

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

Schedule No. C1261

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**Agency**  
St. Mary's County Government

**Division/Unit**  
Department of Land Use & Growth Management  
Planning and Engineering Records

Item No.	Description	Retention
	<p>This includes general Planning and Engineering records. The number sequences used in the description correspond to file location within each year of document files</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a record series be altered, the schedule may be amended to reflect such changes.</p> <p>Each Division will use all or some of the following records which are governed by the indicated retention period.</p> <p>**Permanent records will be transferred to the Maryland State Archives if County Archives is not available.</p> <p><b>1. Agriculture Land Preservation District (ALPD) (#150)</b> (Includes applications, Advisory Board Conclusions, District Agreements, Property descriptions, Deeds, Planning Commission Staff Reports and Decisions.</p> <p><b>2. Amendments: Zoning, Text, Sewer and Water, (#240 and #245)</b> (Includes applications, checklists, deeds, maps and staff reports. These records allow the applicant, once approved, to change the zoning of a property, text in the Zoning Ordinance and the water/sewer category of a property).</p>	<p>Permanent. Scanned to MD State Archives Standards. Retain hard copy for 2 years, then destroy. Maintain scanned copy until updated/superseded, or for 10 years, whichever is sooner, then transfer to County Archives.</p> <p>Scanned to MD State Archives Standards and then hard copy is destroyed. Maintain scanned copy until updated/superseded, whichever is sooner, then destroy</p>

Schedule Approved by Department, Agency, or Division Representative.  
Date 5/16/16  
Signature *Phil Shire*  
Typed Name: Phil Shire  
Title Director

Schedule Authorized by State Archivist  
Date 6.16.16  
Signature *Tim Baker*

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1261
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Agency St. Mary's County Government		Division/Unit Department of Land Use & Growth Management Planning and Engineering Records
Item No.	Description	Retention
3.	<b>Forest Conservation Easements (FCE) (#180)</b> (Includes applications, checklist, Forest Conservation Easement Plan and staff report. To revise the Forest Conservation Easement).Growth Allocation #245	Scan to Maryland State Archives standards. Retain hard copy for 5 years, then destroy. Retain scanned copy until updated/superseded, or for 10 years, whichever is sooner, then destroy.
4.	<b>Growth Allocation (#245)</b> (Includes application, checklists, maps, deeds, site plans, staff reports. Growth allocation will allow the applicant to build on property at a higher intensity than they currently can, once approved).	For maps, retain until updated/superseded, then destroy. For all other records, scan to Maryland State Archives standards, then destroy. Retain images until updated/superseded, or for 10 years, whichever is sooner, then destroy.
5.	<b>Planned Unit Development (PUD) Documents (#145)</b> (Includes application, checklists, maps, deeds, site plans and staff reports. A parcel of land that is large enough to create its own environment. This may allow it to be granted relief from specific Land Use requirements and design standards. Application, checklists, maps, deeds, site plans and staff reports. A parcel of land(s) that is large enough to create its own environment. This may allow it to be granted relief from specific Land Use requirements and design standards).	Scanned to MD State Archives Standards. Retain scanned and hard copy until the PUD is completed, then destroy.
6.	<b>Recorded Documents: Plat Exempt, #144, Road Maintenance agreements, Forest Conservation Agreements #185, Transfer Development Rights, Original # 250, Transfer Development Right, Final, #255, Lot Consolidation #147</b> (Includes Record of applicant, deeds, function checklist, fees, staff and comment letters, TDR Original and Final form documents, DAT account record, Certificate of Titles, Maps, surveys).	Recorded at St. Mary's County Circuit Court Land Records. Retain original for 60 days or until active on Maryland State Archives website, whichever is later, then destroy.
7.	<b>Recorded Plats: Boundary Line Adjustment (#141), Boundary Survey (#143), Confirmatory Plat (#142), Condominium Plat (#140), Subdivision Plats, Minor (#110), Major (#120), Easement Plats (#140)</b> (Includes record of applicant, deeds, checklist for each function, maps, surveys, staff reports and DAT record).	Recorded at St. Mary's County Circuit Court Land Records. Retain original for 60 days or until active on Maryland State Archives website, whichever is later, then destroy.

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

**Schedule No. C1261**

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<b>Agency</b> St. Mary's County Government	<b>Division/Unit</b> Department of Land Use & Growth Management Planning and Engineering Records
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Item No.	Description	Retention
8.	<p><b>Major Concept Site Plans (#132), Minor Concept Site Plans including Towers or Extraction Pits (#131)</b> (These documents contain proposed commercial projects. Documents in each file include application, review checklists, receipts, miscellaneous correspondence, agency review comments and approvals, staff reports, traffic impact studies, adequate public facilities reports, aerial photographs, memos to file, Planning Commission minutes, site plans, architectural renderings and supporting documents such as deeds, tax assessment maps, soil maps, floodplain maps and topography maps.)</p>	<p>Scan to Maryland State Archives standards, then retain for 5 years or until structure is completed, whichever is later, then destroy paper originals. Retain images for 5 years or until the structure is no longer standing, whichever is earlier, then destroy.</p>
9.	<p><b>Forest Stand Delineation (FSD) #183, Forest Conservation Plan (FCP), #185, if not recorded.</b> (Application, checklists, Forest Stand Delineation, Forest Conservation Plan, Staff Report)</p>	<p>Scan to Maryland State Archives standards, then retain both scanned and hard copy for 5 years or until updated or superseded, then destroy, whichever is earlier.</p>
10.	<p><b>Major Subdivisions more than 7 lots (#120) Minor Subdivisions with 7 lots or less (# 110)</b> (These documents contain proposed subdivision projects which divide an existing piece of property, which can be commercial or residential. Documents in each file include application, review checklists, receipts, miscellaneous correspondence, agency review comments and approvals, staff reports, traffic impact studies, adequate public facilities reports, aerial photographs, memos to file. Planning Commission minutes, subdivision plans, recording agreements, road maintenance agreements and supporting documents such as deeds, tax assessment maps, soils maps, floodplain maps and topography maps).</p>	<p>Scan (with all related material within the series) to Maryland State Archives standards. Retain hard copy until subdivision is completed or plat is recorded, whichever is later, then destroy. Retain scanned copy until updated or superseded, or for 10 years, whichever is sooner, then destroy.</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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>1</u> OF <u>10</u></p>
<p>1. Department/Agency St. Mary's County Department of Land Use &amp; Growth Management</p>	<p>2. Division Development Services</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 1. Agriculture Land Preservation District (ALPD) #150</p>	<p>5. Earliest Year/Latest Year 1980 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.) Application, Advisory Board Conclusion, District Agreement, property description, deeds, Planning Commission Staff Report &amp; decisions.</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) <u>electronic</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p> <p>LUGM Number Look-Up</p>	<p>9. Volume _____ 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>County Archives &amp; Optiview</u></p> <hr/> <p>10. Annual Accumulation _____ 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 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</p>	<p>12. File Becomes Inactive After <u>Permanent</u> Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Land Use Office/ County Archives</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) &amp; 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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Files are numerical starting with the year/ project type/ sequence</p>	<p>18. Recommended Retention Permanent. Scanned to MD State Archives Standards. Retain hard copy for 2 years, then destroy. Maintain scanned copy until updated/superseded, then transfer to County Archives.</p>	
<p>19. Name and Title of Preparer Robert E. Bowles, Planner IV</p>	<p>20. Telephone Number 301-475-4200</p>	<p>21. Date May 20, 2016</p>

<p><u>Instructions</u> - 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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>2</u> OF <u>10</u></p>
<p>1. Department/Agency  St. Mary's County Department of Land Use &amp; Growth Management</p>	<p>2. Division  Development Services</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  <b>2. Amendments: Zoning, Text, Sewer and Water #240 and #245</b></p>	<p>5. Earliest Year/Latest Year  <u>2000</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.)  Applications, checklists, deeds, maps and staff reports. These records allow the applicant (once approved) to change the zoning of a property, text in the Zoning Ordinance, and the water/sewer category of a property.</p>		
<p>7. Record Series Format(s) List all</p> <p><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 checked="" type="checkbox"/> Other (specify) electronic</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specify) _____  LUGM Number Look-Up</p>	<p>9. Volume  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) _____ County Archives &amp; Scanned _____</p> <p>10. Annual Accumulation  Number _____</p> <p><input 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</p>	<p>12. File Becomes Inactive After  <u>2</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Land Use Office/ County Archives</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) &amp; 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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  Files are numerical starting with the year/ project type/ sequence</p>	<p>18. Recommended Retention  Scanned to MD State Archives Standards and then hard copy is destroyed. Maintain scanned copy until updated/superseded, then destroy.</p>	
<p>19. Name and Title of Preparer  Robert E. Bowles, Planner IV</p>	<p>20. Telephone Number  301-475-4200</p>	<p>21. Date  May 20, 2016</p>

<p><u>Instructions</u> –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>10</u></p>
<p>1. Department/Agency St. Mary's County Department of Land Use &amp; Growth Management</p>	<p>2. Division Development Services</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 3. Forest Conservation Easement (FCE) #180</p>	<p>5. Earliest Year/Latest Year _2000_ 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.) Applications, checklists, Forest Conservation Easement Plans and staff reports. To revise the Forest Conservation Easement.</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) electronic</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p> <p>LUGM Number Look-Up</p>	<p>9. Volume</p> <p>_____</p> <p>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) _____ County Archives &amp; Optiview _____</p> <p>10. Annual Accumulation</p> <p>_____</p> <p>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 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</p>	<p>12. File Becomes Inactive After</p> <p>_5_____</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Land Use Office/ County Archives</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) &amp; 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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Files are numerical starting with the year/ project type/ sequence</p>	<p>18. Recommended Retention</p> <p>Scanned to Maryland State Archives Standards. Retain hard copy for 5 years, then destroy. Maintain scanned copy until updated or superseded, then destroy.</p>	
<p>19. Name and Title of Preparer Robert E. Bowles, Planner IV</p>	<p>20. Telephone Number 301-475-4200</p>	<p>21. Date May 20, 2016</p>

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<p>1. Department/Agency St. Mary's County Land Use &amp; Growth Management</p>	<p>2. Division Development Services</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 4. Growth Allocation #245</p>	<p>5. Earliest Year/Latest Year 2000 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.) Application, checklists, maps, deeds, site plans, staff reports. Growth Allocation will allow the applicant to build on property at a higher intensity than they currently can, once approved.</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) 24x24</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>_____</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 type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p>2-over a period of 14 years</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 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</p> <p><u>As needed.</u></p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p><u>When completed or withdrawn.</u></p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Patuxent Building, Land Use &amp; Growth Management</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) &amp; 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>For maps, retain until updated/superseded, then destroy. All other records scan to MD State Archives Standards, then destroy. Retain images until updated/superseded.</p>	
<p>19. Name and Title of Preparer Robert E. Bowles, Planner IV</p>	<p>20. Telephone Number (301) 475-4200</p>	<p>21. Date May 20, 2016</p>

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<p>1. Department/Agency St. Mary's County Land Use &amp; Growth Management</p>	<p>2. Division Development Services</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 5. Planned Unit Development (PUD) Documents #145</p>	<p>5. Earliest Year/Latest Year 2000 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.) Application, checklists, maps, deeds, site plans, and staff reports. A parcel of land(s) that is large enough to create it's own environment. This may allow it to be granted relief from specific Land Use requirements and design standards.</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) 24x24</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</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 type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>2-over a period of 14 years</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 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</p> <p><u>As needed.</u></p>	<p>12. File Becomes Inactive After</p> <p>Number _____    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p><u>When completed or withdrawn.</u></p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Patuxent Building, Land Use &amp; Growth Management</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) &amp; 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>Scanned to MD State Archives Standards. Retain scanned and hard copy until the PUD is completed, then destroy.</p>	
<p>19. Name and Title of Preparer Robert E. Bowles, Planner IV</p>	<p>20. Telephone Number (301) 475-4200</p>	<p>21. Date May 20, 2016</p>

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<p>1. Department/Agency St. Mary's County Land Use &amp; Growth Management</p>	<p>2. Division Development Services</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 6. Recorded Documents: Plat Exempt, #144, Road Maintenance Agreements, Forest Conservation Agreements #185, Transfer Development Rights, Original #250, Transfer Development Rights Final #255, Lot Consolidation Agreements #147.</p>	<p>5. Earliest Year/Latest Year <u>1990</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.) Record of Applicant, deeds, function checklist, fees, staff comment letters, TDR Original and Final Form documents, DAT account record, Certificate of Titles, Maps surveys.</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) <u>24x24 and electronic</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</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 type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><u>2-over a period of 14 years</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 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</p> <p><u>As needed.</u></p>	<p>12. File Becomes Inactive After</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p><u>When completed or withdrawn.</u></p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Patuxent Building, Land Use &amp; Growth Management Record available electronically or in Maryland State Archives for plats and Maryland Land Rec.net for recorded records.</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) &amp; 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 Recorded at St. Mary's County Circuit Court Land Records. Retain original for 60 days or until active on Maryland State Archives website, whichever is later, then destroy.</p>	
<p>19. Name and Title of Preparer Robert E. Bowles, Planner IV</p>	<p>20. Telephone Number (301) 475-4200</p>	<p>21. Date May 20, 2016</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 7 OF 10</p>
<p>1. Department/Agency St. Mary's County Land Use &amp; Growth Management</p>	<p>2. Division Development Services</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 7. Recorded Plats: Boundary Line Adjustment #141, Boundary Survey #143, Confirmatory Plat #142, Condominium Plat #140, Subdivision Plats, Minor #110, Major #120, Easement Plat #140</p>	<p>5. Earliest Year/Latest Year 2000 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.) Record of applicant, deeds, checklist for each function, maps, surveys, staff reports, DAT record.</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) 24x24</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</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 type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p>2-over a period of 14 years</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 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</p> <p>As needed.</p>	<p>12. File Becomes Inactive After</p> <p>Number _____</p> <p><input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>When completed or withdrawn.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Patuxent Building, Land Use &amp; Growth Management. Record available Electronically or in Maryland State Archives for plats and Maryland Land Records.</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) &amp; 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>Recorded at St. Mary's County Circuit Court Land Records. Retain original for 60 days or until active on Maryland State Archives website, whichever is later, then destroy.</p>	
<p>19. Name and Title of Preparer Robert E. Bowles, Planner IV</p>	<p>20. Telephone Number (301) 475-4200</p>	<p>21. Date May 20, 2016</p>

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<p>1. Department/Agency St. Mary's County Land Use &amp; Growth Management</p>	<p>2. Division Development Services</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 <b>8. Site Plans: Concept/Major #132, Minor #131, Site Plan for Towers or Extraction Pits.</b></p>	<p>5. Earliest Year/Latest Year <u>2000</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.) These documents contain proposed commercial projects. Documents in each file include application, review checklists, receipts, miscellaneous correspondence, agency review comments and approvals, staff reports, traffic impact studies, adequate public facilities reports, aerial photographs, memos to file, Planning Commission minutes, site plans, architectural renderings and supporting documents such as deeds, tax assessment maps, soils maps, floodplain maps, and topography maps.</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) <u>24x24 and electronic</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>_____</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 type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p><u>2-over a period of 14 years</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 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</p> <p><u>As needed.</u></p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p><u>When completed or withdrawn.</u></p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Patuxent Building, Land Use &amp; Growth Management</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) &amp; 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>Scan to Maryland State Archives standards, then retain for 5 years or until structure is completed, whichever is later, then destroy paper originals. Retain images for 5 years or until the structure is no longer standing, whichever is earlier, then destroy.</p>	
<p>19. Name and Title of Preparer Robert E. Bowles, Planner IV</p>	<p>20. Telephone Number (301) 475-4200</p>	<p>21. Date May 20, 2016</p>

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<p>1. Department/Agency St. Mary's County Land Use &amp; Growth Management</p>	<p>2. Division Development Services</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 <b>9. Forest Stand Delineation (FSD) #183, Forest Conservation Plan (FCP), #185, if not recorded.</b></p>	<p>5. Earliest Year/Latest Year <u>2000</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.) Applications, checklists, Forest Stand Delineation, Forest Conservation Plan, Staff Report).</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) <u>24x24 and electronic</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</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 type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><u>2-over a period of 14 years</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 type="checkbox"/> Other (specify) _____</p>
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<p>13. Current Location(s) (Bldg., Floor, Room) Patuxent Building, Land Use &amp; Growth Management. Record is Available until disposal date then Scanned and also available at Maryland Land Records.</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) &amp; 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>Scan to Maryland State Archives standards, then retain both scanned and hard copy for 5 years or until updated or superseded, then destroy, whichever is earlier.</p>	
<p>19. Name and Title of Preparer Robert E. Bowles, Planner IV</p>	<p>20. Telephone Number (301) 475-4200</p>	<p>21. Date May 20, 2016</p>

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1. Department/Agency St. Mary's County Land Use & Growth Management	2. Division Development Services	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 <b>10. Subdivisions: Minor #110, Major #120</b>	5. Earliest Year/Latest Year <u>2000</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.) These documents contain proposed subdivision projects which divide an existing piece of property, which can be commercial or residential. Documents in each file include application, review checklists, receipts, miscellaneous correspondence, agency review comments and approvals, staff reports, traffic impact studies, adequate public facilities reports, aerial photographs, memos to file, Planning Commission minutes, subdivision plans, recording agreements, road maintenance agreements, and supporting documents such as deeds, tax assessment maps, soils maps, floodplain maps, and topography maps.		
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) <u>24x24 and electronic</u>	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume _____ 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>2-over a period of 14 years</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) _____
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13. Current Location(s) (Bldg., Floor, Room) Patuxent Building, Land Use & Growth Management and at Maryland Land Records.	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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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 Scan (with all related material within the series) to Maryland State Archives standards. Retain hard copy until subdivision is completed or Plat is recorded, whichever is later, then destroy. Retain scanned copy until updated or superseded, then destroy.	
19. Name and Title of Preparer Robert E. Bowles, Planner IV	20. Telephone Number (301) 475-4200	21. Date May 20, 2016