

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

Schedule No. C1136

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Agency: Howard County Government

Division/Unit: County Council

Item No.	Description	Retention
	<p style="text-align: center;">THIS SUPERSEDES SCHEDULE C-1041</p> <p>All electronic media records will be created and stored using a system that is in compliance with COMAR 14.18.02. Permanent records will be transferred to MSA in open source format and in original paper format, unless otherwise stated in the retention schedule.</p> <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>	

Schedule Approved by Department, Agency, or Division Representative

Date: **June 9, 2014**

Signature: *Sheila Tolliver*

Typed Name: **Sheila Tolliver**

Title: **Administrator, County Council**

Schedule Approved by County Records Management Representative

Date: *June 30, 2014* *9.5.14*

Signature: *Regina A. Martin*

Schedule Authorized by State Archivist

Date: *9-22-14*

Signature: *Timothy D. Boh*

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

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Agency: Howard County Government

Division/Unit: County Council

Item No.	Description	Retention
1	<p><u>Legislation</u></p> <p>Council bills, resolutions, supplemental budget appropriations (SAO's), transfers of appropriations (TAO's)</p>	<p>PERMANENT. Scan in Maryland State Archives standards then transfer one paper copy and electronic scan to Maryland State Archives at least every three years.</p>
2	<p><u>Legislative Journals</u></p> <p>Legislative journals contain the official record of the Council proceedings and action taken during legislative sessions, which include voting history.</p>	<p>PERMANENT. Scan to Maryland State Archives standards then transfer one paper copy and electronic scan to Maryland State Archives at least every three years.</p>
3	<p><u>Legislative Files (supporting documents)</u></p> <p>Files contain legislative history, testimony, letters and e-mails, staff analyses, related legal advice, other related materials, and a signed copy of the legislation. General Plan, comprehensive rezoning, the annual budget, and councilman redistricting are included in these files.</p>	<p>PERMANENT. Scan to Maryland State Archives standards then transfer one paper copy and electronic scan to Maryland State Archives at least every three years.</p>
4	<p><u>Legal Advertisements</u></p> <p>Files contain legal notices of public hearings on proposed legislation, taxes, and of bills passed by the Council. These notices are used to confirm that the county has met all advertising requirements of state and federal law.</p>	<p>PERMANENT. Maintain copies of legal notices in office for five years, scan to Maryland State Archives Standards; retain in RIM (county-based record information system) for permanent storage locally; transfer scanned copy to MSA; then transfer paper to storage; destroy paper copy after 10 years.</p>

**DEPARTMENT OF GENERAL SERVICES
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Agency: Howard County Government

Division/Unit: County Council

Item No.	Description	Retention
5	<p><u>Legislative Agenda</u></p> <p>Files contain agendas of legislative sessions and public hearings. Includes working copy of vote sheets, public hearing sign-up sheets, and approved minutes of public hearings.</p>	<p>PERMANENT. Scan to Maryland State Archives standards then transfer one paper copy and electronic scan to Maryland State Archives at least every three years.</p>
6	<p><u>Audio/Video Recordings</u></p> <p>Audio and video recordings of County Council legislative sessions, public hearings and work sessions, and recordings of meetings of the Board of License Commissioners, the Liquor Hearing Board. Records of the Zoning Board and the Board of Appeals will be retained under the schedule maintained by the Department of Planning and Zoning, pursuant to the Rules of the Zoning Board and the Board of Appeals.</p>	<p>PERMANENT. Transfer copy to Maryland State Archives at least every three years.</p>
7	<p><u>County Charter</u></p> <p>Files contain Charter amendments, Charter reviews, petitions for Charter amendments, Charter reports, and supporting documents</p>	<p>PERMANENT. Scan to Maryland State Archives standards then transfer one paper copy and electronic scan to Maryland State Archives at least every three years.</p>
8	<p><u>Council Commissions and Boards</u></p> <p>Files contain reports and back-up documentation for special commissions of recurring nature if staffed by the Council, acted on by the Council, or appointed by the Council. These would include the Redistricting Committee and Compensation Review Committee.</p>	<p>PERMANENT. Scan to Maryland State Archives standards at the end of each year then transfer one paper copy and electronic scan to Maryland State Archives at least every three years. Retain copy in Council office at least 10 years; then destroy.</p>

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Agency: Howard County Government

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Item No.	Description	Retention
9	<p><u>Finance, Budget</u></p> <p>A. Council budgets, supporting documents</p> <p>B. Records of expenses, and supporting documents</p>	<p>(A) Retain Council office budgets and supporting documents for five years (2 years in office; then transfer to storage for three years); then destroy.</p> <p>(B) Retain detail of Council members' expenses and reimbursement for one year past the last date of service for that member, then destroy.</p>
10	<p><u>General Files</u></p> <p>Subject files contain general correspondence, copies of reports, and items dealing with matters of interest to the Council. Included are correspondence from individual citizens, organizations, and governmental agencies addressed to the Council, and correspondence from the Council to individuals or groups.</p> <p>Boards/commissions/association files contain correspondence, newsletters, and other related printed or electronic material and communications.</p>	<p>Retain publications for a period of five years, then transfer to the State Archives. Retain all other paper records for at least five years or until no longer needed for current business, whichever is later; then destroy. For at least two years, these records shall be kept in the Council office.</p>

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Agency: Howard County Government

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Item No.	Description	Retention
11	<p><u>District Files</u></p> <p>Files contain correspondence in paper or electronic format and other matters related to the district each member represents</p>	<p>Retain during the period in which the incumbent serves, then destroy. Retain for at least two years in the Council; then transfer to storage until the end of the Council member's term, then offer files to the Council member. Destroy files not taken with the Council member with the following exception: transfer to the Maryland State Archives for permanent retention any publication and material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

**DEPARTMENT OF GENERAL SERVICES
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Agency: Howard County Government

Division/Unit: County Council

Item No.	Description	Retention
12	<p><u>Board of License Commissioners and Liquor Hearing Board</u></p> <p>Record of licenses issued, violations, transfers and changes in resident agents, and related correspondence, minutes, agendas, and electronic communications, Rules and Regulations of the boards</p>	<p>Retain for 2 years in the Council Office; then retain in storage for three years or until one year after permanent closure of the business, whichever is later, then screen and destroy with the following exception: transfer to the Maryland State Archives for permanent retention any publication and material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value; this will include copies of <i>Rules and Regulations</i> publications.</p>
13 (note*)	<p><u>Zoning Board and Board of Appeals</u></p> <p>Minutes, decisions and orders, and recordings of meetings of the Zoning Board, Board of Appeals, and Hearing Examiner will be retained and transferred under the schedule for the Howard County Department of Planning and Zoning, pursuant to the Rules of the Zoning Board and of the Board of Appeals, which identify the Department of Planning and Zoning as the Custodian of Records for these bodies.</p>	<p>Retain in office for 5 years or until no longer needed for reference purposes, whichever is later; then destroy.</p> <p>* HC Department of Planning & Zoning is the official custodian of this record series and will maintain as Permanent records.</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>13</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division County Council</p>	<p>3. Unit</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 Legislation</p>	<p>5. Earliest Year/Latest Year <u>1969</u> to <u>Present</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.) Council bills, resolutions, supplemental budget appropriations (SAO's), transfers of appropriations (TAO's)</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 type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" 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 <u>123 Boxes paper files*</u></p> <p>Number *Note: these files may contain both legislation and related back-up documents</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input checked="" type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>electronic files</u></p> <hr/> <p>10. Annual Accumulation <u>1 box paper files, est.</u></p> <p>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 checked="" type="checkbox"/> Other (specify) <u>electronic file</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After <u>NA</u></p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (for transfer to State Archives) – bills and back-up, copies; 3430 Court House Drive (orig. bills and electronic files)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input 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 Bills are numbered sequentially each year beginning in Dec.; same for resolutions, SAOs, TAOs.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>18. Recommended Retention PERMANENT. Scan to Maryland State Archives standards then transfer one paper copy and electronic scan to Maryland State Archives at least every three years.</p>	
<p>19. Name and Title of Preparer Sheila Tolliver, Administrator</p>	<p>20. Telephone Number 410- 313-3106</p>	<p>21. Date 5/27/2014</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>2</u> OF <u>13</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division County Council</p>	<p>3. Unit</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 Legislative Journals</p>	<p>5. Earliest Year/Latest Year <u>1957</u> to <u>Present</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.) Legislative journals contain the official record of the Council proceedings and action taken during legislative sessions, which include voting history.</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 type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" 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 <u>1</u> book and an electronic file Number</p> <p><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>books, files, electronic file</u></p> <p>10. Annual Accumulation <u>14</u> documents (1 book or file folder) + <u>electronic copy</u> Number</p> <p><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>documents</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After <u>NA</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 3430 Court House Drive (current); Recall storage (historic); electronic and paper copies for MSA</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MSA and electronic files</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 PERMANENT. Scan to Maryland State Archives standards then transfer one paper copy and electronic scan to Maryland State Archives at least every three years.</p>	
<p>19. Name and Title of Preparer Sheila Tolliver, Administrator</p>	<p>20. Telephone Number 410- 313-3106</p>	<p>21. Date 5/27/2014</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>3</u> OF <u>13</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division County Council</p>	<p>3. Unit</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 Legislative Files (supporting documents)</p>	<p>5. Earliest Year/Latest Year <u>1968</u> to <u>Present</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 contain legislative history, testimony, letters and e-mails, staff analyses, related legal advice, other related materials, and a signed copy of the legislation. General Plan, comprehensive rezoning, the annual budget, and councilman redistricting are included in these files.</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) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" 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 9 boxes (Note: back-up files are integrated with legislative files in paper records for MSA and in Recall)</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 checked="" type="checkbox"/> Other (specify) _____ file boxes, electronic tape _____</p> <hr/> <p>10. Annual Accumulation <u>3</u> file boxes (approx.)</p> <p>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 checked="" type="checkbox"/> Other (specify) _____ file boxes and electronic _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After <u>NA</u></p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 3430 Court House Drive (current); Recall (some historic); Dorsey Bldg. for MSA Electronic files also available for transfer to MSA</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Restricted as labeled on some records for one of three reasons: 1) personnel matter; 2) advice of attorney; 3) legislative privilege (staff reports)</p> <p><input type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Back-up is filed with legislation by bill number (see related schedule)</p>	<p>18. Recommended Retention PERMANENT. Scan to Maryland State Archives standards then transfer one paper copy and electronic scan to Maryland State Archives at least every three years.</p>	
<p>19. Name and Title of Preparer Sheila Tolliver, Administrator</p>	<p>20. Telephone Number 410- 313-3106</p>	<p>21. Date 5/27/2014</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>4</u> OF <u>13</u>
1. Department/Agency Howard County Government	2. Division County Council	3. Unit
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 Legal Advertisements	5. Earliest Year/Latest Year <u>1983</u> to <u>Present</u> (with some gaps)	
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 contain legal notices of public hearings on proposed legislation, taxes, and of bills passed by the Council. These notices are used to confirm that the county has met all advertising requirements of state and federal law.		
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 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) _____	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 <u>1</u> file box Number <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 <u>1</u> file folder Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ will be scanning for retention by MSA and County _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed	12. File Becomes Inactive After <u>NA</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 3430 Court House Drive (2009-present); Recall, prior records	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No To be stored electronically	
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 type="checkbox"/> No	18. Recommended Retention PERMANENT: Maintain copies of legal notices in office for five years, scan to Maryland State Archives Standards; retain in RIM (county-based record information system) for permanent storage locally; transfer scanned copy to MSA; then transfer paper to storage; destroy paper copy after 10 years.	
19. Name and Title of Preparer Sheila Tolliver, Administrator	20. Telephone Number 410- 313-3106	21. Date 5/27/2014

<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>13</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division County Council</p>	<p>3. Unit</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 Legislative Agenda</p>	<p>5. Earliest Year/Latest Year <u>1996</u> to <u>Present</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 contain agendas of legislative sessions and public hearings. Includes working copy of vote sheets, public hearing sign-up sheets, and approved minutes of public hearings.</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 <u>1</u> file box paper records Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>electronic and paper</u></p> <hr/> <p>10. Annual Accumulation <u>10</u> paper files/ electronic file Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>file folder and electronic copy</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After <u>NA</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 3430 Court House Drive (current); Recall Storage</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input 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 PERMANENT. Scan to Maryland State Archives standards then transfer one paper copy and electronic scan to Maryland State Archives at least every three years.</p>	
<p>19. Name and Title of Preparer Sheila Tolliver, Administrator</p>	<p>20. Telephone Number 410-313-3106</p>	<p>21. Date 5/27/2014</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>13</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division County Council</p>	<p>3. Unit</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 Audio/Video Recordings</p>	<p>5. Earliest Year/Latest Year <u>1993</u> to <u>Present (with gaps)</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.) Audio and video recordings of County Council legislative sessions, public hearings and work sessions, and recordings of meetings of the Board of License Commissioners, the Liquor Hearing Board. Records of the Zoning Board and the Board of Appeals will be retained under the schedule maintained by the Department of Planning and Zoning, pursuant to the Rules of the Zoning Board and the Board of Appeals.</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 checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input checked="" 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 <u>18 boxes of tapes</u> Number</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) _____</p> <hr/> <p>10. Annual Accumulation <u>15 disks</u> Number</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) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After <u>NA</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Recall Storage</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>PERMANENT. Transfer copy to Maryland State Archives at least every three years.</p>	
<p>19. Name and Title of Preparer Sheila Tolliver, Administrator</p>	<p>20. Telephone Number 410- 313-3106</p>	<p>21. Date 5/27/2014</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>13</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division County Council</p>	<p>3. Unit</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 County Charter</p>	<p>5. Earliest Year/Latest Year <u>1968</u> to <u>Present</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 contain Charter amendments, Charter reviews, petitions for Charter amendments, Charter reports, and supporting documents.</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 <u>2 file boxes</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>N/A</u> (Charter amendment is irregular) Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After <u>NA</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Recall</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 PERMANENT. Scan to Maryland State Archives standards then transfer one paper copy and electronic scan to Maryland State Archives at least every three years</p>	
<p>19. Name and Title of Preparer Sheila Tolliver, Administrator</p>	<p>20. Telephone Number 410- 313-3106</p>	<p>21. Date 5/27/2014</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>8</u> OF <u>13</u>
1. Department/Agency Howard County Government	2. Division County Council	3. Unit
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 Council Commissions and Boards	5. Earliest Year/Latest Year <u>2007</u> to <u>Present</u> (with gaps)	
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 contain reports and back-up documentation for special commissions of recurring nature if staffed by the Council, acted on by the Council, or appointed by the Council. These would include the Redistricting Committee and Compensation Review Committee.		
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 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 <u>2 boxes</u> Number <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 <u>Varies, less than 1 box typically</u> Number <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 type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed	12. File Becomes Inactive After <u>NA</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Recall Storage	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 PERMANENT. Scan to Maryland State Archives standards then transfer one paper copy and electronic scan to Maryland State Archives at least every three years. Retain copy in Council office at least 10 years; then destroy.	
19. Name and Title of Preparer Sheila Tolliver, Administrator	20. Telephone Number 410- 313-3106	21. Date 5/27/2014

<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>9</u> OF <u>13</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division County Council</p>	<p>3. Unit</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 Finance, Budget</p>	<p>5. Earliest Year/Latest Year <u>2007</u> to <u>Present (with gaps)</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.) Council budgets, expenses, and supporting documents</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 <u>1</u> file box 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>3</u> file folders Number</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>file folders and active computer files</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>Historic files as needed; current files accessed monthly</p>	<p>12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Recall Storage (historic); 3430 Court House Drive (current)</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 type="checkbox"/> None <input 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 Retain Council office budgets and supporting documents for a period of five years in paper or electronic format. Retain in office for two years, then transfer to storage for three years; then destroy. Retain detail of Council members' expenses and reimbursement records in electronic format for one year beyond the last date of service for that member; then destroy.</p>	
<p>19. Name and Title of Preparer Sheila Tolliver, Administrator</p>	<p>20. Telephone Number 410-313-3106</p>	<p>21. Date 5/27/2014</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>10</u> OF <u>13</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division County Council</p>	<p>3. Unit</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 General Files</p>	<p>5. Earliest Year/Latest Year 2009 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> <ul style="list-style-type: none"> - Subject files contain general correspondence, copies of reports, and items dealing with matters of interest to the Council. Included are correspondence from individual citizens, organizations, and governmental agencies addressed to the Council, and correspondence from the Council to individuals or groups. - Boards/commissions/association files contain correspondence, newsletters, and other related printed or electronic material and communications. 		
<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 <u>9</u> Number</p> <p><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>File boxes</u></p> <hr/> <p>10. Annual Accumulation <u>3</u> Number</p> <p><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>File boxes</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>3430 Court House Drive</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Restricted files marked with legal rationale (personnel, advice of attorney, or legislative privilege (staff reports))</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 publications for a period of five years, then transfer to the State Archives. Retain all other paper records for at least five years or until no longer needed for current business, whichever is later; then destroy. For at least two years, these records shall be kept in the Council office.</p>	
<p>19. Name and Title of Preparer Sheila Tolliver, Administrator</p>	<p>20. Telephone Number 410- 313-3106</p>	<p>21. Date 9/05/2014</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>11</u> OF <u>13</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division County Council</p>	<p>3. Unit</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 District Files</p>	<p>5. Earliest Year/Latest Year <u>2007</u> to <u>Present</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 contain correspondence in paper or electronic format and other matters related to the district each member represents</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 <u>3</u> file boxes Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ file boxes and scanned electronic files _____</p> <p>10. Annual Accumulation <u>2</u> file boxes Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After Varies - After the last month in the term(s) of the incumbent (max 13 yrs) Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 3430 Court House Drive Recall Storage (some boxes; one district)</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))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some files will be marked as confidential with legal rationale (personnel, advice of counsel, or legislative privilege)</p>	<p>16. Audit Requirements</p> <p><input 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 during the period in which the incumbent serves, then destroy. Retain for at least two years in the Council; then transfer to storage until the end of the Council member's term, then offer files to the Council member. Destroy files not taken with the Council member with the following exception: transfer to the Maryland State Archives for permanent retention any publication and material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>	
<p>19. Name and Title of Preparer Sheila Tolliver, Administrator</p>	<p>20. Telephone Number 410- 313-3106</p>	<p>21. Date 5/27/2014</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>12</u> OF <u>13</u>
1. Department/Agency Howard County Government	2. Division County Council	3. Unit
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 Board of License Commissioners and Liquor Hearing Board	5. Earliest Year/Latest Year <u>1975</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Record of licenses issued, violations, transfers and changes in resident agents, and related correspondence, minutes, agendas, and electronic communications, Rules and Regulations of the boards		
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 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>10</u> boxes audio tapes; <u>20</u> file boxes paper Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1</u> file box; <u>12</u> audio recordings Number <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 type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed	12. File Becomes Inactive After <u>NA</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Recall Storage (inactive files and tapes); 3430 Court House Drive (current files)	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 2 years in the Council Office; then retain in storage for three years or until one year after permanent closure of the business, whichever is later. Then screen and destroy with the following exception: transfer to the Maryland State Archives for permanent retention any publication and material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value; this will include copies of Rules and Regulations publications.	
19. Name and Title of Preparer Sheila Tolliver, Administrator	20. Telephone Number 410- 313-3106	21. Date 5/27/2014

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>13</u> OF <u>13</u>
1. Department/Agency Howard County Government	2. Division County Council	3. Unit <small>NOTE: The Department of Planning and Zoning is the custodian of record for the Zoning Board and Board of Appeals; this inventory record is included only as a cross-reference to acknowledge the office of origin of the records (numbers from DPZ prevail)</small>
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 Zoning Board and Board of Appeals	5. Earliest Year/Latest Year <u>1988</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) * Minutes, decisions and orders, and recordings of meetings of the Zoning Board, Board of Appeals, and Hearing Examiner will be retained and transferred under the schedule for the Howard County Department of Planning and Zoning, pursuant to the Rules of the Zoning Board and of the Board of Appeals, which identify the Department of Planning and Zoning as the Custodian of Records for these bodies.		
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 type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>NA</u> Refer to record inventory from Department of Planning & Zoning Number <input 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 <u>NA</u> Refer to record inventory from Department of Planning & Zoning Number <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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed	12. File Becomes Inactive After <u>5 (or until no longer need for business references)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) <small>Recall Storage/ 3430 Court House Drive</small>	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>Some confidential files; are labeled with basis for confidentiality</small>	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 in office for 5 years or until no longer needed for reference purposes, whichever is later; then destroy. * HC Department of Planning & Zoning is the official custodian of this record series and will maintain as Permanent records.	
19. Name and Title of Preparer Sheila Tolliver, Administrator	20. Telephone Number 410- 313-3106	21. Date 5/27/2014