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

Schedule No. C1312

Page 1 of 6

Agency County Commissioners of Calvert County, MD Division/Unit
Public Safety-911 Communications Control Cente

County Commissioners of Calvert County, MD Public Safety-911 Communications Control Center						
Item No.	Descripti	ion	Retention			
	"The issuance of a legal hold by the overrides any portion of this record schedule that otherwise calls for the destruction of records subject to the been released by the County Attoris subject to a legal hold may be alternsferred, or destroyed, even if the date has passed. Any person preparansfer, or destroy a record must litigation hold applies to the record	d retention policy or te disposal, transfer, or te hold, until the hold has ney's Office. No record that tered, disposed of, the scheduled destruction aring to alter, dispose of, ascertain whether a				
. 1	911 Recordings					
	Recordings requested by citizens, law departments and attorneys for court p	Retain 6 months after request, then destroy.				
2	Employee Training Records					
	The systems main use is to record an timing for re-certifications. The file certification and re-certification docu	Retain until superseded, or for 3 years which ever is sconer, then destroy.				
3	Memorandums of Understanding					
	Documented agreements between Cathe Calvert County Sheriff's Departments Mary's, Prince Georges and Anne A	Retain 3 years after termination or expiration, then destroy.				
	proved by Department, Agency,	Schedule Authorized by State	Archivist			
	epresentative.	Date 8.18	.16			
Signature Typed Name	Bolin					
	Jacqueline Vaughan tor, Public Safety	Signature				

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

Schedule No. C1312

(Continuation Sheet)

of 6 Page 2

County Commissioners of Calvert County, MD

Division/Unit **Public Safety-911 Communications Control Center**

Item No.	Description	Retention
4	Division Heads Correspondence	·
	Letters, Memos and emails from but not limited to County Departments, Tri County 911 Centers, Verizon, Motorola, Wireless, etc.	Retain 3 years, then destroy.
5	Directory Listings and Files	
. •	Contract information for current and former employees and vendors.	Retain until superseded, obsolete, or rescinded, then destroy.
6	CAD Logs	,
	Logs and Operations of computer aided dispatch software operations and use.	Retain 2 years after last entry then destroy.
7	Policy and Procedures Records	•
	Standard Operating Procedures manual for Public Safety Dispatchers.	Retain until superseded, obsolete, or rescinded, then destroy.
8	Equipment procurement files	
•	Purchase orders, requests for pricing, not including radio equipment.	Retain 3 years after equipment disposed of, then destroy.
9	Electronic Mail-Correspondence	·
•	Correspondence emails.	Retain for 1 year, then destroy with the following exception: transfer to the Maryland State Archives any material that has historical value and serves to document the development of the office

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

Schedule No. C1312

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Agency
County Commissioners of Calvert County, MD

Division/Unit
Public Safety-911 Communications Control Center

Item No.	Description	Retention.
10	Vacant-Series was merged with related material	
11	Investigative Files, Records or Reports	
	Internal investigations involving employees.	Retain 3 years after final action, then destroy.
12	Calls for Service Statistics	
	Calls for service totals for police, fire department and 911 calls used for the yearly summary.	Retain for 2 years then destroy.
13	Vacant-Series was merged with related material	· · · · · · · · · · · · · · · · · · ·
14	Security or Surveillance Recordings	
	Recording of the interior and exterior entry doors along with the back parking lot.	Retain 10 days for normal daily recordings, then destroy If data is needed or investigative purpose, retain 1 year after investigation is completed, then destroy.
15	Security: Dispatch Communications Recording (retained as evidence)	
·	Recording of radio transmissions to or from officers in the field.	Retain copy of recording for of months after trial or legal proceedings, then destroy.
	· · · · · · · · · · · · · · · · · · ·	
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1312

Page 4 of 6

Agency
County Commissioners of Calvert County, MD

Division/Unit
Public Safety-911 Communications Control Center

·	·	
Item	Description	Retention
No.	<u>, </u>	
16	Security: Dispatch Communications recording (not retained as evidence)	
	Recording of radio transmissions to or from officers in the field.	Retain for 6 months after initial recording, then destroy.
17	Security: Access Control Records	,
	These documents are related to but not limited to the sign out key sheet for the tower sites, emergency contact lists for General Services, Verizon, Motorola, American Towers and Keri doors.	Retain until superseded or rescinded, then destroy.
. 18	Radio: Design and Planning Files	
	Documentation to include but not limited to the technical proposal documents from the consultants 'Altairis", coverage testing, site surveys, equipment surveys, interoperability study, subscriber database.	Retain for 3 years, or until superseded, whichever is sooner, then destroy.
19	Radio: Equipment Procurement Files	
:	Documentation to include but not limited to: purchase orders, request for price documents, pricing sheets for radio manufacturers.	Retain 3 years after equipment disposed of, then destroy.
20	Radio: Logs and Operation Files	desitoy.
	Radio repair logs-radio equipment that needs repair is logged and checked by the technician.	Retain 2 years after last entry, then destroy.
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1312

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Agency
County Commissioners of Calvert County, MD

Division/Unit
Public Safety-911 Communications Control Center

m).	' Description	Retention
21	Radio: Maintenance and Service Records	
	Documentation for installs and repair of mobile and portable radios, Uninterruptible Power Supply (UPS) equipment, and equipment at tower sites.	Retain 3 years after last ent or action, then destroy.
22	Telecommunications: Bills and Invoices	
	Documentation for installs and repair of telephone equipment at the main Public Safety Answering Point (PSAP) and the Back-up Center, monthly bills for the 911 trunks and local and long distance charges.	Retain 5 years, then destroy
23	Telecommunications: Equipment Installation Files	
	Documentation for the implementation of the Patriot and the Vesta upgrade for the main PSAP and the Back-up Center and for the Digital Voice Recorders.	Retain 3 years after installation, then destroy.
24	Daily Duties	
	Daily duty sheets used to record work activity of staff-submitted monthly.	Retain 1 years, then destro
25	Vacation or Work Schedules	
	Shift work calendar-12 months and employee leave slips.	Retain 2 years, then destro
26	Grant Paperwork	
	Copies of records and financial paperwork for 911 Communications grants.	Retain for 5 years after the completion of the grant, the destroy.
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1312

(Continuation Sheet)

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Agency
County Commissioners of Calvert County, MD

Division/Unit
Public Safety-911 Communications Control Center

em).	Description	Retention	
27	Communications Projects Payment Request Records for Emergency Services Number Board		
-	Copies of fiscal records submitted for payments to Finance & Budget for Communication projects and contracted services.	Retain for 5 years after project completion, then destroy.	
28	Invoice Payments & Check Request Forms	,	
	Copies of invoice payments forms and check request forms sent to Finance & Budget for invoice payment.	Retain for 2 year after paid in full, then destroy.	
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	·		
•		•	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page of				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
County Commissioners of Calvert County, MD	Public Safety		911 Communications Control Center				
	DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes						
4 ELECTRONIC RECORD SERIES TITLE		·	5 EARLIEST YEAR/LATEST YEAR				
911 Recordings			2008 TO _Present				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	se/s of information generated by system				
Requested digital tapes and CAD records		Court or for call critique	es				
8 ELECTRONIC RECORD SERIES DESCR	-	ly describe the information ained in a series. Include	/documents/forms ourpose and function of the system.				
Recordings requested by citizens, law enf	orcement, fire o	lepartments and attorney	rs for court purposes				
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
It is accessed and kept on file by the Offic the corresponding paper work and holds i			s the requested recording and copies				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM				
N/A							
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit							
Equature and DSS recording devices along with storage on computer hard drive. Files are kept in a drawer by requestors name or department. Request sheets are signed at pick up of recording/paperwork and kept on file.							
12 RECOMMENDED RETENTION							
Retain 6 months after request, then destro							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
Yvette A. Myers	410-535-3491		9/12/2014				
16 TITLE OF PREPARER							
Chief of Communications							
DGS 550-6							

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page _2 _ of			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
County Commissioners of Calvert County, MD	Public Safety		911 Communications Control Center			
DEFINITION - Record Series - A group of relation and disposition		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE	•		5 EARLIEST YEAR/LATEST YEAR			
Employee Training Records			2008TO _Present			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	se/s of information generated by system			
Training certificates, etc.			loyees are current on the needed ndatory for their position			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	/documents/forms purpose and function of the system.			
The systems main use is to record and track employee training and timing for re-certifications. The file contains trainee scores and certification and re-certification documents.						
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.				
It is accessed and kept up to date by the C employees with specific rights to the syst	Communication em (administrat	s Supervisor/Training Ins tive staff)	tructor, it can be accessed by			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Information is entered as required						
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability						
New World CAD						
12 RECOMMENDED RETENTION or 3 years, whichever is sooner Retain until superseded, obsolete, or rescinded, then destroy						
Retain until superseded, obsolete, or rescind	ed, then destroy 14 TELEPHO	NE NUMBER	15 DATE			
PREPARER		TE TOMBET				
Yvette A. Myers	410-535-3491		9/12/2014			
16 TITLE OF PREPARER Chief of Communications						
DGS 550-6						

Instructions -Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF G	•	NA.	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro Jessup, Mar		20	
Department/Agency	2. Division		3. Unit	
Board of County Commissioners of Calvert	Public Safety		911 Communications – Control Center	
County, MD	1 42.10 44.0.7			
purposes.	d records normally filed		it for reference as well as retention and disposition	
Record Series Title Memorandums of Understanding		5	Earliest Year/Latest Year _1990 to Present	
	rt County 911 center an		nd in the series. Include the purpose or function of the unty Sheriff's Department and with Charles, St. Marys,	
7. Record Series Format(s) List all	8. Record Serie	as Sequence 9.	. Volume	
☑ Letter Skze ☐ Microfilm		i N	lumber	
Legal Size Computer Tape	Numerical	I =	☑ File Drawer(s) ☑ Microfilm Reak(s)	
Audio Tape Floppy Disk	Chranologi		Computer Tape(s) Other (specify)	
☐ Bound Book ☐ Video Tape	☐ Geographic			
Other (specify)_	Cther (spec	cify)	10. Annual Accumulation Number	
			File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used	•	12. File Becomes I	nactive After	
☐ Daily ☐ Weakly ☐ Monthly ☒ Ān:	nually	Number Menth(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Control Center – Courthouse basement		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes ☐ No Public Safety, County Attorney, Mutual Aid County		
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No	•	16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Recommended Retention Retain 3 years after termination or expiration, then destroy		
			1	
19. Name and Title of Preparer Yvette A. Myers, Communications Chief	20. Telephi 410-535-3	one Number 21. Date 9/10/2014		
<u> </u>	I			

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Instructions -Type or Print a separate form for	DEPART	MENT OF G	ENERAL SER	NICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIV				- K
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	28
	Jessup, Maryland 20794				PAGE
	410-799-1930				
Department/Agency	2. Divisio	•			3. Unit
County Commissioners of Calvert County, MD	Public Sa	fety			911 Communications – Control Center
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed a	and used as a	unit for re	ference as well as retention and disposition
4. Record Series Title				5. Earlie	st Year/Latest Year
Division Heads Correspondence			•	_2011	to Present
6. Record Series Description (Briefly describe the					• •
series.) Letters, Memos and emails from but not i	imited to ((County Depa	rtments, Tri C	county 91	Centers, Verizon, Motorola, Wireless)
		*			
7. Record Series Format(s) List all		8. Record Serie	s sequence	9. Volume 1	_
□ Letter Size □ Microfilm		Alphabetical	1	Number	
Legal Size Computer Tape		☐ Numerical		⊠ File Dr	awer(s)
Audio Tape Floppy Disk		Chronologic	æl		
☐ Bound Book ☐ Video Tape		Geographic	ai		
│ ☑ Other (specify) smalls	ļ	Other (spec	:a.\		Accumulation
Care (specify) emails		Other (space	"¥1	_	
				File Dr	awer(s) Im Reel(s)
			•	Compi	uter Tape(s)
				Other	(specify) computer folders
11. File is Used	1	,	12. File Becom	es Inactive A	fter
.		Ì	_constantly in		
│ ☑ Daily ☐ Weekly ☐ Monthly ☐ An	nually		Number	Mod	nth(s) Year(s)
•					
13. Current Location(s) (Bldg., Floor, Room)			14 is Donner	Series Dumlin	ated Fleauhara? (If yes energy energy or effect)
Control Center - Courthouse basement			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 Requirements		
☐ Yes 🔯 No			None ☐ State ☐ Federal ☐ Independent		
			M House		_ говена — повредован
17. Is an Index System used? If yes, explain briefly and describe	requirements	_	18. Recorn	mendad f	Patention
☐ Yes 🖾 No			I IO. NECOTI	criusu f	NO CONTROLL
			Retain 3 ye	agre then	destroy
			i netali 3 ye	, aio, U10/1	400mVJ
19 Name and Title of Property		20 Talaah	ne Nuester	24 5-4	
19. Name and Title of Preparer Yvette A. Myers, Communications Chief		410-535-34	one Number	21. Date 9/10/20	
, toke A. Myere, Communications Offici		T 14-533-34		- 37 IU/2U	17

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency County Commissioners of Calvert County, MD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Public Safety		SION	AGENCY RECORDS INVENTORY PAGE
DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Directory Listings and Files 6. Record Series Description (Briefly describe the tyseries.) Contact information for current and former	uments/forms	5. Earlie _2000	st Year/Latest Year) to Present	
7. Record Series Format(s) List all Letter Size	8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)		9. Volume	
11. File is Used		Yes	Mor Mor Series Duplica No	iter hth(s) Year(s) sted Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No 17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		16. Audit Requirements None State Federal Independent 18. Recommended Retention Retain until superseded, obsolete or rescinded, then destroyed		Retention
19. Name and Title of Preparer Yvette A. Myers, Communications Chief	20. Teleph 410-535-3	one Number 491	21. Date 9/10/20	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY				
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	MARYLAND 20794 10) 799-1930	Page of				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
County Commissioners of Calvert County	Public Safety		911 Communications – Control Center				
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes							
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
CAD Logs			_2007 TO Present				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the t	se/s of information generated by system				
Computer aided dispatch records		CAD logs					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	/documents/forms purpose and function of the system.				
Logs and Operations of computer aid							
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	-				
Login required for access							
10 UPDATING CYCLES OR CONDITIONS A Software automatically updates information in		R REVISING INFORMATI	ON IN THE SYSTEM				
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability							
CCG Network							
12 RECOMMENDED RETENTION		,					
Retain 2 years after last entry then destroy.							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
	410-535-3491		9/18/2014				
Yvette A. Myers 16 TITLE OF PREPARER	<u> </u>		<u> </u>				
Chief of Communications							
DGS 550-6							

Instructions –Type or Print a separate form for	DEPARTME	ENT OF G	ENERAL SER	VICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI				2.0
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	28
	Jessup, Maryland 20794				PAGE OF
<u> </u>		410-799	-1930		
Department/Agency	2. Division			;	3. Unit
County Commissioners of Calvert County, MD	Public Safety	y			911 Communications – Control Center
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norm	nally filed a	and used as a	unit for re	ference as well as retention and disposition
4. Record Series Title				5. Earlie	st Year/Latest Year
Policy and Procedure Records				_1995	i to Present
6. Record Series Description (Briefly describe the t	ypes of informa	ation/docu	ments/forms f	ound in th	e series. Include the purpose or function of the
series.) Standard Operating Procedures Manual f	or Public Safe	ty Dispatc	hers *		
					,
7. Record Series Format(s) List all	8.1	Record Series	Sequence	9. Volume 35	
] Alphabetical	ļ	Number	_
☐ Legal Size ☐ Computer Tape	⊠	Numerical	Ì	☑ File Drawer(s)	
Audio Tape Floppy Disk	0] Chronologica	aj	☐ Microfilm Reel(s) ☐ Computer Tape(s)	
Bound Book Video Tape		Geographica	al	Other (specify)	
Citize (specific)] Other (speci	4.0	10. Annual Accumulation	
Other (specify)	"] Omer (speci	עד		
~				j	
	ŀ				• •
					ter Tape(s)
			Olher (specify		specify
11. File is Used		- 1	12. File Becom	es Inaclive A	ner
			until superseded, obsolete, or rescinded, then destroyed		
☑ Dally ☐ Weekly ☐ Monthly ☐ An	nually		Number Month(s) Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Control Center - Courthouse basement			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u></u>		16. Audit Requ	irements	
☐ Yes No			10. Audit Reduirements		
		ļ	None ☐ State ☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention
Ties Minn					
			Retain unti	supersec	led, obsolete, or rescinded, then destroyed
40 Nome and Title of Connects	· .		no Nivertee	24 5-1	
19. Name and Title of Preparer	ļ.	-	ne Number	21. Date 9/10/20	
Yvette A. Myers, Communications Chief	410-535-349		491 9/10		14

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M.	OF GENERAL SERVICES IANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	JESSUP,	MARYLAND 20794 110) 799-1930	Page 8 of		
COMAR 14.18.04					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
County Commissioners of Calvert County	Public Safety		911 Communications – Control Center		
DEFINITION - Record Series - A group of rela		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE Policy and Procedure Records			5 EARLIEST YEAR/LATEST YEAR		
			_1995 TO Present		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Policy Administration		Rules and regulations to l drive copy	be followed by staff, each has a thumb		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information			
			purpose and function of the system.		
Standard Operating Procedures Manual for P	'ublic Safety Disp	patchers			
			·		
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
They are to access it as needed for policy cla	ırification		·		
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
This is living document and will be updated f					
11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability					
Is kept in the administration folder on the Control Center Drive on the County's server					
12 RECOMMENDED RETENTION					
Retain until superseded, obsolete or rescinde 13 TYPED OR PRINTED NAME OF	ed then destroyer 14 TELEPHO		15 DATE		
PREPARER	410-535-3491	INE NOWBLA	9/18/2014		
Yvette A. Myers	410-000-0781		3/10/2014		
16 TITLE OF PREPARER					
Chief of Communications		,			
DGS 550-6					

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	RECORDS M 7275 WATERL	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794	ELECTRONIC RECORDS INVENTORY		
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		10) 799-1930	Page 9 of		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT .		
County Commissioners of Calvert County	Public Safety		911 Communications – Control Center		
DEFINITION - Record Series - A group of related and disposition	ated records store	d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Equipment procurement files			_2013 TO Present		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Administrative Aide		Used by administrative st	aff to purchase supplies and equipment		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.		
Purchase orders, requests for pricing					
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
Accessed by administrative staff when neede	ed				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Information is updated/revised as the project	progresses, by t	he Administrative Aide			
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability					
Is kept in the Administration Folder under the project on the Control Center Drive on the County's server					
12 RECOMMENDED RETENTION Retain 3 years after equipment disposed of, to	hen destroved				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
	410-535-3491		9/18/2014		
Yvette A. Myers 16 TITLE OF PREPARER	<u> </u>				
Chief of Communications					
DGS 550-6					

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page/O of				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
County Commissioners of Calvert County	Public Safety		911 Communications - Control Center				
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes							
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Electronic Mail - Correspondence			_2005 TO Present				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system				
County Email System		Information and commun	ication for a variety of issues				
8 ELECTRONIC RECORD SERIES DESCR		•					
contained in a series. Include purpose and function of the system. Correspondence emails with primary vendors and allied agencies but not limited to, Verizon, ENSB and Motorola							
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
Individual email accounts, normal usage							
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM				
Information handled daily or as needed according to the topic or event involved.							
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit							
Stored on the designated T and U drives for	the Communicat	ion Division, used as need	ed (on county server)				
· ·	•	for permanent valu	ie.				
Commence of the control of	mar Jakey	ا المارية الم 	The state of the s				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
Yvette A. Myers 16 TITLE OF PREPARER	410-535-3491		9/18/2014				
Chief of Communications							
DGS 550-6			•				

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency County Commissioners of Calvert County, MD DEFINITION: RECORD SERIES: A group of relate purposes.	DEPARTMENT OF GENERAL SEI RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division Public Safety ed records normally filed and used as a			SION 275		
4. Record Series Title		,	.		st Year/Latest Year	
Investigative Files, Records or Reports				_2010) to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of t series.) Internal investigations involving employees					e series. Include the purpose or function of the	
7. Record Series Formal(s) List all	ľ	8. Record Serie:	s Sequence	9. Volume		
Letter Size Microfilm		Alphabetical		1 Number	-	
☐ Legal Size ☐ Computer Tape		☐ Numerical		☑ File On	awar(s)	
	1	Characteria	-1		Microfilm Reel(s)	
Audio Tape		Chronologic	aı	Computer Tepe(s) Other (specify)		
☐ Bound Book ☐ Video Tape		Geographic	al			
Other (specify)		Other (speci	ify)	10. Annual Accumulation		
		_ ,		Number		
				_	im Reel(s) uter Tape(s)	
11. File is Used			12. File Becom			
│ │ │ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	nually		_3 years after (Number	_	is completed nth(s) Year(s)	
	·	ż		···		
13. Current Location(s) (Bidg., Floor, Room) Control Center - Courthouse basement			14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.) Yes No Department of Personnel			
15. Access Restrictions (If Yes, cite Law(s) & Regutation(s)			16. Audit Requirements			
☐ Yes	_		None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, exptain briefly and describe requirements ☐ Yes ☑ No		18. Recommended Retention				
		Retain 3 ye	ears after	final action, then destroyed		
19. Name and Title of Preparer	΄ , Τ	20. Telepho	ne Number	21. Dat	e	
Yvette A. Myers, Communications Chief	`	410-535-34	191	9/10/20	14	
II	I .			1		

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SEF				AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVIS				12 28	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box		275	PAGE 13 OF 36		
	Jessup, Maryland 20794 410-799-1930					
1. Department/Agency	2. Divisio			-	3. Unit	
County Commissioners of Calvert County, MD	Public Sa	afety			911 Communications – Control Center	
		-				
DECINITION, BECORD SERIES, A province of solution		المحالة بالمحمد			foresses as well as extending and disposition	
DEFINITION: RECORD SERIES: A group of relate purposes.	ia records r		and used as a	unit for re	reference as well as retention and disposition	
4. Record Series Title					st Year/Latest Year	
Calls for Service Statistics				_2008	3 to Present	
6. Record Series Description (Briefly describe the t					·	
series.) Calls for service totals for police, fire depr	anment an	a 911 calls u	sed for the ye	any sumn	nary	
7. Record Series Format(s) List all		8. Record Serie	s Seguence	9. Volume		
7. Nobala Galles Falliago) Est all		o. Necora Conc	a dequined	1	_	
☑ Letter Size ☐ Microfilm		Alphabetica	ı	Number	•	
☐ Legal Size ☐ Computer Tape		Numerical		File Drawer(s)		
		Marine de la constant		Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk			cal	☐ Computer Tape(s) ☑ Other (specify)_ binder on book shelf		
⊠ Bound Book	ļ	Geographic	al			
Other (specify)	Other (specify)		àfy)	10, Annual Accumulation		
"			<i>"</i> —	Number		
				□ Eife Dr	outer(c)	
•					File Drawer(s) Microfilm Real(s)	
			Compt		uter Tape(s)	
				☐ Citest	(specify	
11. File is Used			12. File Becom		i	
│	nually		_no longer administratively necessary Number Month(s) Year(s)			
	···uui,		monal(s) Tables			
13. Current Location(s) (Bldg., Floor, Room)		_	14. is Record \$	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)	
Control Center - Courthouse besement			☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s)		-	16. Audil Requirements			
☐ Yes 🛛 No						
			☑ None ☐ State ☐ Federal ☐ Independent			
		<u> </u>				
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☒ No	requirements		18. Recom	mended F	Retention	
				_	Iministratively necessary then destroy:	
		2	. years	Then destroy		
<u> </u>		•	<u> </u>	1 1		
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e	
Yvette A. Myers, Communications Chief		410-535-3	491	9/10/20	14	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY
ELECTRONIC RECORD SERIES. FORWARD	7275 WATERL	OO ROAD, P.O. BOX 275	12 28
WITH RECORDS RETENTION SCHEDULE (DGS		MARYLAND 20794 10) 799-1930	Page
550-1)]	,	
COMAR 14.18.04			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
County Commissioners of Calvert County	Public Safety		911 Communications – Control Center
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention
	pa.pasas		
4 ELECTRONIC RECORD SERIES TITLE		1	5 EARLIEST YEAR/LATEST YEAR
Security or Surveillance Recordings			2014 TO Present
·			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system
Security camera		Monitor the entry doors in	n this section of the courthouse
8 ELECTRONIC RECORD SERIES DESCR			
Recording of the interior and exterior entry do			purpose and function of the system.
	oolo along wall	to book parting to:	•
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing	
	5. 2557	n databilation in writing.	
Cameras viewed by communications staff in	the radio room a	and play back is accessed b	ov administrativo staff as needed
Carrieras viewed by communications stan in	the fault footh a	illu piay back is accessed t	by administrative stan as needed
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM
The information is only kept for 10 days then	it automatically	overwrites	
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to
ensure the record's retention and usabilit			
Stored in the recorder for 10 days, the record	der is located in t	he Warrant Clerks' office	
12 RECOMMENDED RETENTION			
10 days If needed for investigation	Ivera allea	canalatina	
13 TYPED OR PRINTED NAME OF	14 TELEPHO		15 DATE
PREPARER		THE HOMBER	
Number & Billions	410-535-3491		9/18/2014
Yvette A. Myers 16 TITLE OF PREPARER	<u> </u>		<u> </u>
Chief of Communications			
DGS 550-6			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 110) 799-1930	Page of					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
County Commissioners of Calvert County	Public Safety		911 Communications - Control Center					
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes								
4 ELECTRONIC RECORD SERIES TITLE Security: Dispatch Communications R	ained as evidence)	5 EARLIEST YEAR/LATEST YEAR _2014 TO Present						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system					
Motorola Radio System	,	Recorded for investigation Recording equipment	ns and court by Office Aide from					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information						
Recording of radio transmissions to or from o			purpose and function of the system.					
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.						
Written request must be submitted, information	on to include the	requestor and the reason t	for the request					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM					
If information changes per requestor the Office Aide will make the needed adjustments to the request								
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.								
Stored on Office Aide's computer and recording equipment								
12 RECOMMENDED RETENTION								
Fransfer to appropriate case file 6 months after trial or proceedings								
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	ONE NUMBER	15 DATE					
Yvette A. Myers	410-535-3491		9/18/2014					
16 TITLE OF PREPARER								
Chief of Communications								
DGS 550-6								

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page of				
COMAR 14.18.04							
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
County Commissioners of Calvert County	Public Safety	,	911 Communications – Control Center				
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes							
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Security: Dispatch Communications F evidence)	Recording (no	t retained as	_2014 TO Present				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system				
Motorola Radio System – DSS Recorder		Recorded for calls for ser Aide from Recording equi	vice critique or safety review by Office pment				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information					
contained in a series. Include purpose and function of the system. Recording of radio transmissions to or from officers in the field ;							
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
Written request must be submitted, information to include the requestor and the reason for the request							
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM				
If information changes per requestor the Office Aide will make the needed adjustments to the request							
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.							
Stored on Office Aide's computer and record	Stored on Office Aide's computer and recording equipment						
12 RECOMMENDED RETENTION							
Retain 6 months after recording, then destro	y in compliance v	with No. 6 on schedule cov	er page				
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE				
PREPARER	410-535-3491		9/18/2014				
Yvette A. Myers 16 TITLE OF PREPARER	<u> </u>						
Chief of Communications							
DGS 550-6							

	<u> </u>				
Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT O RECORDS MAN 7275 Waterloo		ISION	AGENCY RECORDS INVENTORY 16 Z8 PAGE NO. OF J9	
	•	Maryland 20794 0-799-1930		PAGE _ // 0_ OF _ //9	
Department/Agency	2. Division			3. Unit	
County Commissioners of Calvert County	Public Safety			911 Communications Control Center . ,	
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally fil	ed and used as	a unit for re	ference as well as retention and disposition	
Record Series Title Security: Access Control Re	ecords			st Year/Latest Year toPresent	
6. Record Series Description (Briefly describe the ty	pes of information/d	ocuments/forms	found in th	e series. Include the purpose or function of the	
series.) These documents are related to but not li	mited to the sign ou	key sheet for t	he tower si	tes, emergency contact lists for General	
Services, Verizon, Motorola, American Towers an	d Keri doors.			i	
7. Record Series Format(s) List all	8. Record	eries Sequence	9, Votume		
		-	_1	-	
■ Letter Size	☑ Alphab	etical	Number		
☐ Legal Size ☐ Computer Tape	Numer	cal	☑ File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	☐ Chrono	logical	Microfi	• • • • • • • • • • • • • • • • • • • •	
Author 1 Proppy Clark		logical	Computer Tape(s) Other (specify)		
☐ Bound Book ☐ Video Tape	☐ Geogra	phical			
Other (specify)	Other (specify)	10. Annual	Accumulation	
			Number		
	Ì			awer(s)	
			Microfi	• • •	
			Compu	uter Tape(s)	
			Galat (specify)		
11. File is Used		12. File Beco	12. File Becomes Inactive After 6		
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually	Number	Number Month(s) Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Control Center – besement of the countrouse		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 Re	16. Audit Requirements		
[☐ Yes ☑ No 		⊠ None	☑ None ☐ State ☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly and describe r	requirements	18. Recor	18. Recommended Retention		
□ taz Miko		ll .		r last entry or use, then destroy in compliance	
		ll l		lle cover page. /	
		Until	Until superseded or rescinded then destroy		
19. Name and Title of Preparer	20. Tele	phone Number	21. Date	3	
Yvette A. Myers – Chief of Communications	410-53	-3491	9/15/20	14	
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 Retention Schedule (DGS 550-1) 1. Department/Agency County Commissioners of Calvert County, MD DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Radio: Design and Planning Files 6. Record Series Description (Briefly describe the teseries.) Documentation to Include but not limited surveys, equipment surveys, Interoperability studies.	uments/forms fo	unit for ref	to Present e series. Include the purpose or function of the		
7. Record Series Format(s) List all Letter Size	crofilm Alphabetical Inputer Tape Numerical Inputer Chronological		9. Volume1 Number Selfile Drag Microfile Comput Other (selfile Drag Number Selfile Drag Microfile Microfile Comput Other (selfile Drag O	m Reel(s) ler Tape(s) specify) Accumulation wer(s) m Reel(s)	
11. File is Used ☑ Daily ☐ Weekly ☐ Monthly ☐ And			12. File Becomes Inactive After _New system is built, installed and operational Number		
13. Current Location(a) (Bldg., Floor, Room) Control Center – Courthouse basement 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Public Sefety Office 16. Audit Requirements None State Federal Independent 18. Recommended Retention Retain 3 years after last action, then destroy		Federal Independent letention	
19. Name and Title of Preparer 20. Telephor Yvette A. Myers, Communications Chief 410-535-34		1	21. Date 9/9/2014		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page of			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
County Commissioners of Calvert County	Public Safety		911 Communications – Control Center			
DEFINITION - Record Series - A group of rela		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE Radio: Design and Planning Files		5 EARLIEST YEAR/LATEST YEAR _2013 TO Present				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	se/s of information generated by system			
Administrative aide - Motorola		Tracking radio subscriber				
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information				
Radio subscriber data base for the en			ourpose and function of the system. ions			
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	-			
Accessed by administrative staff, department	head, radio con	sultant company				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM			
	Updated daily by Administrative Aide or other designee. This is a living document.					
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability						
Stored on the designated T drive for the Com	munication Divis	sion in Radio Database fold	ler, (on county server) used daily			
12 RECOMMENDED RETENTION						
ع بريم و المسابق المس	ed. Delete when	no longer administratively	useful			
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE			
PREPARER	410-535-3491		9/18/2014			
Yvette A. Myers						
16 TITLE OF PREPARER						
Chief of Communications						
DGS 550-6						

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency County Commissioners of Calvert County, MD DEFINITION: RECORD SERIES: A group of related records normally filed purposes. 4. Record Series Title Radio: Equipment Procurement Files 6. Record Series Description (Briefly describe the types of information/doct series.) Documentation to Include but not limited to: purchase orders, records.			SEMENT DIVISION ad, P.O. Box 275 yland 20794			
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
☑ Letter Size ☐ Microfilm	ļ	Alphabetica	a ·	Number	· :	
Legal Size Computer Tape		Numerical		File On	• •	
Audio Tape 🔲 Floppy Olsk	l	☐ Chronologic	cal	Compu	uter Tape(s)	
☐ Bound Book ☐ Video Tape		Geographic	;al	Other ((specify)	
Other (specify)_				10. Annual Accumulation		
11, File is Used			12. File Becom	nes Inactive A	fler	
☐ Dally 🖄 Weekly 🔲 Monthly 🔲 An	nually		_3 Number	<u> </u>	Month(s) 🛛 Year(s)	
13. Current Location(s) (Bkdg., Floor, Room) Control Center - Courthouse basement		_	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes No ·			None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, exptain briefly and describe	requirements	_	18. Recommended Retention			
			Retain 3 years after equipment disposed of, then destroy			
19. Name and Title of Preparer		20. Teleph	one Number	21. Dat	9	
Yvette A. Myers, Communications Chief		410-535-34	491	9/9/201	4	

nstructions –Type or Print a separate form for ach new or revised record series. Forward (ith Records Retention Schedule (DGS 550-1)			SEMENT DIVISION ad, P.O. Box 275 yland 20794 3. Unit 911 Communications – Control Center			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Radio repair logs radio equipment that needs repair is logged and checked by the technician						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9, Volume		
☑ Letter Size ☐ Microfilm		Alphabelica	1	1 Number	·	
Legai Size Computer Tape		Numerical		☑ File Dr	swer(s)	
☐ Audio Tape ☐ Floppy Disk			al	Microfi	m Reel(s) ner Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographic		Other		
☐ Bound Book ☐ Video 1ape ☐ Geographic ☐ Other (specify)_on clip board in radio room until filed in the office ☐ Other (specify)			10. Annual Accumulation			
11. File is Used			12. File Becom	es Inactive A	Rer	
☐ Daily ☑ Weekly ☐ Monthly ☐ Aru	nually		2 Number			
13. Current Location(s) (Bldg., Floor, Room) Control Center – Courthouse basement			14. Is Record Series Duplicated Elsewhere? (If yas, specify agency or office.) Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			18. Recommended Retention			
			Retain 2 ye	ears after	last entry, then destroy	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	B	
Yvette A. Myers, Communications Chief		410-535-34	191	9/9/2014		

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Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SER	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			SEMENT DIVI				
with Records Retention Schedule (DGS 550-1)	1		ad, P.O. Box		21 28		
·		Jessup, Mar	-		page <u>23</u> of <u>34</u>		
Department/Agency	2. Divisio				3. Unit		
County Commissioners of Calvert County, MD Public Safety				911 Communications - Control Center			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Radio: Maintenance and Service Records				_2006	3 to Present		
6. Record Series Description (Briefly describe the	types of infe	ormation/docu	ıments/forms f	found in th	e series. Include the purpose or function of the		
series.) Documentation for installs and repair of r							
		-					
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
🔽 Letter Size 🔲 Microfilm			I	1 Number	•		
Legal Size Computer Tape		Numerical		☑ File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk	1	Chronological		Microfilm Reek(s) Computer Tape(s)			
□ Bound Book □ Video Tape		☐ Gaographical		☐ Olher (Other (specify)		
Other (specify)_	-	Other (specify)		10. Annual Accumulation			
- Contact (appearsy)				Number			
<u>'</u>			Mesia				
				☑ File Drawer(s) ☐ Microfilm Reel(s)			
ч				Computer Tape(s)			
			•	Other ((specify)		
11. Fila is Used			12. File Becom	les Inactive A	fter .		
			3 years afte	er last ent	ry or action, then destroy		
☐ Daily ☐ Weeldy Monthly ☐ An	inuelly		Number	☐ Month(s)			
13. Current Location(s) (Bidg., Floor, Room)		<u> </u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Control Center - Courthouse basement		,	☐ Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		•	16. Audit Requirements				
☐ Yes `			5	-	7		
			X None	State L	Federal Independent		
H	17. Is an Index System used? If yes, explain briefly and describe requirements			mended F	Retention		
	Yes No						
			Retain 3 years after last entry or action, then destroy				
19. Name and Title of Preparer '		20. Telepho	ne Number	21. Dat			
Yvette A. Myers, Communications Chief		410-535-3		9/9/201			
1 40 mar 1 mily ord Communication Control				1			

County Commissioners of Calvert County, MD DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Telecommunications: Bills and Invoices 6. Record Series Description (Briefly describe the ty	rpes of information/docu	SEMENT DIVISION PAGE 19.1030 P.O. Box 275 Pyland 20794 P.1530 P.1	PAGE		
7. Record Series Format(a) List all Letter Size	6. Recard Serie Alphabetica Numerical Chronologic Geographic Other (spec	I Nu	Volume _1 umber Fite Drawer(s) Microfilm Reel(s) Computer Tapa(s) Other (specify) Annual Accumulation 12 Imber Fite Drawer(s) Microfilm Reel(s) Computer Tapa(s) Other (specify)		
11. File is Used	ually	12. File Becomes Inactive After Number Month(s) 5 Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Control Center – Courthouse besement 15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe re	equirements	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 16. Audit Requirements None State Federal Independent 18. Recommended Retention Retain 5 years er until audited, whichever is greater; then destroy			
19. Name and Title of Preparer Yvette A. Myers, Communications Chief	20. Telepho 410-535-34	1	1. Date /9/201		

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency County Commissioners of Calvert County, MD DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Telecommunications: Equipment Installation Files 6. Record Series Description (Briefly describe the taseries.) Documentation for the implementation of Digital Voice Recorders	s. Forward e (DGS 550-1) 7275 Waterloo Ro Jessup, Mar 410-79 2. Division Public Safety A group of related records normally filed at Installation Files			st Year/Latest Year to Present e series. Include the purpose or function of the
7. Record Series Formal(s) List all Letter Size	9. Volume1 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) al 10. Annual Accumulation1 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
11. File is Used Daily Weekly Monthly And	12. File Becomes Inactive After _after Installation and cut over Number Month(s) 3 Year(s)			
13. Current Location(s) (Bidg., Floor, Room) Control Center - Courthouse basement 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe Yes No	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 16. Audit Requirements None State Federal Independent 18. Recommended Retention Retain 3 years after installation, then destroy			
19. Name and Title of Preparer Yvette A. Myers, Communications Chief	20. Telephi 410-535-3	one Number 21. Da 491 9/9/20		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency County Commissioners of Calvert County, MD	DEPARTMENT OF GENERAL RECORDS MANAGEMENT (7275 Waterloo Road, P.O. (Jessup, Maryland 2079 410-799-1830 2. Division Public Safety			7/SION 275 PAGE GF ZB GF 3. Unit 911 Communications – Control Center			
DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Daily Duties 6. Record Series Description (Briefly describe the t series.) Daily duty sheets used to record work act	nation/docu	ments/forms t	5. Earlie _2010	st Year/Lalest Year to Present			
7. Record Series Format(s) List all Letter Size		Record Series Alphabetical Numerical Chronologics Geographics Other (speci	Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Little Other (specify) Little Other Accumulation Other Accumulation Other Other				
				12. File Becomes inactive After _employees evaluation is completed Number Month(s) 1 Year(s)			
13. Current Location(s) (Bidg., Floor, Roam) Control Center – Courthouse basement 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No 17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☑ No	Irol Center - Courthouse basement Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No . Is an Index System used? If yes, explain briefly and describe requirements			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No 16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent 18. Recommended Retention ☐ YES Retain as long as administratively necessary then destroy.			
19. Name and Title of Preparer Yvette A. Myers, Communications Chief	20. Telephon 410-535-349						

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SER	RVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECO	RDS MANAG	SEMENT DIVI	SION	70		
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	ad, P.O. Box	275	25 28		
	Jessup, Maryland 20794				page 0f		
		410-79	-				
Department/Agency	2. Divisio	n		-	3. Unit		
County Commissioners of Calvert County, MD	Public Sa	afety		911 Communications – Control Center			
)							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed a	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Vacation or Work Schedules				2007	' to Present		
Record Series Description (Briefly describe the t	unae of info	emation/docs	mante/forme (found in th	a series Include the number or function of the		
series.) Shift work calendar – 12 months and emp			niienianonna i		e senes. Include the purpose of function of the		
series.) Shift work calendar - 12 months and emp	NOYEC ICAY	e subs					
7. Record Series Format(s) List all	,	8. Record Serie	s Sequençe	9. Votume 1	`\		
■ Letter Size	`	Alphabetical	.	Number	-		
Legal Size Computer Tape		Numerical		⊠ File Dr	* *		
☐ Audio Tape ☐ Floppy Disk		Chronologic	not	Microfi	in Reel(s) der Tape(s)		
E virgin i she Labbh pisk		M Cusouologic	ABI	Other (
☐ Bound Book ☐ Video Tape	İ	☐ Geographic	al	_			
		_		10, Annual	Accumulation		
Other (specify)]	Other (spec	ify)) _1 Number			
				Number			
				☑ File Dr	awer(s)		
				☐ Microfi			
				Computer Tape(s) Other (specify			
11. File is Used	12. File Bec			es Inactive A			
		,	_2				
☑ Daily ☐ Weekly ☐ Monthly ☐ An	nually	·	Number	Mos	nih(s) Year(s)		
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record S	· · ·	aled Elsewhere? (If yes, specify agency or office.)		
Control Center - Courthouse besement			Yes 🛭 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			48 Audit Danutramonta				
Yes 🛛 No			16. Audit Requirements				
			None	State	Federal Independent		
47 le an lader Content mod 2 15 upp and a parillo							
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes No	requiements		18. Recom	imended F	Retention		
· ·			Retain 2 ye	ears, then	destroy		
19. Name and Title of Preparer		20. Telepho	ne Number	mber 21. Date			
Yvette A. Myers, Communications Chief		410-535-34	•	9/10/20			
			•	W. 1012-01-7			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Calvert County Commissioners of Calvert County, MD DEFINITION: RECORD SERIES: A group of relate purposes.	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division Public Safety ed records normally filed and used as			SION 275	AGENCY RECORDS INVENTORY 26 26 PAGE 20 of 26 3. Unit 911 Communications – Control Center ference as well as retention and disposition		
4. Record Series Title Grant Paperwork			5. Earliest Year/Latest Year 2010 to present				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies of records and financial paperwork for 911 Communications grants.							
7. Record Series Format(s) List all		8. Record Serie	- C	9, Volume	· · · · · · · · · · · · · · · · · · ·		
Z Letter Size Microfilm		Alphabetica	,	_1 Number			
Legal Size Computer Tape		☐ Numerical		☐ File On	awer(s)		
☐ Audio Tape ☐ Floppy Disk		Chronologic	:al	☐ Microfi ☐ Compt	m Reel(s) :ler Tape(s)		
☐ Bound Book ☐ Video Tape		Geographic	al	☑ Other	specify)Folder		
Cther (specify)		Other (spec		10. Annual Accumulation1 Number			
				☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify)_Folder			
11. File is Used			12. File Becom	les inactive A	fter		
☐ Daily ☐ Weekly ☒ Monthly ☐ Arc	nually		5 Number ☐ Month(s) ☑ Year(s)				
13. Current Location(s) (Bldg., Floor, Room) Administrative Aide's Office			14. Is Record Series Duplicated Etsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
			☐ None State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☑ No	requirements		18. Recommended Retention				
<u> </u>		!	Five years	after the c	ompletion of the grant.		
				•			
19. Name and Title of Preparer	1	20. Telepho	one Number	21. Dat	9		
Yvette A. Myers – Chief of Communications		410-535-3491		11/20/2	014		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Board of County Commissioners of Calvert County, MD DEFINITION: RECORD SERIES: A group of related record 4. Record Series Title Communications Projects Payment Request Records for En	RECO 7275 2. Division Public Safe s normally fil		SION 275 ference as	st Year/Latest Year			
				L			
 Record Series Description (Briefly describe the types of i Copies of fiscal records submitted for payments to Finance 							
7. Record Series Format(s) List all		B. Record Serie	s Sequence	9. Volume			
☑ Letter Size ☐ Microfilm			, I	1 Number	-		
Legal Size Computer Tape		☐ Numerical		⊠ File On	awer(s)		
				Microfi	m Real(s)		
Audio Tape Ftoppy Disk		Chronologic	al	☐ Computer Tape(s) ☐ Other (specify)_Folders			
☐ Bound Book ☐ Video Tape		☐ Geographic	al				
Other (specify)		Other (spec	afy)	10. Annua1 Number			
				File Or	enwer(s) im Reel(s) ster Tape(s) (specify)_Folders		
11. File is Used	;	1	12. File Becom	les inactive A	fler		
⊠ Deily □ Weekly □ Monthly □ Annually			 Number				
13. Current Location(s) (Bidg., Floor, Room) Administrative Aide's Office – Communications, secured area in the baseme	nt of courthouse		14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.) Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requirements □ None ⊠ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			H	iger admir	Retention instratively necessary cr project completion, then destroy		
19. Name and Title of Preparer Yvette A. Myers – Chief of Communications		20. Telepho 410-535-34	one Number 191	21. Date			

Instructions – Type or Print a separate form for DEPARTMENT OF G				RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	RDS MANAG	SEMENT DIVI	SION	70 76	
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	ad, P.O. Box	275	26 20 PAGE 30 OF 30	
		Jessup, Man	yland 20794		PAGE OF	
4 B	410-799-1930				244	
1. Department/Agency	2. Divisio			3. Unit		
County Commissioners of Calvert County, MD .	Public Sa	тету			9-1-1 Emergency Communications	
					Control Center	
DEFINITION: RECORD SERIES: A group of related purposes.	1 records n	ormally filed a	ind used as a			
4. Record Series Title					st Year/Latest Year	
Invoice Payments & Check Request Forms				July 201	0 to present	
6. Record Series Description (Briefly describe the ty	pes of info	rmation/docu	ments/forms fo	ound in the	e series. Include the purpose or function of the	
series.)		=				
Copies of invoice payments forms and check reque	st forms se	nt to Finance	& Budget for i	invoice pa	yment.	
·						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 1		
☑ Letter Size ☐ Microfilm		Alphabetica	I .	Number	-	
Legal Size Computer Tape		☐ Numerical		⊠ File Dr Microfi	awer(a) Im Reel(s)	
Audio Tape Floppy Disk			al		uter Tape(s)	
☐ Bound Book ☐ Video Tape		Geographic	al	[X] Other	(specify)_Folders	
C Other transition		□ 00mm/mm	.78a.	Accumulation		
Other (specify)		Other (spec	Number		-	
			⊠ File Di		awer(s) Im Reel(s)	
				Computer Tape(s)		
				Other	(specify) Folders	
11. File Is Used		•	12. File Becom	es inactive A	fter	
Gode Militardi. Garanti. Gara			_1	_	Manufacture Manufa	
☐ Dally ☑ Weekly ☐ Monthly ☐ Ann	ually		Number	U	Month(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14 is Record S	Series Duplic	ated Elsewhere? (If yes, specify agency or office.)	
Administrative Aldes Office - Communications secured area in the	basement of t	he courthouse	Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes No			TO. Audit Novi	ulleritelits	•	
			□ Молв	⊠ State [Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe i		18. Recom	ımended I	Retention		
☐ Yes No			At the end	o f the fis e	a l year if paid in full.	
				7_ v	ears after paid in full	
				- 1		
· ·						
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e	
Yvette A. Myers – Chief of Communications 410-535-349						