.</p>	<p>Retain 30 years after contract has been executed, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>
10-3	<p><b><u>Transfer of Development Rights Records</u></b></p> <p>This record contains notes and background documents that require review before approving a transfer of development rights easement.</p>	<p>Retain 10 years from date document is signed by the County Attorney and Assistant Chief Administrative Officer, then destroy. This record, if paper, may be scanned to Maryland State Archives' standards and have that image become the official record. The image must be managed by the above retention statement and the original paper version must be destroyed.</p>