

OFFICE OF CENTRAL SERVICES

Records Management Division

Schedule No.

21360

Page No.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY: Office of Budget

DIVISION:

Item No.	Description	Retention
	<u>SUPERSEDES SCHEDULE C-1003</u>	
1	BUDGET BOOKS – CAPITAL & OPERATING PROPOSED & FINAL	Retain 5 years, then transfer to MD State Archive for permanent retention
2	BUDGET CYCLE SHEETS Work papers that include five (5) different budget cycles, Current Year Status through Council Approved.	Retain for 3 years, then destroy
3	MANAGEMENT / REVENUE STUDIES Includes analysis of management practices & revenue intake in various departments and projects. These studies have considerable reference value.	Retain for 5 years, then transfer to MD State Archive for permanent retention

Schedule Approved by Agency or Division Representative

6 / 14 / 16

Date

[Signature]
Signature

Schedule Approved by Chief Administrative Officer

Date

Signature

Schedule Approved by Records Management Officer

Date

Signature

Schedule Approved by State Archivist

Approved for Form and Legal Sufficiency
Anne Arundel County, Maryland Office of Law

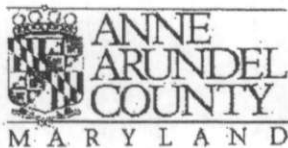
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OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No. **21360**
Page No. **2** of **2**

RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

AGENCY:

DIVISION:

Item No.	Description	Retention
4	GENERAL CORRESPONDENCE General correspondence, including emails, letters, housekeeping records, published & reproduced materials, administrative, departmental & special reports. Current working papers and other collected information and data of a non-record kind.	Retain 5 years, then destroy
5	PENSION DOCUMENTATION Includes general correspondence, copies of Capital Call & Distribution Disbursements, CAFR's (Comprehensive Annual Financial Report) and actuarial reports.	Retain 5 years, then destroy

<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 410-769-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>5</u></p>
<p>1. Department/Agency Anne Arundel County Budget Office</p>	<p>2. Division</p>	<p>3. Unit 1044</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 Budget Books – Capital & Operating Proposed and Final</p>	<p>5. Earliest Year/Latest Year 1969 to 2017</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.) Departmental budgets - used for historical information</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Electronically</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 4.25 GB 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) _____ bytes</p> <p>10. Annual Accumulation 145 mb 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) _____ bytes</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) 1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Anne Arundel County Server and the Anne Arundel County Intra-net Arundel Center</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</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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain 5 years, then transfer to MD State Archive for permanent retention</p>	
<p>19. Name and Title of Preparer Michele Kirby</p>	<p>20. Telephone Number 410-222-1222</p>	<p>21. Date June 14, 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 <u>2</u> OF <u>5</u></p>
<p>1. Department/Agency Anne Arundel County Budget Office</p>	<p>2. Division</p>	<p>3. Unit 1044</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 Budget Cycle Sheets</p>	<p>5. Earliest Year/Latest Year 2003 to 2017</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.) Work papers that include five (5) different budget cycles. Current year status through Council Approved. Used for historical information.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Electronically</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 4 GB 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) bytes</p> <hr/> <p>10. Annual Accumulation 900 mb 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) bytes</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number <input type="checkbox"/> Month(s) 1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Anne Arundel County Server Arundel Center</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</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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for 3 years, then destroy</p>	
<p>19. Name and Title of Preparer Michele Kirby</p>	<p>20. Telephone Number 410-222-1222</p>	<p>21. Date June 14, 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 <u>3</u> OF <u>5</u></p>
<p>1. Department/Agency Anne Arundel County Budget Office</p>	<p>2. Division</p>	<p>3. Unit 1044</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 Management / Revenue Studies</p>	<p>5. Earliest Year/Latest Year 1980 to 2017</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.) Includes analysis of management practices & revenue intake in various departments and projects. These studies Have considerable reference value. - Used for historical information</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) Electronically</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 4 GB 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) Varies</p> <p>10. Annual Accumulation Varies 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) Varies</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ Number <input type="checkbox"/> Month(s) 1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Anne Arundel County Server & Anne Arundel County Budget Office File Cabinets Arundel Center, Floor 4, Room 410</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</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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for 5 years, then transfer to MD State Archives for permanent retention</p>	
<p>19. Name and Title of Preparer Michele Kirby</p>	<p>20. Telephone Number 410-222-1222</p>	<p>21. Date June 14, 2016</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>5</u>	
1. Department/Agency Anne Arundel County Budget Office		2. Division		3. Unit 1044	
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 General Correspondence			5. Earliest Year/Latest Year <u>2011</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.) General correspondence, including emails, letters, housekeeping records, published & reproduced materials, Administrative, departmental & special reports. Current working papers and other collected information and data of a non-record kind. Used for historical information					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Electronically		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 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) County Email (G-mail)	
		10. Annual Accumulation Varies 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) Varies			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> 1 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Anne Arundel County Server - Anne Arundel County G-mail Arundel Center, Floor 4, Room 410			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 5 years, then destroy		
19. Name and Title of Preparer Michele Kirby		20. Telephone Number 410-222-1222		21. Date June 14, 2016	

<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>6</u> OF <u>5</u></p>
<p>1. Department/Agency Anne Arundel County Budget Office</p>	<p>2. Division</p>	<p>3. Unit 1044</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 Pension Documents</p>	<p>5. Earliest Year/Latest Year __2011__ 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.) Includes general correspondence, copies of Capital Call and Distribution Disbursements, CAFR's (Comprehensive Annual Financial Reports) and actuarial reports.</p>		
<p>7. Record Series Format(s) List all</p> <p>X Letter Size <input type="checkbox"/> Microfilm</p> <p>X Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p>X Bound Book <input type="checkbox"/> Video Tape</p> <p>X Other (specify) Electronically</p>	<p>8. Record Series Sequence</p> <p>X 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</p> <p>Number</p> <p>X File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>X Other (specify) Varies</p> <hr/> <p>10. Annual Accumulation</p> <p>Varies</p> <p>Number</p> <p>X File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>X Other (specify) Varies</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily X Weekly <input type="checkbox"/> Monthly Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number <input type="checkbox"/> Month(s) 1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Anne Arundel County Budget Office File Room - Anne Arundel County G-mail Arundel Center, Floor 4, Room 410</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes X No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes X No</p>	<p>16. Audit Requirements</p> <p>X 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 X No</p>	<p>18. Recommended Retention</p> <p>Retain 5 years, then destroy</p>	
<p>19. Name and Title of Preparer Michele Kirby</p>	<p>20. Telephone Number 410-222-1222</p>	<p>21. Date June 14, 2016</p>