	DEPARTMENT OF GENERA	Schedule No. C1261	
	RECORDS MANAGEMENT RECORDS RETENTION AND DISP	Page 1 of 3	
Agend		ion/Unit	
St. Ma	ry's County Government	Department of Land Use Planning and Engineerin	e & Growth Management
ltem No.	Descriptio		Retention
	This includes general Planning and Engi sequences used in the description corre each year of docum	espond to file location within	
	Changes in records format will not nece retention schedule. However, should the series be altered, the schedule may be an	e scope or content of a record	
	Each Division will use all or some of the governed by the indicated		
	**Permanent records will be transferred if County Archives is r		
1.	Agriculture Land Preservation District (Includes applications, Advisory Board C Agreements, Property descriptions, Deed Reports and Decisions.	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 Maintain scanned copy until updated/superseded, or for 10 years, whichever is sconer, then transfer to County Archives.	
2.	Amendments: Zoning, Text, Sewer and (Includes applications, checklists, deeds, records allow the applicant, once approve property, text in the Zoning Ordinance and a property).	Scanned to MD State Archives Standards and then hard copy is destroyed. Maintain scanned copy until updated supersed whichever is sooner, then destroy	
or Divis	ule Approved by Department, Agency, sion Representative.	Schedule Authorized by St Date 6.(6	
Signate Typed	Name: Phil Shire	Signature	Bally
Title	Director		
DGS	S 550-1	1	

	DEPARTMENT OF GENEI RECORDS MANAGEME		Sched	ule N	lo. C	1261	
RE	CORDS RETENTION AND DI (Continuation S		Page	2	of	3	
Agency St. Mar	y's County Government	Divis Department of Land Use Planning and Engineerin		vth M	lanaş	gement	
Item No.	Desc	ription			entio	n	
3.	Forest Conservation Easement (Includes applications, checklist, Plan and staff report. To revise t Easement).Growth Allocation #2	Forest Conservation Easement the Forest Conservation	copy for Retain sc updated/	stand 5 year canned supers	ards. H s, ther copy eded,	Retain hard n destroy.	
4.	Growth Allocation (#245) (Includes application, checklists, reports. Growth allocation will a property at a higher intensity tha approved).	allow the applicant to build on	For maps supersed other rec State Arc destroy. updated/	ed, the ords, s chives Retain supers	en dest scan to standa imag eded,	l updated/ troy. For al o Maryland ards, then es until or for 10 ooner, then	
5.	(Includes application, checklists, reports. A parcel of land that is environment. This may allow it Land Use requirements and desi Application, checklists, maps, de A parcel of land(s) that is large e environment. This may allow it	Planned Unit Development (PUD) Documents (#145) (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.					
6.	Recorded Documents: Plat E: agreements, Forest Conservati Development Rights, Original Right, Final, #255, Lot Consoli (Includes Record of applicant, di and comment letters, TDR Origi DAT account record, Certificate	County Circuit Court Land Records. Retain original for 60 days or until active on			art Land iginal for ive on chives		
7.		eds, checklist for each function,	Records 60 days Marylar	Circu s. Reta or un nd Sta , whic	it Cou in ori til act te Are	urt Land iginal for tive on	

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	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV		Schedule No. C1261				
RE	CORDS RETENTION AND DISPOSA (Continuation Sheet)		Page 3 of 3				
Agency St. Mar	y's County Government		ion/Unit se & Growth Management ing Records				
ltem No.	Description		Retention				
8.	including Towers or Extraction Pits (# (These documents contain proposed com Documents in each file include application receipts, miscellaneous correspondence, a and approvals, staff reports, traffic impact facilities reports, aerial photographs, mer Commission minutes, site plans, architec	cuments contain proposed commercial projects. s in each file include application, review checklists, hiscellaneous correspondence, agency review comments vals, staff reports, traffic impact studies, adequate public eports, aerial photographs, memos to file, Planning on minutes, site plans, architectural renderings and documents such as deeds, tax assessment maps, soil dplain maps and topography maps.)					
	Forest Conservation Plan (FCP), #185, (Application, checklists, Forest Stand De Conservation Plan, Staff Report)		Scan to Maryland State Archives standards, then retain both scanned and han copy for 5 years or until updated or superseded, then destroy, whichever is earlied				
10.	Major Subdivisions more than 7 lots (Minor Subdivisions with 7 lots or less (These documents contain proposed subd divide an existing piece of property, while residential. Documents in each file inclu checklists, receipts, miscellaneous corress comments and approvals, staff reports, tr adequate public facilities reports, aerial p Planning Commission minutes, subdivisi agreements, road maintenance agreement documents such as deeds, tax assessment floodplain maps and topography maps).	(# 110) division projects which ch can be commercial or ide application, review spondence, agency review raffic impact studies, obtographs, memos to file. ion plans, recording ts and supporting	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				

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward RECORDS MANA with Records Retention Schedule (DGS 550-1) 7275 Waterloo R			GEMENT DIV	ISION			
			oad, P.O. Box	275	PAGE1 OF10		
	Jessup, Maryland 2 410-799-1930						
. Department/Agency	2. Divisio	on			3. Unit		
St. Mary's County Department of Land Use &	Develop	ment Services	6				
Growth Management							
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
I. Agriculture Land Preservation District (ALPD)) #150			1980	toPresent		
6. Record Series Description (Briefly describe the	types of inf	formation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Application, Advisory Board Conclusion, District A	greement, j	property desci	ription, deeds,	Planning	Commission Staff Report & decisions.		
Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
Letter Size 🔲 Microfilm		Alphabetica	l.	Number			
Legal Size Computer Tape		Numerical		File Dra			
Audio Tape Floppy Disk		Chronologic	al	Microfil	m Reel(s) ter Tape(s)		
					Other (specify)County Archives & Optiview		
Bound Book Video Tape		Geographic	al	10. Annual Accumulation			
Other (specify)_electronic		Other (spec	:ify)		Poortaliser		
		LUGM Number	Look-Up	Number	r		
			Loon op	File Dra	awer(s)		
	~			Microfilm Reel(s) Computer Tape(s)			
					Other (specify)		
1. File is Used			12. File Becom	es Inactive Af	ter		
Daily Weekly Monthly An	inually		_Permanent Number		Nonth(s) Year(s)		
3. Current Location(s) (Bldg., Floor, Room)			14 la Record S	Porios Duplica	ted Elecubere? (Kuns associations are office)		
and Use Office/ County Archives			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes			16. Audit Requirements				
			None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention		
Yes No Files are numerical starting with the year/ project type/ sequence			Permaner	nt. Scan	ned to MD State Archives Standards.		
and the family holes the sources					for 2 years, then destroy. Maintain		
					il updated/superseded, then transfer to		
			County A	Archives.			
9. Name and Title of Preparer		20. Telepho	ne Number	21. Date	1		
Robert E. Bowles, Planner IV		301-475-42	00	May 20,	2016		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVI			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275					
	Jessup, Maryland 20794			PAGE2 OF10		
	410-799-1930					
1. Department/Agency	2. Division			3. Unit		
St. Mary's County Department of Land Use &	Development Service	es				
Growth Management						
An and a second s						
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	l and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title	2. T		5. Earlie	st Year/Latest Year		
2. Amendments: Zoning, Text, Sewer and Water #	240 and #245		_2000	toPresent		
6. Record Series Description (Briefly describe the typ	pes of information/doc	cuments/forms	found in th	e series. Include the purpose or function of the		
series.)						
Applications, checklists, deeds, maps and staff report	rts. These records all	ow the applicar	nt (once ar	proved) to change the zoning of a property, text in		
the Zoning Ordinance, and the water/sewer category		on the applicat	in (onloc up	·		
the zoning ordinance, and the water/sewer category	or a property.					
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume	3		
Letter Size Microfilm	Alphabetic	al	Number			
Legal Size Computer Tape	Numerical		File Dra			
	Chronolog	ical	_	licrofilm Reel(s)		
Audio Tape Floppy Disk	Chronolog	lical		Computer Tape(s) Other (specify)County Archives & Scanned		
Bound Book Video Tape	Geograph	ical				
			10. Annual	Accumulation		
Other (specify) electronic	Other (spe	er (specify) Number Number Look-Up		Number		
	LUGM Numbe					
	× .			awer(s)		
			Microfilm Reel(s)			
				Computer Tape(s) Other (specify)		
				specity)		
11. File is Used		12. File Becom	es Inactive At	îter		
		_2	_			
Daily Weekly Monthly Annua	ally	Number		Month(s) Xear(s)		
13. Current Location(s) (Bldg., Floor, Room)			Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Land Use Office/ County Archives		Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	uirements			
		None None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re-	quirements	18. Recom	mended E	Retention		
Yes No						
Files are numerical starting with the year/ project type/ sequence				State Archives Standards and then hard		
			-	. Maintain scanned copy until		
		II IImdatad/	supersed	ed, then destroy.		
		upuateu/s	-			
19. Name and Title of Preparer	20. Teleph	none Number	21. Date	9		
19. Name and Title of Preparer Robert E. Bowles, Planner IV	20. Teleph 301-475-4	none Number	21. Date May 20,			

				AGENCY RECORDS INVENTORY	
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 SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE3 OF10	
 Department/Agency Mary's County Department of Land Use & Growth Management DEFINITION: RECORD SERIES: A group of relate purposes. 	 Division Development Service d records normally file 		unit for re	3. Unit ference as well as retention and disposition	
 Record Series Title Forest Conservation Easement (FCE) #180 	0 			st Year/Latest Year)_ toPresent	
 Record Series Description (Briefly describe the t series.) Applications, checklists, Forest Conservation Ease 					
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume		
Letter Size I Microfilm	Alphabeti	cal	Number		
Legal Size Computer Tape Audio Tape Floppy Disk	Numerica Chronolo		Compu	ofilm Reel(s) puter Tape(s) r (specify)County Archives & Optiview al Accumulation	
Bound Book Video Tape Other (specify) electronic	Geograph Other (sp LUGM Numb	ecify)	Number		
11. File is Used		12. File Become	Other (
Daily Weekly Monthly Ann	ually	Number		Month(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Land Use Office/ County Archives		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes	16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe	18. Recommended Retention Scanned to Maryland State Archives Standards. Retain hard copy for 5 years, then destroy. Maintain scanned copy until updated or superseded, then destroy.				
19. Name and Title of Preparer20. TelephoRobert E. Bowles, Planner IV301-475-42		aone Number 21. Date 200 May 20, 2016			

Instructional Tuna or Drint a constate form for			BVICES	AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF RECORDS MAN/		EMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo I	Road, P.O. Box	275	page 4 of 10		
		aryland 20794 799-1930				
1. Department/Agency	2. Division	735-1550		3. Unit		
St. Mary's County	Development Servic	es				
Land Use & Growth Management						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally file	d and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
4. Growth Allocation #245			200	00 to Present		
6. Record Series Description (Briefly describe the	types of information/do	cuments/forms	found in th	e series. Include the purpose or function of the		
series.)						
Application, checklists, maps, deeds, site plans, st Growth Allocation will allow the applicant to build of	aff reports. n property at a higher i	ntensity than th	ney currentl	y can, once approved.		
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume			
Letter Size Microfilm	Alphabeti	cal	Number			
Legal Size Computer Tape	Numerica	1	File Dra			
Audio Tape Floppy Disk	Chronolo	gical	Microfilm Reel(s) Computer Tape(s)			
Bound Book Video Tape	Geograph	ical Other				
Other (specify) 24x24	Other (sp	ecify)		Accumulation ariod of 14 years		
			Number			
			File Dra	awer(s)		
			Microfil	m Reel(s) ter Tape(s)		
				specify)		
11. File is Used		12. File Becon	nes Inactive At	ter		
Daily Weekly Monthly An	nually	Number		Aonth(s) Year(s)		
As needed.		When completed or withdrawn.				
13. Current Location(s) (Bldg., Floor, Room)				ted Elsewhere? (If yes, specify agency or office.)		
Patuxent Building, Land Use & Growth Manageme	ent	Yes	No.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	uirements			
Yes No		None State Federal Independent		Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recomm	nended Retent	ion		
Yes No		For map	s, retain u	until updated/supersed, then destroy. All		
		other rec	ords scar	to MD State Archives Standards, then		
		destroy.	Retain in	mages until updated/superseded.		
19. Name and Title of Preparer	20. Telepl	hone Number	21. Date	1		
Robert E. Bowles, Planner IV	(301) 475		May 20,			
	15					

					AGENCY RECORDS INVENTORY		
each new or revised record series. Forward RECORDS MANA			GENERAL SERVICES				
with Records Retention Schedule (DGS 550-1)	/2/3		oad, P.O. Box	275	PAGE 5 OF 10		
	Jessup, Maryla 410-799-1						
1. Department/Agency	2. Divisio	on			3. Unit		
St. Mary's County	Develop	ment Services	S				
Land Use & Growth Management							
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
5. Planned Unit Development (PUD) Document	s #145			200	0to Present		
6. Record Series Description (Briefly describe the	types of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Application, checklists, maps, deeds, site plans, ar A parcel of land(s) that is large enough to create it design standards.	nd staff repo 's own envi	orts. ronment. This	s may allow it t	o be grant	ed relief from specific Land Use requirements and		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
Letter Size Microfilm		Alphabetica	đ	Number			
Legal Size Computer Tape		Numerical			File Drawer(s)		
Audio Tape Floppy Disk		Chronologie	cal		Computer Tape(s)		
Bound Book Video Tape	. 1	Geographic	al		Other (specify)		
C Other (apprile) 24-24				10. Annual Accumulation			
Other (specify) 24x24		Other (spec	aiy)	2-over a period of 14 years Number			
				🕅 File Dra	swer(s)		
				Microfil			
					ter Tape(s)		
				Other (specify)		
11. File is Used			12. File Becom	es Inactive Af	ter		
Daily Weekly Monthly An	nually		Number		Nonth(s) Year(s)		
As pended							
<u>As needed.</u>			When completed or withdrawn.				
13. Current Location(s) (Bldg., Floor, Room) Patuxent Building, Land Use & Growth Manageme	ent		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes No							
			None None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recomm	ended Retenti	ion		
Yes 🛛 No			Scanned	to MD S	tate Archives Standards. Retain scanned til the PUD is completed, then destroy.		
		20. Telepho	ne Number	21. Date	1		
19. Name and Title of Preparer 20. Telephon							
Robert E. Bowles, Planner IV		(301) 475-4	200	May 20,	2016		

DGS 550-4 (Rev. 1/93)

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Instructions – Type or Print a separate form for each new or revised record series. Forward with RECORDS MANAGEME				AGENCY RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)		Road, P.O. Box	275	PAGE 6 OF 10		
		Maryland 20794 0-799-1930				
1. Department/Agency	2. Division		612	3. Unit		
St. Mary's County	Development Service	ces				
Land Use & Growth Management						
DEFINITION: RECORD SERIES: A group of related	records normally filed	and used as a ur	ait for refer	and as well as rotention and disperition purposes		
4. Record Series Title	records normally med a	and used as a u		est Year/Latest Year		
6. Recorded Documents: Plat Exempt, #144,			199	90 to Present		
Road Maintenance Agreements, Forest Conservation Agreements #185, Transfer Development Rights, Original #250, Transfer Development Rights Final #255, Lot Cor	nalidation Agroomon	*0 #1 47				
6. Record Series Description (Briefly describe the typ		and the second se	nd in the s	eries Include the purpose or function of the		
series.)		internationns iou	nu in ule s	ones, molde the purpose of fullcuoit of the		
Record of Applicant, deeds, function checklist, fees, Certificate of Titles, Maps surveys.	staff comment letters,	TDR Original and	d Final For	m documents, DAT account record,		
7. Record Series Format(s) List all	8. Record S	Series Sequence	9. Volume			
Letter Size Dicrofilm	Alphabe	etical	Number			
Legal Size Computer Tape	🛛 Numeri	cal	File Dr	awer(s)		
Audio Tape Floppy Disk	Chrono	logical	_	Microfilm Reel(s) Computer Tape(s)		
Bound Book Video Tape	Geogra	phical	Other (specify)			
Other (specify) 24x24 and electronic	C Other (specify)		I Accumulation eriod of 14 years		
				Number		
	100		File Dr	awer(s)		
				lim Reel(s)		
				uter Tape(s)		
			Other	(specify)		
11. File is Used		12. File Becon	nes Inactive A	fter		
Daily Weekly Monthly Annu	ally	Number		Month(s)		
As needed.		When com	When completed or withdrawn.			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)		
Patuxent Building, Land Use & Growth Managemen Record available electronically or in Maryland State		Yes	No No			
Maryland Land Rec.net for recorded records. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	uirements	· · · · · · · · · · · · · · · · · · ·		
Yes No		Marro	C State	Federal Independent		
		None				
17. Is an Index System used? If yes, explain briefly and describe re-	quirements	18. Recomm	nended Reten	tion		
Yes No		Recorde	d at St. N	Mary's County Circuit Court Land		
				original for 60 days or until active on		
		Marylandestroy.	d State A	Archives website, whichever is later, then		
19. Name and Title of Preparer	20. Tele	phone Number	21. Dat	9		
Robert E. Bowles, Planner IV	(301) 47	5-4200	May 20	, 2016		

DGS 550-4 (Rev. 1/93)

	T	raint to prove					
Instructions -Type or Print a separate form for each	structions –Type or Print a separate form for each DEPARTMENT OF G			RVICES	AGENCY RECORDS INVENTORY		
new or revised record series. Forward with	RECO	ORDS MANAG	GEMENT DIVI	SION			
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O.			275	7 40		
	Jessup, Maryl				PAGE 7 OF 10		
1. Department/Agency	2. Divisio	410-799-1930			3. Unit		
St. Mary's County		nent Services			S. Onic		
Land Use & Growth Management	Developi	Hent Services					
Land Use & Growth Management							
DEFINITION: RECORD SERIES: A group of related re	ecords norm	ally filed and	used as a unit	for refere	nce as well as retention and disposition purposes.		
4. Record Series Title	10 M	20.5		5. Earlie	est Year/Latest Year		
7. Recorded Plats: Boundary Line Adjustment #14				200	00 to Present		
Confirmatory Plat #142, Condominium Plat #140, S Major #120, Easement Plat #140	Subdivision	Plats, Minor	#110,				
6. Record Series Description (Briefly describe the type	es of informa	ation/documer	nts/forms foun	d in the se	ries. Include the purpose or function of the series.)		
Record of applicant, deeds, checklist for each function							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm		Alphabetica	al	Number			
🛛 Legal Size 🛛 🗌 Computer Tape		Numerical		File Dr			
Audio Tape Floppy Disk		Chronologi	cal		Im Reel(s) uter Tape(s)		
				Other			
Bound Book Video Tape		Geographic	cal	10. 10.	Accumulation		
Other (specify) 24x24		Other (spec	cify)	1000 000 000	eriod of 14 years		
			Number				
				🕅 File Dr	File Drawer(s)		
				Microfi			
					Computer Tape(s)		
				Other	(specify)		
11. File is Used			12. File Becom	es Inactive A	fter		
Daily Weekly Monthly Annual	ly .		Number Month(s) Year(s)				
As needed.							
			When completed or withdrawn.				
13. Current Location(s) (Bldg., Floor, Room)		-11 - L I	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Patuxent Building, Land Use & Growth Management. Electronically or in Maryland State Archives for plats a			Yes No				
Records.							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
			None None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requ	irements		18. Recomm	ended Reten	tion		
Yes X No					Mary's County Circuit Court Land		
					original for 60 days or until active on		
					Archives website, whichever is later, then		
5 A			destroy.				
				a	1		
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	e		
Robert E. Bowles, Planner IV		(301) 475-4	4200	May 20	, 2016		

Instructions –Type or Print a separate form for each	DEDAD	ENERAL SERVICES		AGENCY RECORDS INVENTORY		
new or revised record series. Forward with Records						
Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275					
	1210	Jessup, Man	3	215	PAGE 8 OF 10	
		410-79	and the second se			
1. Department/Agency	2. Division				3. Unit	
St. Mary's County	Developm	nent Services				
Land Use & Growth Management						
					1	
DEFINITION: RECORD SERIES: A group of related rec	cords norma	lly filed and u	sed as a unit f			
4. Record Series Title 8. Site Plans: Concept/Major #132, Minor #131, Site	Plan for To	wers or Extr	action		st Year/Latest Year	
Pits.	rian ior ro	Weis of LAU	action	200	00 to Present	
6. Record Series Description (Briefly describe the types	of informati	on/document	s/forms found	in the serie	es. Include the purpose or function of the series.)	
These documents contain proposed comme						
receipts, miscellaneous correspondence, ag						
adequate public facilities reports, aerial phot renderings and supporting documents such						
maps.	as decus	, iax asses	sinentina	53, 30113	maps, noouplain maps, and topography	
7. Record Series Format(s) List all	14	8. Record Serie	es Sequence	9. Volume	-	
Letter Size 🔲 Microfilm		Alphabetica	ı	Number		
Legal Size Computer Tape		Numerical		File Dra		
Audio Tape Floppy Disk		Chronologi	cal	=	iter Tape(s)	
Bound Book Video Tape		Geographic	al		specity)	
		-	10. Annual Accumulation			
Other (specify) 24x24 and electronic	× •	Other (spec	(specify) 2-over a per Number		eriod of 14 years	
	2			File Dra		
		- 20)			Im Reel(s) uter Tape(s)	
1994			Other (specify)			
11. File is Used			12. File Becomes Inactive After			
Daily Weekly Monthly Annually			Number		Month(s) Year(s)	
As needed.			When completed or withdrawn.			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Patuxent Building, Land Use & Growth Management			Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements		
Yes No						
			None None	State	Federal Independent	
					94 (C)	
17. Is an Index System used? If yes, explain briefly and describe require	ements		18. Recomm	ended Retent	tion	
Yes No			Scan to N	Maryland	State Archives standards, then retain	
					il structure is completed, whichever is	
					y paper originals. Retain images for 5	
					structure is no longer standing,	
					ier, then destroy.	
19. Name and Title of Preparer			one Number	21. Date		
Robert E. Bowles, Planner IV		(301) 475-4	1200	May 20,	2016	

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DGS 550-4 (Rev. 1/93)

			ENERAL SERVICES AGENCY RECORDS INVENTO				
each new or revised record series. Forward with	GEMENT DIV	/ISION					
Records Retention Schedule (DGS 550-1)	7275 Waterloo R	load, P.O. Box	x 275	PAGE 9 OF 10			
		ryland 20794 99-1930		PAGE 5 OF 10			
1. Department/Agency	2. Division			3. Unit			
St. Mary's County	Development Service	es					
Land Use & Growth Management							
DEFINITION: RECORD SERIES: A group of related	records normally filed a	nd used as a	unit for refe	erence as well as retention and disposition purposes.			
4. Record Series Title	196			st Year/Latest Year			
 Forest Stand Delineation (FSD) #183, Forest Content of the recorded. 	onservation Plan (FCP), #185, if	200	0 to Present			
 Record Series Description (Briefly describe the typ Applications, checklists, Forest Stand Delineation, Fe 				series. Include the purpose or function of the series.)			
7. Record Series Format(s) List all	8. Record Se	eries Sequence	9. Volume				
Letter Size Microfilm	Alphabeti	ical	Number				
🛛 Legal Size 🛛 Computer Tape	Numerica	al	File Dra				
Audio Tape Disk	Chronolo	Chronological		Computer Tape(s)			
Bound Book Video Tape	Geograp	hical	Other (s	specify)			
Other (specify) 24x24 and electronic	Other (sp	pecify)	10. Annual Accumulation 2-over a period of 14 years				
			Number				
			File Dra	wer(s)			
			Microfilm				
			Computer Tape(s) Other (specify)				
				specity)			
11. File is Used		12. File Becor	mes Inactive A	ifter			
Daily Weekly Monthly Annua	ally	Number		Month(s) Year(s)			
As needed.		When completed or withdrawn.					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Patuxent Building, Land Use & Growth Management Available until disposal date then Scanned and also Land Records.		Yes	No No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements					
Yes No							
		None None	State	Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe rea	quirements	18. Recomm	mended Reten	tion			
Yes No		Scan to	Maryland	d State Archives standards, then retain both			
		scanned	and hard	l copy for 5 years or until updated or superseded			
		I uten ues	estroy, whichever is earlier.				
19. Name and Title of Preparer	20. Telep	hone	21. Date				
19. Name and Title of Preparer Robert E. Bowles, Planner IV	20. Telep Number	hone	21. Date May 20,				

		TMENT OF GENERAL SERVICES		AGENCY RECORDS INVENTORY	
		NAGEMENT DIV	ISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo	7275 Waterloo Road, P.O. Box 275			
	Jessup, Maryland 20794 410-799-1930			PAGE <u>10</u> OF <u>10</u>	
. Department/Agency	2. Division			3. Unit	
St. Mary's County	Development Services				
nd Use & Growth Management					
DEFINITION: RECORD SERIES: A group of relate	ed records normally fi	led and used as a	a unit for re	ference as well as retention and disposition	
urposes. I. Record Series Title			5 Earlie	st Year/Latest Year	
10. Subdivisions: Minor #110, Major #120		20			
8. Record Series Description (Briefly describe the	types of information/c	locuments/forms	found in th	e series. Include the purpose or function of the	
series.)					
These documents contain proposed subdivision pro- Documents in each file include application, review eports, traffic impact studies, adequate public fac ecording agreements, road maintenance agreements, and topography maps.	checklists, receipts, i ilities reports, aerial p	miscellaneous co hotographs, men	nos to file,	nce, agency review comments and approvals, staff Planning Commission minutes, subdivision plans,	
7. Record Series Format(s) List all	8. Record Series Sequence		9. Volume		
🛛 Letter Size 🔲 Microfilm	Alphabetical		Number		
	Numerical				
Legal Size Computer Tape		Numerical		⊠ File Drawer(s) ☐ Microfilm Reel(s)	
Audio Tape Floppy Disk		Chronological		Computer Tape(s)	
Bound Book Video Tape	Geogra	aphical	Other (specify)		
		1	10. Annual	Accumulation	
Other (specify) 24x24 and electronic		Other (specify)		eriod of 14 years	
			53.00		
	· ·		File Dra		
				ter Tape(s)	
			Other (specify)	
1. File is Used		12. File Becon	I nes Inactive At	ter	
Daily Weekly Monthly Annually		Number	Number Month(s) Vear(s)		
As needed.		When com	When completed or withdrawn.		
13. Current Location(s) (Bldg., Floor, Room) Patuxent Building, Land Use & Growth Management and at Maryland Land Records.		14. Is Record	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	16. Audit Requirements		
		None State			
Yes No		None	State C	Federal Dindependent	
		None None	State	Federal independent	
Yes No Yes IV No 17. Is an Index System used? If yes, explain briefly and describe	requirements	None 18. Recomm			
🗌 Yes 🛛 No	requirements	18. Recomm Scan (with	nended Retent all related	ion material within the series) to Maryland State	
Yes No 17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recomm Scan (with Archives st	nended Retent all related tandards. I	^{ion} material within the series) to Maryland State Retain hard copy until subdivision is completed or	
Yes No 7. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recomm Scan (with Archives st Plat is reco	nended Retent all related andards. I orded, whic	ion	
Yes ⊠ No Yes ⊠ No Yes ⊠ No Yes ⊠ No		18. Recomm Scan (with Archives st Plat is reco until update	nended Retent all related tandards. I orded, whic ed or super	ion material within the series) to Maryland State Retain hard copy until subdivision is completed or hever is later, then destroy. Retain scanned copy rseded, then destroy.	
Yes No 17. Is an Index System used? If yes, explain briefly and describe		18. Recomm Scan (with Archives st Plat is reco until update	nended Retent all related andards. I orded, whic	ion material within the series) to Maryland State Retain hard copy until subdivision is completed or hever is later, then destroy. Retain scanned copy rseded, then destroy.	