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

Schedule No. C1364

Page 1 of 4

Agency Coun	ty Commissioners of Calvert County, MD	Division/Unit Board of County Commissioners		
Item No.	Description		Retention	
-				

"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." **Agenda and Supporting Documentation Files** This series documents scheduled and/or published agendas and Permanent. Retain for 10 years public agendas and public notices of Board of County then transfer to Maryland State Commissioners of Calvert County (the "Commissioners") Archives for permanent meetings, along with materials reviewed or used by the retention. Commissioners in making decisions. May also include other items presented to the Commissioners or introduced by one or more of the Commissioners. **Index to Minutes** 2 This series consists of paper, micro film or electronic indexes of Permanent. Retain for 10 years contents of Commissioners minutes. then transfer to Maryland State Archives for permanent retention.

Schedule App	proved by Department, Agency,	Schedule Authorized by State Archivist		
or Division R Date 21 MY	Representative.	Date	9.16.16	
Signature	Evan K. Slaugentoup)		4-0	

Signature

Title President, Board of County
Commissioners of Calvert County, MD

DGS 550-1

Typed Name Evan K. Slaughenhoupt, Jr

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

Schedule No. C/364

Page 2

of 4

Agency
County Commissioners of Calvert County, MD

Division/Unit
Board of County Commissioners

Item No.	Description	Retention
3	Vacant	
4	Minutes	
	This series consists of documents of any meeting (public, electronic, or closed) of the Commissioners. Minutes ceased in 2011 and were replaced with audio and video recordings.	Permanent. Retain for 10 years then transfer to Maryland State Archives for permanent retention.
5	Recordings of BOCC Meetings (Audio)	
	This series documents actions taken by the Board of County Commissioners. Minutes ceased in 2011 and were replaced with audio and video recordings.	Permanent. Retain for 10 years, then transfer to the Maryland State Archives for permanent retention.
6	Recordings of BOCC Meetings (Video)	Permanent. Retain for 10
	Used to document actions taken by the Board of County Commissioners. Minutes ceased in 2011 and were replaced with audio and video recordings.	years, then transfer to the Maryland State Archives for permanent retention.
		:

DGS 550-1A

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

Schedule No. C1364

Page 3

of ` 4

Agency
County Commissioners of Calvert County, MD

Division/Unit
Board of County Commissioners

Item No.	Description	Retention
7	Email Accounts for Clerk and Administrative Aide to the Board of County Commissioners	
	This series documents the email accounts of the Clerk of the Board of County Commissioner and the Administrative Aide to the Board of County Commissioners.	Retain 1 year and destroy material that is no longer needed for current business, with the following exception: Transfer any material that
÷		serves to document the origin, development, and accomplishments of the office and has continuing
		administrative, fiscal, legal or historical value to the Maryland State Archives for permanent retention.
8	Vacant-Series was merged with related material	
9	Vacant-Series was merged with related material	
10	Annual Disclosure of Economic Interests	
•	This series consists of the disclosure of economic interest forms filed by the Commissioners, County employees and members of commissions and boards as required by the Code of Calvert County.	Retain 3 years then destroy.

DGS 550-1A

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

Schedule No. C1364

Page 4 of

Agency
County Commissioners of Calvert County, MD

Division/Unit
Board of County Commissioners

Item	Description	Retention
No. 11	Correspondent/Subject Files-Boards/Commissions-Chairperson	
	This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to. Paper and e-mail.	Retain 3 years then destroy.
12	Correspondence/Subject Files-Boards/Commissions-Except Chairperson	
	This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.	Retain for 3 years then destroy.
13	Check Requests	
	This series documents coincides with invoices for payment, originals are submitted to Finance and Budget for check payments.	Retain 1 fiscal year then destroy.
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DGS 550-1A

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT GENERAL SERVI RECORDS MANAG				
	DIVISION		PAGE 1 OF		
	7275 Waterloo Road		.o.		
		3ox 275			
		Maryland 2079 10-799-1930	94		
1. Department/Agency	2. Division		3. Unit		
Board of County Commissioners for	Board of C	ounty			
Calvert County, Maryland	Commissio	oners			
DEFINITION: RECORD SERIES: A group of related records normally filed and 4. Record Series Title	used as a un	it for reference	e as well as retention and disposition purposes. 5. Earliest Year/Latest Year		
Agendas and Supporting Documentation Files		:	2008 to Present		
6. Record Series Description (Briefly describe the types of information/documents this series documents scheduled and/or published agendas and public notices meetings, along with materials reviewed or used by the Commissioners in making introduced by one or more of the Commissioners.	of the Board	i of County Co	ommissioners of Calvert County (the "Commissioners")		
7. Record Series Format(s) List all	8. R	ecord Series	9. Valume		
■ Letter Size	Seq	uence	Number 12		
	🗖	Alphabetical	etical		
☐ Legal Size ☐ Computer Tape		Numerical			
Audio Tape Floppy Disk	157	Chrenological	Computer Tape(s)		
☐ Bound Book ☐ Video Tape		Chienbiogical	Other (specify)		
Other (specify)	☐ Geog		10. Annual Accumulation		
	0	Other (specify)	Number 2 .		
11. File is Used		12 File	Becomes inactive After		
☑ Daily ☐ Weskly ☐ Monthly ☐ Annually		Number			
13. Current Location(s) (Bldg., Floor, Room) Counthouse, 2 nd Floor, Copy Room (2009 – 2013)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes No		
Courthouse, 2 nd Floor, Clerk to the Board of County Commissioners' Office (2014) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		15 Au	16. Audit Requirements		
Yes No		16. AU	ni requirements		
Executive Session items, which are closed to the public pursuant to pursuant to General Provisions Arti Annotated Code of Maryland	icle 3-305 of the		☑ None ☐ State ☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements		18. R	18. Recommended Retention		
□ tes ☑ wo	☐ Yes No				
19. Name and Title of Preparer	20.		21. Date		
Maureen L. Frederick,		lephone	9/19/14		
Clerk to the Board of County Commissioners		ımber 0-535-			
	1	00, ext.			
	22	· ·	i		

	•			AGENCY RECORDS INVENTORY		
· · · · · · · · · · · · · · · · · · ·			MENT OF GENERAL SERVICES		AGENCY RECORDS INVENTORY	
new or revised record series. Forward with	RECO	ORDS MANAG	EMENT DIVISION		10	
Records Retention Schedule (DGS 550-1)	727	ad, P.O. Box 2	275	PAGE 2 OF		
		land 20794		,		
	410-799-1930					
Department/Agency	2. Divisio	'n			3. Unit	
Board of County Commissioners for	Board of	County Commi	ssioners			
Calvert County, Maryland						
DEFINITION: RECORD SERIES: A group of related re	ecords norm	ially filed and u	ised as a unit f			
4. Record Series Title					st Year/Latest Year	
Index to Minutes				1996	– 1998 / 2001 – 2004 / 2007 - 2011	
6. Record Series Description (Briefly describe the type	es of informa	ation/document	ls/forms found	in the sen	es. Include the purpose or function of the series.)	
This series consists of paper, microfilm, or electronic i	ndexes of c	ontents of Com	nmissioners mi	inutes.		
•						
					,	
7. Record Series Format(s) List #il	-	8. Record Series	Sequence	9. Volume		
			•			
■ Letter Size		Alphabetical		Number	1	
Legal Size Computer Tape		Numerical			dat	
C regal cize Computer rape				File On	* *	
Audio Tape Floppy Disk		Chronologica	al .	ı =	Computer Tape(s)	
_		<u> </u>		Other (specify) Box		
Bound Book Video Tape		Geographica	1			
Other (specify)		Other (specify)		10. Annual Accumulation		
		G on a (drawn))		Number 1	Number 1	
					_	
·				File Drawer(s)		
				Microfilm Real(s)		
				☐ Computer Tape(s) ☑ Other (specify) File Folder		
11. File is Used As needed			12. File Becom	2. File Becomes Inactive After		
☐ Daily 🛛 Weekly 🔲 Monthly 🔲 Annuali	y		Number	1 🗆	Month(e)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Courthouse, 2nd Floor, Clerk to the Board of County Commissioners' (Office		Yes	⊠ No		
15. Access Restrictions (if Yes, cite Law(s) & Regulation(a) ☑ Yes □ No			16. Audit Requ	uirements		
Executive Session items, which are closed to the public pursuant to G	eneral Provision	ns Article 3-305	⊠ None	□ State □	Federal Independent	
of the Annotated Code of Maryland.						
					·	
17. Is an Index System used? If yes, explain briefly and describe requ	airements	•	18. Recommended Retention		Retention	
☐ Yes ☑ No			Retain perr	nanently.		
19. Name and Title of Preparer		20 Tolonka	no Number	21. Date		
		20. Telephor				
Maureen L. Frederick,		410-535-160	JU, 8XT. 22U2	9/19/14		
Clerk to the Board of County Commissioners				1	·	

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Instructions –Type or Print a separate form for each new or	DEPARTMENT OF GENERAL		.	AGENCY RECORDS INVENTORY
revised record series. Forward with Records Retention	SERVICES			
Schedule (DGS 550-1) RECORDS MANAGEME				3 10 PAGE # OF 13
7275 Waterloo Road, P.O				PAGE OF 3
			., 5	
	Jessup, Maryland 20794 410-799-1930			
Department/Agency	2. Division			3. Unit
Board of County Commissioners for	Board of County Commission	oners		
Calvert County, Maryland				
DECIMITION: DECORD SERIES. A season of selected assets	nolly filed and seed as a seek	e-		a wall as ententian and disposition are
DEFINITION: RECORD SERIES: A group of related records norm 4. Record Series Title	nany illeo ano useo as a unit 1	or refer	ence as	s well as retention and disposition purposes. 5. Earliest Year/Latest Year
Minutes				1918 - 2011
IVIII IGIGG				1810-2011
Record Series Description (Briefly describe the types of inform	ation/documents/forms found	in the s	eries	Include the numose or function of the series \
This series consists of documents of any meeting (public, electro				include the purpose of function of the series.
	or accourt of the confilling		•	
7. Record Series Format(s) List all	<u> </u>	8. Reco	ırd	9. Volume
		Series		
□ Letter Size □ Microfilm		Sequen	ice	Number 6
☑ Legal Size ☐ Computer Tape				☑ File Orawer(s)
		Alphabi	etical	Microfilm Real(s)
Audio Tape		Nur	nerical	Computer Tape(s) Other (specify) Box
⊠ Bound Book		☐ Numencal		
Other (specify)Photographs		Chrono	logical	10. Annual Accumulation
· · · · · · · · · · · · · · · · · · ·				Number 0 – Minutes are no longer being taken; Audio and Video
		Geogra	phical	Recordings
				are replacing ☐ File Drawer(s)
		Cspecify		☐ Microfilm Reel(s)
			-	Computer Tape(s) Other (specify)
11. File is Used As needed			43 57	
11. File is Used As needed			12. FIN	e Becomes Inactive After
Daily Weekly Monthly Annually			Numbe	er 1 Month(s) 🔀 Year(s)
13. Current Location(s) (Bldg., Floor, Room)		1		Record Series Duplicated Elsewhere? (If yes, specify agency or
Courthouse, Lower Level, Storage Room (1918 – 1993) Courthouse, 2 nd Floor, Clerk to the Board of County Commissioners' Office (1993 – 2	2011)		office.))] Yes
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No			16. Audit Requirements	
Executive Session items, which are closed to the public pursuant to pursuant to Gen	eral Provisions Article 3-305 of the Ann	of the Annotated		None State Federal Independent
Code of Maryland				
17. Is an Index System used? If yes, explain briefly and describe requirements			18	Recommended Retention
☐ Yes No				in permanently.
			1 vera	por manuy.
19. Name and Title of Preparer		20.		21. Date
Maureen L. Frederick,		Telep	hone	9/19/14
Clerk to the Board of County Commissioners		Numb	oer	
		410-5	35-	
		1600	ext.	
	2202			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	DEPARTMENT OF GENERAL SERVI RECORDS MANAGEMENT DIVISION					
ELECTRONIC RECORD SERIES. FORWARD	7275 WATERLOO ROAD, P.O. BOX	275				
WITH RECORDS RETENTION SCHEDULE (DGS	JESSUP, MARYLAND 20794 (410) 799-1930	Page 5 of 13				
550-1)	(4.0).00-1000					
COMAR 14.18.04		:				
1 DEPARTMENT/AGENCY	2 DIVISION	3 UNIT				
Board of County Commissioners for Calvert County, Maryland	Board of County Commissioners					
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					
Recordings of BOCC Meetings (Audio)	1990 to Present				
6 INPUT - Identify source of information to		fy the use/s of information generated by system				
- Audio cassette tapes, Audio recordings via	- Used to docume Commissioners.	nt actions taken by the Board of County				
8 ELECTRONIC RECORD SERIES DESCR						
	contained in a series. In	clude purpose and function of the system.				
 This series documents actions taken by the E	Board of County Commissioners	,				
,	,					
9 POLICY ON ACCESS AND USE - Evols	in or attach copy if established in wri	ina				
9 POLICY ON ACCESS AND USE - Expla	in or attach copy if established in wri	ting.				
9 POLICY ON ACCESS AND USE - Expla Board of County Commissioners and County		•				
Board of County Commissioners and County	Administrator staff have access to the	nese recordings.				
·	Administrator staff have access to the	nese recordings.				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS	Administrator staff have access to the AND RULES FOR REVISING INFOR	nese recordings.				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS	Administrator staff have access to the AND RULES FOR REVISING INFOR	RMATION IN THE SYSTEM				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Bo	Administrator staff have access to the AND RULES FOR REVISING INFOR	RMATION IN THE SYSTEM				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS A Updating may be completed by staff in the Boservices.	Administrator staff have access to the AND RULES FOR REVISING INFORmard of County Commissioners' office	RMATION IN THE SYSTEM e, County Administrator's office or Technology				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Bo	Administrator staff have access to the AND RULES FOR REVISING INFORmard of County Commissioners' office OF THE MAIN ELECTRONIC DATA	RMATION IN THE SYSTEM e, County Administrator's office or Technology FILE. Explain the progression established to				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Boservices. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability	Administrator staff have access to the AND RULES FOR REVISING INFORMATION OF THE MAIN ELECTRONIC DATA by throughout the record's authorized	RMATION IN THE SYSTEM e, County Administrator's office or Technology FILE. Explain the progression established to life cycle.				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Boservices. 11 SPECIFY THE LOCATION AND MEDIA	Administrator staff have access to the AND RULES FOR REVISING INFORMATION OF THE MAIN ELECTRONIC DATA by throughout the record's authorized	RMATION IN THE SYSTEM e, County Administrator's office or Technology FILE. Explain the progression established to life cycle.				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Boservices. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability	Administrator staff have access to the AND RULES FOR REVISING INFORMATION OF THE MAIN ELECTRONIC DATA by throughout the record's authorized	RMATION IN THE SYSTEM e, County Administrator's office or Technology FILE. Explain the progression established to life cycle.				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Boservices. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Devices may be updated, as needed, to ensure the record of the second of	Administrator staff have access to the AND RULES FOR REVISING INFORmard of County Commissioners' office of the MAIN ELECTRONIC DATA and the throughout the record's authorized are review through upgraded technological and the statement of the st	RMATION IN THE SYSTEM e, County Administrator's office or Technology FILE. Explain the progression established to life cycle.				
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Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Boservices. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Devices may be updated, as needed, to ensure the record of the second of	Administrator staff have access to the AND RULES FOR REVISING INFORmard of County Commissioners' office of the MAIN ELECTRONIC DATA and the throughout the record's authorized are review through upgraded technological and the statement of the st	RMATION IN THE SYSTEM e, County Administrator's office or Technology FILE. Explain the progression established to life cycle.				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Boservices. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Devices may be updated, as needed, to ensure the present - Retain permanently; all other accordance with standard archival practices 13 TYPED OR PRINTED NAME OF	Administrator staff have access to the AND RULES FOR REVISING INFORmard of County Commissioners' office of the MAIN ELECTRONIC DATA and the throughout the record's authorized are review through upgraded technological and the statement of the st	RMATION IN THE SYSTEM e, County Administrator's office or Technology FILE. Explain the progression established to life cycle.				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Boservices. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Devices may be updated, as needed, to ensure the present as needed, the present as need	Administrator staff have access to the AND RULES FOR REVISING INFORMATION OF THE MAIN ELECTRONIC DATA of throughout the record's authorized are review through upgraded technologies may be offered to the Maryland Andrews and the staff of the Maryland Andrews are may be offered to the	RMATION IN THE SYSTEM e, County Administrator's office or Technology FILE. Explain the progression established to life cycle. ogy.				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Boservices. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Devices may be updated, as needed, to ensure the present - Retain permanently; all other accordance with standard archival practices 13 TYPED OR PRINTED NAME OF PREPARER Maureen L. Frederick	Administrator staff have access to the AND RULES FOR REVISING INFORMATION OF THE MAIN ELECTRONIC DATA of throughout the record's authorized are review through upgraded technologies may be offered to the Maryland ATTELEPHONE NUMBER	RMATION IN THE SYSTEM e, County Administrator's office or Technology FILE. Explain the progression established to life cycle. Ogy. Archives. Archives may purge records in				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Boservices. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Devices may be updated, as needed, to ensure the present - Retain permanently; all oth accordance with standard archival practices 13 TYPED OR PRINTED NAME OF PREPARER Maureen L. Frederick 16 TITLE OF PREPARER	Administrator staff have access to the AND RULES FOR REVISING INFORMATION of County Commissioners' office of the Main Electronic Data of the Main Electronic Data of the Maryland of the Maryl	RMATION IN THE SYSTEM e, County Administrator's office or Technology FILE. Explain the progression established to life cycle. Ogy. Archives. Archives may purge records in				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Boservices. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Devices may be updated, as needed, to ensure the permanently; all other accordance with standard archival practices 13 TYPED OR PRINTED NAME OF PREPARER Maureen L. Frederick 16 TITLE OF PREPARER Clerk to the Board of County Commission	Administrator staff have access to the AND RULES FOR REVISING INFORMATION of County Commissioners' office of the Main Electronic Data of the Main Electronic Data of the Maryland of the Maryl	RMATION IN THE SYSTEM e, County Administrator's office or Technology FILE. Explain the progression established to life cycle. Ogy. Archives. Archives may purge records in				
Board of County Commissioners and County 10 UPDATING CYCLES OR CONDITIONS Updating may be completed by staff in the Boservices. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Devices may be updated, as needed, to ensure the present - Retain permanently; all oth accordance with standard archival practices 13 TYPED OR PRINTED NAME OF PREPARER Maureen L. Frederick 16 TITLE OF PREPARER	Administrator staff have access to the AND RULES FOR REVISING INFORMATION of County Commissioners' office of the Main Electronic Data of the Main Electronic Data of the Maryland of the Maryl	RMATION IN THE SYSTEM e, County Administrator's office or Technology FILE. Explain the progression established to life cycle. Ogy. Archives. Archives may purge records in 15 DATE 9/25/14				

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ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page j oof 13					
1 DEPARTMENT/AGENCY	2 DIVISION	!	3 UNIT					
Board of County Commissioners for Calvert County, Maryland	Board of Count	y Commissioners						
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 Recordings of BOCC Meetings (Video)		5 EARLIEST YEAR/LATEST YEAR 2008 to Present					
6 INPUT - Identify source of information to Video Recordings of Board of County Commit Meetings		-	use/s of information generated by system					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.					
- Used to document actions taken by the Board of County Commissioners.								
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.						
Board of County Commissioners and County	Administrator st	aff have access to these re	ecordings.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updating may be completed by staff in the Board of County Commissioners' office, County Administrator's office or Technology Services.								
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit								
Devices may be updated, as needed, to ens	ure review throu	gh upgraded technology.						
12 RECOMMENDED RETENTION 2011 to present - Retain permanently; all others may be offered to the Maryland Archives. Archives may purge records in accordance with standard archival practices								
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE					
Maureen L. Frederick	410-535-1600,	x2202	9/25/2014					
16 TITLE OF PREPARER Clerk to the Board of County Commissio	ners							
DGS 550-6								

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY				
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04			Page 7 of 13				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Board of County Commissioners for Calvert County, Maryland	Board of Count	y Commissioners					
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				
Email Accounts (Maureen Frederick a	ınd Elizabeth	Tolomei)	2010 to Present (Maureen Frederick) 2012 to Present (Lisa Tolomei)				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the o	use/s of information generated by system				
User creates emails as needed to correspond and external sources.	with internal	Daily exchange between	internal and external sources.				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include					
contained in a series. Include purpose and function of the system. This series documents the email accounts of the Clerk to the Board of County Commissioners (Maureen Frederick) and the Administrative Aide to the Board of County Commissioners (Lisa Tolomei).							
9 POLICY ON ACCESS AND USE - Expla	in or attach conv	if established in writing					
Access restricted to individual user (passwor		in cotabilotica in writing.	,				
<u> </u>							
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM				
Only individual user can revise information (p	assword needed	d).					
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability							
The program is located on the server within the Department of Technology Services.							
12 RECOMMENDED RETENTION Retained as long as administratively necessary, then delete. I year, then screen							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
Maureen L. Frederick	410-535-1600,	x2202	9/25/2014				
16 TITLE OF PREPARER Clerk to the Board of County Commission	ners						
DGS 550-6							

Instanctions Tune or Print a consent form for	ARTMENT OF GENERAL SERVICES		N//CES	AGENCY RECORDS INVENTORY	
InstructionsType or Print a separate form for each new or revised record series. Forward	CORDS MANA				
with Records Retention Schedule (DGS 550-1)					PAGEJCOF JO
)	Jessup, Maryland 20794				PAGE/COF.)
		410-7	99-1930		
, ,	1. Department/Agency 2. Division				3. Unit
Board of County Commissioners	Board of Co	unty Commissia	oners		
				•	•
DEFINITION: RECORD SERIES: A group of relate	ed records nor	mally filed and	used as a unit i		
Record Series Title Annual Disclosure of Economic Intere	ests			5. Earliest Y 2009 to 2	ear/Latest Year
Annual Discissario di Escrictimo inter-				2005102	
6. Record Series Description (Briefly describe the	types of inform	nation/documen	its/forms found	in the series.	Include the purpose or function of the series.)
	_				
This series consists of the disclosure member of commissions and boards					mmissioners, County employees and
member of commissions and boulds	us require	u by the oo		. County	
7. Record Series Format(s) List all	8. Rec	cord Series Sequence	8	9. Volume 1 box	
☑ Letter Size ☐ Microfilm	⊠ ∧	phabetical		Number	
Legal Size Computer Tape	_ N	umerical		File Drawer	(e)
☐ Audio Tape ☐ Floppy Disk		wonological		Microfilm Re	
☐ Bound Book ☐ Video Tape		-		Other (spec	ify)
				10. Annual Accumulation	
Other (specify)		Other (specify) Department then eighabetical		1 Number	
•		a superior and a supe		_	
				File Drawer	• •
				Computer 1	lape(s)
		ı		Other (spec	:ify)
11. File is Used	•	12. File Becomes	Inactive After	<u> </u>	
□ Daily □ Weekly □ Monthly ☒ An	nually	FIVE Number	☐ Month(s)		
	·	Year(s)		_	
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere?		where?	•
Courthouse Lower Level File (2009-2012) County Commissioners Office - Suite A203 (2013)		(If yes, specify agency or office.) . □ Yes ☒ No		Ì	•
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)		18. Audit Requir		-	
Tis. Access restrictions (if Yes, die Law(s) & Regulation(s)				İ	
1		None [independent	State Feder	nal 🔲 📗	
17. is an Index System used? If yes, explain briefly and describe ☐ Yes ☑ No	18. Recomn	nended Retenti	ion		
	TUBERNE	.DC			
	THREE YEA	IKS	ŧ		
19. Name and Title of Preparer	20. Tele	<u>ll</u>	21. Date		
Lisa G. Tolomei, Administrative Aide	Numbe	•	9/19/14		
	410-53				

DGS 550-4 (Rev. 1/93)

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 DEFINITION: RECORD SERIES: A group of related record. 4. Record Series Title Correspondence/Subject files-Boards/Comm	2. Divisi Board o	of County Commissioners	DIVISION Box 275 04 Division reference :	AGENCY RECORDS INVENTORY PAGE OF 13 3. Unit as well as retention and disposition purposes. st Year/Latest Year o 2014						
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.										
7. Record Series Format(s) List all	t all									
☑ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape		Alphabetical Numerical	Microfilm	File Drawer(s) Microfilm Reek(s) Computer Tape(s)						
☐ Audio Tape ☐ Floppy Disk	ו	Chronological	Other (s							
☐ Bound Book ☐ Video Tape	1	Geographical	10. Annual a	10. Annual Accumulation						
Other (specify)	[Other (specify)	Number	Number						
			Microfile	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)						
11. File is Used	12. File Becomes Inactive a FIVE Number Year(s)	After Month(s)								
13. Current Location(s) (Bidg., Floor, Room) Courthouse Lower Level File (2008-2012) County Commissioners Office - Suite A203 (2014)	14. Is Record Series Duplik Elsewhere? (If yes, specif or office.) Yes X No	ll.								
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 requirement Yes No	18. Recommended Retention THREE YEARS									
19. Name and Title of Preparer Lisa G. Tolomei, Administrative Aide	Nun	Telephone 21. Date 9/19/14 9-535-2160								

Instructions Time or Driet a constate form for each year or			0E 0ENE	DAI	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or DEP/ revised record series. Forward with Records Retention			OF GENE CES	KAL			
Schedule (DGS 550-1)	SERVICES RECORDS MANAGEME			IVISION	PAGE FOF 13		
Contable (DGC 550°1)	7275 Waterloo Road, P.O. B				PAGE FOF JO		
	Jessup, Maryland 20794						
		410-799		•			
Department/Agency	2. Division				3. Unit		
Board of County Commissioners	d of County Commissioners Board of			8	·		
DEFINITION: RECORD SERIES: A group of related records norm	ally filed a	and used as a	unit for re		s well as retention and disposition purposes. est Year/Latest Year		
4. Record Series Title Correspondence/Subject files-Boards/Commissic	ne-Eva						
Chairperson .	/IIS-EAU	ept		2009	2009 to 2014		
6. Record Series Description (Briefly describe the types of information)	ation/docu	ments/forms f	ound in th	e series.	Include the purpose or function of the series.)		
This series documents incoming and outgoing le		nemoranda	, faxes,	notes,	and their attachments, in any physical		
format including, but not limited to, paper and e-r	mail.						
7. Record Series Format(s) List all	8.	8. Record Series Sequence		9. Volume	Volume1 Number		
☑ Letter Size ☐ Microfilm	. 12				awer(s)		
Legal Size Computer Tape				. Compu	Microfilm Reaks) Computer Tape(s)		
☐ Audio Tape ☐ Floppy Disk		Chronological	Other ((specify)		
☐ Bound Book ☐ Video Tape	_	Geographical		10. Annual			
Other (specify)					. Sile Drawer(s)		
		Other (specify)		Microfilm Reel(s) Computer Tape(s) Other (specify)			
11. File is Used	•		comes Inactiv	•			
☐ Daily ☐ Weekly ☒ Monthly ☐ Annually		After THREE			•		
Comp Controlly Controlly		Number	[o ∥			
		Month(s)	X Year(s)	- 1	•		
13. Current Location(s) (Bidg., Floor; Room)		14. Is Reco	rd Series				
Courthouse Lower Level File (2010-2013)		,	Elsewhere?	(If			
County Commissioners Office - Suite A203 (2014)		yes, specify office.)	r ágency o _r	į			
		Ye:	s 🖾 No	.			
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)		16. Audit F	lequirements				
☐ Yes No		P	🗆 🖘 :				
			None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
					•		
				ŀ			
			YEARS				
1							
19. Name and Title of Preparer	20. T			 e	·		
Lisa G. Tolomei, Administrative Aide		nber	9/19/14		_		

410-535-2160

To a Dank and for the					AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward		PARTMENT OF GE ECORDS MANAG					
with Records Retention Schedule (DGS 550-1)					10 10 PAGE (5 0F) 3		
Will Necolds Neterlian Contactic (DCC 000-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			3	PAGE SOF 3		
	410-789-1930				·		
Department/Agency	2. Division				3. Unit		
Board of County Commissioners for	Board of C	ounty Commission	ners				
Calvert County, Maryland							
DEFINITION: RECORD SERIES: A group of relate	d rangeda na	andly flad and	and on a wall fam				
4. Record Series Title	iu records ne	arriany med and us	sed as a unit to	["	Earliest Year/Latest Year		
Check Requests				2012 to Present			
<u>.</u>							
6. Record Series Description (Briefly describe the t	ypes of infor	mation/documents	s/forms found in	the series. In	nclude the purpose or function of the series.)		
This series documents coincides with invoices for p	payment, orig	ginals are submitte	ed to Finance ar	nd Budget for	check payments, once paid – these documents		
can be destroyed.							
7. Record Series Format(s) List all	8	l. Record Series Sequen	ce	9. Volume			
Letter Size	0	Alphabetical		Number	12		
Legal Size Computer Tape	ן נ	Numerical		⊠ File Drawer(s)			
Audio Tape Floppy Disk	Chronotogical						
Bound Book Video Tape	☐ Geographical						
Other (specify)	Other (specify)			10. Annual Ac	participation (Control of the Control of the Contro		
				Number 2	:		
				File Drawer(s)			
				Microfilm Reet(s)			
				Computer Tape(s) Other (specify)			
11. File is Used	12. File Become	s inactive After					
🗋 Daily 🛛 Weekly 🔲 Monthly 🔲 And	nually	Number 1	Month(s) 			
		Year(s)					
			<u>.</u> .				
13. Current Location(s) (Bkdg., Floor, Room) Courthouse, 2 nd Floor, Copy Room (2012 – Present)		14. Is Record S yes, specify age	eries Duplicated Else	where? (If			
	Yes, specify age	No	•				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requ	irements		·			
☐ Yes ☑ No							
	enoff 🔀 Independent	State Feder	al 🗌				
	ii Aopendoni						
17. ts an Index System used? If yes, explain briefly and describe r ☐ Yes ☑ No	18. Recom	mended Retenti	on				
☐ Yes 🔼 No	Retain 1 Fis	ical year then de	estroy.				
,							
19. Name and Title of Preparer	20. T	elephone	21. Date				
Lisa G. Tolomei,		Number 10/6/1					
Administrative Aide		410-535-1600, ext.					
	2214		1				