

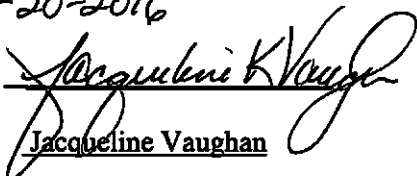
**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**


Schedule No. C1312

Page 1 of 6

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

Item No.	Description	Retention
1	<p>“The issuance of a legal hold by the County Attorney’s Office overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the County Attorney’s Office. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so.”</p> <p>911 Recordings</p> <p>Recordings requested by citizens, law enforcement, fire departments and attorneys for court purposes.</p>	<p>Retain 6 months after request, then destroy.</p>
2	<p>Employee Training Records</p> <p>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.</p>	<p>Retain until superseded, or for 3 years, whichever is sooner, then destroy.</p>
3	<p>Memorandums of Understanding</p> <p>Documented agreements between Calvert County 911 center and the Calvert County Sheriff’s Department and with Charles, St. Mary’s, Prince Georges and Anne Arundel Counties 911 centers.</p>	<p>Retain 3 years after termination or expiration, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date 5-20-2016
 Signature 
 Typed Name Jacqueline Vaughan
 Title Director, Public Safety

Schedule Authorized by State Archivist
 Date 8-18-16
 Signature 

**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
4	<p>Division Heads Correspondence</p> <p>Letters, Memos and emails from but not limited to County Departments, Tri County 911 Centers, Verizon, Motorola, Wireless, etc.</p>	Retain 3 years, then destroy.
5	<p>Directory Listings and Files</p> <p>Contract information for current and former employees and vendors.</p>	Retain until superseded, obsolete, or rescinded, then destroy.
6	<p>CAD Logs</p> <p>Logs and Operations of computer aided dispatch software operations and use.</p>	Retain 2 years after last entry then destroy.
7	<p>Policy and Procedures Records</p> <p>Standard Operating Procedures manual for Public Safety Dispatchers.</p>	Retain until superseded, obsolete, or rescinded, then destroy.
8	<p>Equipment procurement files</p> <p>Purchase orders, requests for pricing, not including radio equipment.</p>	Retain 3 years after equipment disposed of, then destroy.
9	<p>Electronic Mail-Correspondence</p> <p>Correspondence emails.</p>	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 6 months after trial or legal proceedings, then destroy.

**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
16	<p>Security: Dispatch Communications recording (not retained as evidence)</p> <p>Recording of radio transmissions to or from officers in the field.</p>	<p>Retain for 6 months after initial recording, then destroy.</p>
17	<p>Security: Access Control Records</p> <p>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.</p>	<p>Retain until superseded or rescinded, then destroy.</p>
18	<p>Radio: Design and Planning Files</p> <p>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.</p>	<p>Retain for 3 years, or until superseded, whichever is sooner, then destroy.</p>
19	<p>Radio: Equipment Procurement Files</p> <p>Documentation to include but not limited to: purchase orders, request for price documents, pricing sheets for radio manufacturers.</p>	<p>Retain 3 years after equipment disposed of, then destroy.</p>
20	<p>Radio: Logs and Operation Files</p> <p>Radio repair logs-radio equipment that needs repair is logged and checked by the technician.</p>	<p>Retain 2 years after last entry, then destroy.</p>

**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
21	<p>Radio: Maintenance and Service Records</p> <p>Documentation for installs and repair of mobile and portable radios, Uninterruptible Power Supply (UPS) equipment, and equipment at tower sites.</p>	Retain 3 years after last entry or action, then destroy.
22	<p>Telecommunications: Bills and Invoices</p> <p>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.</p>	Retain 5 years, then destroy.
23	<p>Telecommunications: Equipment Installation Files</p> <p>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.</p>	Retain 3 years after installation, then destroy.
24	<p>Daily Duties</p> <p>Daily duty sheets used to record work activity of staff-submitted monthly.</p>	Retain 1 years, then destroy.
25	<p>Vacation or Work Schedules</p> <p>Shift work calendar-12 months and employee leave slips.</p>	Retain 2 years, then destroy.
26	<p>Grant Paperwork</p> <p>Copies of records and financial paperwork for 911 Communications grants.</p>	Retain for 5 years after the completion of the grant, then destroy.

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

Schedule No. C1312

Page 6 of 6

Agency County Commissioners of Calvert County, MD	Division/Unit Public Safety-911 Communications Control Center
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Item No.	Description	Retention
27	<p>Communications Projects Payment Request Records for Emergency Services Number Board</p> <p>Copies of fiscal records submitted for payments to Finance & Budget for Communication projects and contracted services.</p>	Retain for 5 years after project completion, then destroy.
28	<p>Invoice Payments & Check Request Forms</p> <p>Copies of invoice payments forms and check request forms sent to Finance & Budget for invoice payment.</p>	Retain for 2 year after paid in full, then destroy.

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>28</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT 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 911 Recordings				5 EARLIEST YEAR/LATEST YEAR 2008 TO Present	
6 INPUT - Identify source of information to be entered Requested digital tapes and CAD records			7 OUTPUT - Identify the use/s of information generated by system Court or for call critiques		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Recordings requested by citizens, law enforcement, fire departments and attorneys for court purposes					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. It is accessed and kept on file by the Office Assistant/Data Entry Clerk. She makes the requested recording and copies the corresponding paper work and holds it for the requesting party.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
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. 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 destroy					
13 TYPED OR PRINTED NAME OF PREPARER Yvette A. Myers		14 TELEPHONE NUMBER 410-535-3491		15 DATE 9/12/2014	
16 TITLE OF PREPARER 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>2</u> of <u>28</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT 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 Employee Training Records				5 EARLIEST YEAR/LATEST YEAR 2008__ TO __Present__	
6 INPUT - Identify source of information to be entered Training certificates, etc.			7 OUTPUT - Identify the use/s of information generated by system Used to make sure employees are current on the needed certification that are mandatory for their position		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include 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 – Explain or attach copy if established in writing. It is accessed and kept up to date by the Communications Supervisor/Training Instructor, it can be accessed by employees with specific rights to the system (administrative staff)					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is entered as required					
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. New World CAD					
12 RECOMMENDED RETENTION Retain until superseded, <i>or 3 years, whichever is sooner</i> , obsolete, or rescinded , then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Yvette A. Myers		14 TELEPHONE NUMBER 410-535-3491		15 DATE 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 with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-788-1830	AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>28</u>
1. Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Public Safety	3. Unit 911 Communications – Control Center
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 Memorandums of Understanding	5. Earliest Year/Latest Year _1990 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.) Documented agreements between Calvert County 911 center and the Calvert County Sheriff's Department and with Charles, St. Marys, Prince Georges and Anne Arundel Counties 911 centers		
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 type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume _1_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After _____ Number Month(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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Public Safety, County Attorney, Mutual Aid County	
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 3 years after termination or expiration, then destroy	
19. Name and Title of Preparer Yvette A. Myers, Communications Chief	20. Telephone Number 410-535-3491	21. Date 9/10/2014

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>4</u> OF <u>28</u></p>	
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>		<p>2. Division Public Safety</p>		<p>3. Unit 911 Communications – Control Center</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 Division Heads Correspondence</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.) Letters, Memos and emails from but not limited to (County Departments, Tri County 911 Centers, Verizon, Motorola, Wireless)</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) emails</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) computer folders _____</p>	
<p>10. Annual Accumulation 800 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) computer folders</p>					
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After constantly in use _____ Number Month(s) Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Control Center – Courthouse basement</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain 3 years, then destroy</p>		
<p>19. Name and Title of Preparer Yvette A. Myers, Communications Chief</p>		<p>20. Telephone Number 410-535-3491</p>		<p>21. Date 9/10/2014</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>28</u>	
1. Department/Agency County Commissioners of Calvert County, MD		2. Division Public Safety		3. Unit 911 Communications – Control Center	
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 Directory Listings and Files			5. Earliest Year/Latest Year _2000 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.) Contact information for current and former employees and vendors					
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) emails – CAD -card file		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _3____ 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)_computer – file box_____	
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 _constantly in use____ Number Month(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.) <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 until superseded, obsolete or rescinded, then destroyed			
19. Name and Title of Preparer Yvette A. Myers, Communications Chief		20. Telephone Number 410-535-3491		21. Date 9/10/2014	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>6</u> of <u>28</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County		2 DIVISION Public Safety		3 UNIT 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 CAD Logs				5 EARLIEST YEAR/LATEST YEAR _2007 TO Present_	
6 INPUT - Identify source of information to be entered Computer aided dispatch records			7 OUTPUT - Identify the use/s of information generated by system CAD logs		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Logs and Operations of computer aided dispatch software operations and use					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Login required for access					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Software automatically updates information in system.					
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. CCG Network					
12 RECOMMENDED RETENTION Retain 2 years after last entry then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Yvette A. Myers		14 TELEPHONE NUMBER 410-535-3491		15 DATE 9/18/2014	
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 with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930		AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>28</u>	
1. Department/Agency County Commissioners of Calvert County, MD		2. Division Public Safety		3. Unit 911 Communications - Control Center	
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 Policy and Procedure Records			5. Earliest Year/Latest Year _1995 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.) Standard Operating Procedures Manual for Public Safety Dispatchers					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _35_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation _1_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After ___ until superseded, obsolete, or rescinded, then destroyed Number Month(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.) <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 until superseded, obsolete, or rescinded, then destroyed		
19. Name and Title of Preparer Yvette A. Myers, Communications Chief		20. Telephone Number 410-535-3491		21. Date 9/10/2014	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>8</u> of <u>38</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County		2 DIVISION Public Safety		3 UNIT 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 Policy and Procedure Records				5 EARLIEST YEAR/LATEST YEAR _1995 TO Present_____	
6 INPUT - Identify source of information to be entered Policy Administration			7 OUTPUT - Identify the use/s of information generated by system Rules and regulations to be followed by staff, each has a thumb drive copy		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Standard Operating Procedures Manual for Public Safety Dispatchers					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. They are to access it as needed for policy clarification					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM This is living document and will be updated frequently as things change					
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. Is kept in the administration folder on the Control Center Drive on the County's server					
12 RECOMMENDED RETENTION Retain until superseded, obsolete or rescinded then destroyed					
13 TYPED OR PRINTED NAME OF PREPARER Yvette A. Myers		14 TELEPHONE NUMBER 410-535-3491		15 DATE 9/18/2014	
16 TITLE OF PREPARER 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>9</u> of <u>28 29</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County		2 DIVISION Public Safety		3 UNIT 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 Equipment procurement files				5 EARLIEST YEAR/LATEST YEAR _2013 TO Present_____	
6 INPUT - Identify source of information to be entered Administrative Aide			7 OUTPUT - Identify the use/s of information generated by system Used by administrative staff to purchase supplies and equipment		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Purchase orders, requests for pricing					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessed by administrative staff when needed					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated/revise as the project progresses, by the Administrative Aide					
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. 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, then destroyed					
13 TYPED OR PRINTED NAME OF PREPARER Yvette A. Myers		14 TELEPHONE NUMBER 410-535-3491		15 DATE 9/18/2014	
16 TITLE OF PREPARER 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>10</u> of ²⁸ 29	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County		2 DIVISION Public Safety		3 UNIT 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 Electronic Mail - Correspondence				5 EARLIEST YEAR/LATEST YEAR _2005 TO Present_____	
6 INPUT - Identify source of information to be entered County Email System			7 OUTPUT - Identify the use/s of information generated by system Information and communication for a variety of issues		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms 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 – Explain or attach copy if established in writing. Individual email accounts, normal usage					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information handled daily or as needed according to the topic or event involved.					
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 the designated T and U drives for the Communication Division, used as needed (on county server)					
12 RECOMMENDED RETENTION <i>1 year, then screen for permanent value.</i>					
13 TYPED OR PRINTED NAME OF PREPARER Yvette A. Myers		14 TELEPHONE NUMBER 410-535-3491		15 DATE 9/18/2014	
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 with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930		AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>28</u>	
1. Department/Agency County Commissioners of Calvert County, MD		2. Division Public Safety		3. Unit 911 Communications - Control Center	
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 Investigative Files, Records or Reports				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.) Internal investigations involving employees					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _1_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation _10_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _3_ years after investigation is completed _____ Number Month(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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Department of Personnel		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Restricted from employee access due to privacy*			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 3 years after final action, then destroyed		
19. Name and Title of Preparer Yvette A. Myers, Communications Chief		20. Telephone Number 410-535-3491		21. Date 9/10/2014	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>12</u> OF <u>28</u></p>	
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>		<p>2. Division Public Safety</p>		<p>3. Unit 911 Communications - Control Center</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 Calls for Service Statistics</p>			<p>5. Earliest Year/Latest Year 2008 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.) Calls for service totals for police, fire department and 911 calls used for the yearly summary</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 checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume _1_ 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) binder on book shelf _____</p> <p>10. Annual Accumulation _1_ Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After _no longer administratively necessary_</p> <p>Number Month(s) Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Control Center - Courthouse basement</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain as long as administratively necessary then destroy.</p> <p>2 years, then destroy</p>		
<p>19. Name and Title of Preparer Yvette A. Myers, Communications Chief</p>		<p>20. Telephone Number 410-535-3491</p>		<p>21. Date 9/10/2014</p>	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>13</u> of <u>28</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County		2 DIVISION Public Safety		3 UNIT 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 or Surveillance Recordings				5 EARLIEST YEAR/LATEST YEAR <u>2014 TO Present</u>	
6 INPUT - Identify source of information to be entered Security camera			7 OUTPUT - Identify the use/s of information generated by system Monitor the entry doors in this section of the courthouse		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Recording of the interior and exterior entry doors along with the back parking lot					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Cameras viewed by communications staff in the radio room and play back is accessed by administrative staff as needed					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM The information is only kept for 10 days then it automatically overwrites					
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 in the recorder for 10 days, the recorder is located in the Warrant Clerks' office					
12 RECOMMENDED RETENTION 10 days <i>If needed for investigation, 1 year after completion</i>					
13 TYPED OR PRINTED NAME OF PREPARER Yvette A. Myers		14 TELEPHONE NUMBER 410-535-3491		15 DATE 9/18/2014	
16 TITLE OF PREPARER 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>14</u> of <u>28</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County		2 DIVISION Public Safety		3 UNIT 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 Recording (retained as evidence)				5 EARLIEST YEAR/LATEST YEAR _2014 TO Present_	
6 INPUT - Identify source of information to be entered Motorola Radio System			7 OUTPUT - Identify the use/s of information generated by system Recorded for investigations and court by Office Aide from Recording equipment		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms 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 – Explain 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 FOR REVISING INFORMATION 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 Transfer to appropriate case file <i>6 months after trial or proceedings</i>					
13 TYPED OR PRINTED NAME OF PREPARER Yvette A. Myers		14 TELEPHONE NUMBER 410-535-3491		15 DATE 9/18/2014	
16 TITLE OF PREPARER 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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>15</u> of <u>28</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County		2 DIVISION Public Safety		3 UNIT 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 Recording (not retained as evidence)				5 EARLIEST YEAR/LATEST YEAR _2014 TO Present_____	
6 INPUT - Identify source of information to be entered Motorola Radio System – DSS Recorder			7 OUTPUT - Identify the use/s of information generated by system Recorded for calls for service critique or safety review by Office Aide from Recording equipment		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms 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 – Explain 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 FOR REVISING INFORMATION 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 Retain 6 months after recording, then destroy in compliance with No. 6 on schedule cover page					
13 TYPED OR PRINTED NAME OF PREPARER Yvette A. Myers		14 TELEPHONE NUMBER 410-535-3491		15 DATE 9/18/2014	
16 TITLE OF PREPARER Chief of Communications					
DGS 550-6					

<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 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>16</u> OF <u>28</u></p>
<p>1. Department/Agency County Commissioners of Calvert County</p>	<p>2. Division Public Safety</p>	<p>3. Unit 911 Communications Control Center</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 Security: Access Control Records</p>	<p>5. Earliest Year/Latest Year 2010__ 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.) 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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>6</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Control Center - basement of the courthouse</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 6 months after last entry or use, then destroy in compliance with No. 6 on schedule cover page. <i>Until superseded or rescinded, then destroy</i></p>	
<p>19. Name and Title of Preparer Yvette A. Myers - Chief of Communications</p>	<p>20. Telephone Number 410-535-3491</p>	<p>21. Date 9/15/2014</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>17</u> OF <u>28</u></p>	
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>		<p>2. Division Public Safety</p>		<p>3. Unit 911 Communications – Control Center</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 Radio: Design and Planning Files</p>				<p>5. Earliest Year/Latest Year _2013 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.) Documentation to include but not limited to the technical proposal documents from the consultants "Altairis", coverage testing, site surveys, equipment surveys, interoperability study, subscriber data base</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 checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume _1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation _1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After _New system is built, installed and operational_ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Control Center – Courthouse basement</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Public Safety Office</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain 3 years after last action, then destroy <i>or until superseded</i></p>		
<p>19. Name and Title of Preparer Yvette A. Myers, Communications Chief</p>		<p>20. Telephone Number 410-535-3491</p>		<p>21. Date 9/9/2014</p>	

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>18</u> of <u>28</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County		2 DIVISION Public Safety		3 UNIT 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 Radio: Design and Planning Files				5 EARLIEST YEAR/LATEST YEAR _2013 TO Present_____	
6 INPUT - Identify source of information to be entered Administrative aide - Motorola			7 OUTPUT - Identify the use/s of information generated by system Tracking radio subscribers		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Radio subscriber data base for the entire county and surrounding jurisdictions					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessed by administrative staff, department head, radio consultant company					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updated daily by Administrative Aide or other designee. This is a living document.					
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 the designated T drive for the Communication Division in Radio Database folder, (on county server) used daily					
12 RECOMMENDED RETENTION ^{3 years or} Retain until superseded, obsolete or rescinded. Delete when no longer administratively useful					
13 TYPED OR PRINTED NAME OF PREPARER Yvette A. Myers		14 TELEPHONE NUMBER 410-535-3491		15 DATE 9/18/2014	
16 TITLE OF PREPARER Chief of Communications					
DGS 550-6					

<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>19</u> OF <u>28</u></p>	
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>		<p>2. Division Public Safety</p>		<p>3. Unit 911 Communications - Control Center</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 Radio: Equipment Procurement Files</p>			<p>5. Earliest Year/Latest Year _2013 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.) Documentation to include but not limited to: purchase orders, request for price documents, pricing sheets for radio manufacturers</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume _1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation _1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After _3_ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Control Center - Courthouse basement</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain 3 years after equipment disposed of, then destroy</p>		
<p>19. Name and Title of Preparer Yvette A. Myers, Communications Chief</p>		<p>20. Telephone Number 410-535-3491</p>		<p>21. Date 9/9/2014</p>	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>20</u> OF <u>28</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Public Safety</p>	<p>3. Unit 911 Communications - Control Center</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 Radio: Logs and Operation Files</p>	<p>5. Earliest Year/Latest Year 2005 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.) Radio repair logs - radio equipment that needs repair is logged and checked by the technician</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) on clip board in radio room until filed in the office</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Control Center - Courthouse basement</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 2 years after last entry, then destroy</p>	
<p>19. Name and Title of Preparer Yvette A. Myers, Communications Chief</p>	<p>20. Telephone Number 410-535-3491</p>	<p>21. Date 9/9/2014</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>21</u> OF <u>28</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Public Safety</p>	<p>3. Unit 911 Communications – Control Center</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 Radio: Maintenance and Service Records</p>	<p>5. Earliest Year/Latest Year _2006 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.) Documentation for installs and repair of mobile and portable radios, UPS equipment, and equipment at tower sites</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation _1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 3 years after last entry or action, then destroy _____</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Control Center – Courthouse basement</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 3 years after last entry or action, then destroy</p>	
<p>19. Name and Title of Preparer Yvette A. Myers, Communications Chief</p>	<p>20. Telephone Number 410-535-3491</p>	<p>21. Date 9/9/2014</p>

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>22</u> OF <u>28</u> <u>24</u> <u>28</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Public Safety</p>	<p>3. Unit 911 Communications - Control Center</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 Telecommunications: Bills and Invoices</p>	<p>5. Earliest Year/Latest Year _2004 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.) Documentation for installs and repair of telephone equipment at the main PSAP and the Back-up Center, monthly bills for the 911 trunks and local and long distance charges</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation _12_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ Number <input type="checkbox"/> Month(s) 5 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Control Center - Courthouse basement</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain 5 years or until audited, whichever is greater; then destroy</p>	
<p>19. Name and Title of Preparer Yvette A. Myers, Communications Chief</p>	<p>20. Telephone Number 410-535-3491</p>	<p>21. Date 9/9/201</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>23</u> OF <u>28</u></p>	
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>		<p>2. Division Public Safety</p>		<p>3. Unit 911 Communications – Control Center</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 Telecommunications: Equipment Installation Files</p>				<p>5. Earliest Year/Latest Year _2009 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume _1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation _1_ Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After _after installation and cut over_ Number Month(s) 3 Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Control Center – Courthouse basement</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain 3 years after installation, then destroy</p>		
<p>19. Name and Title of Preparer Yvette A. Myers, Communications Chief</p>		<p>20. Telephone Number 410-535-3491</p>		<p>21. Date 9/9/2014</p>	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1830</p>		<p>AGENCY RECORDS INVENTORY</p>	
		<p>PAGE <u>24</u> OF <u>28</u></p>			
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>		<p>2. Division Public Safety</p>		<p>3. Unit 911 Communications - Control Center</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 Daily Duties</p>			<p>5. Earliest Year/Latest Year <u>2010</u> 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.) Daily duty sheets used to record work activity of staff - submitted monthly</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation <u>34</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>			
<p>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 <u>employees evaluation is completed</u> Number Month(s) 1 Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Control Center - Courthouse basement</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention <u>1 year</u> Retain as long as administratively necessary then destroy.</p>		
<p>19. Name and Title of Preparer Yvette A. Myers, Communications Chief</p>		<p>20. Telephone Number 410-535-3491</p>		<p>21. Date 9/10/2014</p>	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>25</u> OF <u>28</u>	
1. Department/Agency County Commissioners of Calvert County, MD		2. Division Public Safety		3. Unit 911 Communications - Control Center	
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 Vacation or Work Schedules			5. Earliest Year/Latest Year _2007 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.) Shift work calendar - 12 months and employee leave slips					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _1_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation _1_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _2_ Number Month(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.) <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 2 years, then destroy		
19. Name and Title of Preparer Yvette A. Myers, Communications Chief		20. Telephone Number 410-535-3491		21. Date 9/10/2014	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">26 28 PAGE <u>20</u> OF <u>30</u></p>
<p>1. Department/Agency Calvert County Commissioners of Calvert County, MD</p>	<p>2. Division Public Safety</p>	<p>3. Unit 911 Communications – Control Center</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 Grant Paperwork</p>	<p>5. Earliest Year/Latest Year 2010 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.) Copies of records and financial paperwork for 911 Communications grants.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _1_ 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) Folder _____</p> <p>10. Annual Accumulation _1_ 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) Folder _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _5_ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Administrative Aide's Office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" 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 Five years after the completion of the grant.</p>	
<p>19. Name and Title of Preparer Yvette A. Myers – Chief of Communications</p>	<p>20. Telephone Number 410-535-3491</p>	<p>21. Date 11/20/2014</p>

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-788-1830	AGENCY RECORDS INVENTORY PAGE <u>27</u> OF <u>28</u>
1. Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Public Safety	3. Unit 9-1-1 Emergency Communications Control Center
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 Communications Projects Payment Request Records for Emergency Services Number Board		5. Earliest Year/Latest Year 2000 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 fiscal records submitted for payments to Finance & Budget for Communication projects and contracted services.		
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 type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume ___1___ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ 10. Annual Accumulation ___1___ 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) _____
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 ___5___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Administrative Aide's Office - Communications, secured area in the basement of courthouse	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 type="checkbox"/> None <input checked="" 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 Until no longer administratively necessary <i>5 years after project completion, then destroy</i>	
19. Name and Title of Preparer Yvette A. Myers - Chief of Communications	20. Telephone Number 410-535-3491	21. Date 11/16/2014

<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 style="font-size: 1.5em;">28 29</p> <p>PAGE <u>30</u> OF <u>30</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Public Safety</p>	<p>3. Unit 9-1-1 Emergency Communications Control Center</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 Invoice Payments & Check Request Forms</p>	<p>5. Earliest Year/Latest Year July 2010 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.) Copies of invoice payments forms and check request forms sent to Finance & Budget for invoice payment.</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 Tapes <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> 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) Folders _____</p> <hr/> <p>10. Annual Accumulation <u>1</u> 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) Folders _____</p>
<p>11. File Is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Administrative Aides Office – Communications secured area in the basement of the courthouse</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" 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 At the end of the fiscal year if paid in full. 2 years after paid in full</p>	
<p>19. Name and Title of Preparer Yvette A. Myers – Chief of Communications</p>	<p>20. Telephone Number 410-535-3491</p>	<p>21. Date 11/16/2014</p>