	EPARTMENT OF GENERAL RECORDS MANAGEMENT		Schedule No. C1302				
RE	CORDS RETENTION AND DISP	Page 1 of 6					
Agency County (Agency Division/Unit County Commissioners of Calvert County, MD County Administrator						
Item No.	Descript	tion	Retention				
	"The issuance of a legal hold by the overrides any portion of this recor- schedule that otherwise calls for the destruction of records subject to the been released by the County Attor- is subject to a legal hold may be a transferred, or destroyed, even if date has passed. Any person prep- transfer, or destroy a record must litigation hold applies to the recor-	rd retention policy or he disposal, transfer, or he hold, until the hold has rney's Office. No record that ltered, disposed of, the scheduled destruction paring to alter, dispose of, t ascertain whether a					
1	TRIM(HP Records Manager Pro						
	This series documents citizen comp (internal and external) preliminary is background material, and responses from #9 and #13 listed on this Scher scanned to Maryland State Archives	Retain in accordance with the retention period of the series from which content is derived.					
2	Ordinances and Resolutions						
	This series documents the adoption by the Calvert County Board of Con Includes legislation and bill numbers, clates passe	unty Commissioners.	Permanent. Retain for 3 years, then transfer to the Maryland State Archives for permanent retention. Index is transferred alongside annual legislation.				
	proved by Department, Agency,	Schedule Authorized by State	Archivist				
or Division Representative. Date $5/2/16$		Date <u> </u>	6.[4				
Signature	Jerry L. Shannon		Lit				
Typed Name	Terry L. Shannon	Signature	100				
Title Count	y Administrator						

•

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

Schedule No. C1302

•

,	(Continuation Sheet)	Page 2 of 6		
Agency County Co	ommissioners of Calvert County, MD Count	Division/Unit y Administrator		
Item No.	Description	Retention		
3.	Email accounts for County Administrator and Executive Administrative Assistant to the County Administrator			
	This series documents the email account of the County Administrator and the Executive Administrative Assistant to the County Administrator.	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuous administrative, fiscal, legal or historical value.		
4	Ordinances and Resolutions Database			
•	Reference database used for accessing text from the county ordinances and resolutions.	Retain data until ordinance or resolution is superseded or rescinded, then delete.		
- 5	Vacant-Series was merged with related material			
6	Vacant-Series was merged with related material			
7	Citizen Complaint and General Files-CorrTrack			
	This series documents citizen complaints, general information (internal and external), preliminary investigations, findings, background material, and responses.	Retain 1 year after last action then destroy.		

DGS 550-1A

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

. .

.

Schedule No. C1302

Page 3 of 6

.

,

Agency County C	ommissioners of Calvert County, MD County	· Division/Unit Administrator	
Item No.	Description	Retention	
8	General Correspondence/Subject Files		
	This series consists of incoming and outgoing letters, memoranda, faxes, notes, and their attachments.	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuous administrative, fiscal, legal or historical value.	
9	Citizen Complaint and General Files		
	This series documents citizen complaints, general information (internal and external), preliminary investigations, findings, background material, and responses.	Retain 1 year after last action then destroy.	
10	Deeds, Property Files and Agreements		
	This series documents County ownership of real property as well as agreements with various organizations.	Retain 10 years after disposal of property then destroy.	

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

Schedule No. C1302

,

ł

RI	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 4 of 6			
Agency County Co	mmissioners of Calvert County, MD County	Division/Unit Administrator			
Item No.	Description	Retention			
11	Vacant-Series was the same as #2 listed above				
12	Automotive: Vehicle Titles and Motor Vehicle Administration Correspondence				
	This series documents the legal ownership and titling of vehicles along with other correspondence related to the Motor Vehicle Administration.	Retain as long as vehicle is in possession of agency, then destroy.			
13	Directives	``````````````````````````````````````			
	This series documents directives from the Board of County Commissioners.	Retain for 3 years after last action, then destroy.			
14	County Policies				
	This series documents Calvert County Government Policies and Procedures.	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuous administrative, fiscal, legal or historical value.			

. .

DGS 550-1A

.

1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) Agency County Commissioners of Calvert County, MD			Schedule No. C1302					
		Page 5 of			6			
		County	Division/Unit County Administrator					
Item Description No.]	Reten	tion		
15	Budget Books (Copies) and Budget Worksheets							

15	Budget Books (Copies) and Budget Worksheets	
	This series documents proposed and approved budgets by the Board of County Commissioners.	Retain for 2 years, then destroy.
16	Vacant	
17	Payroll Time Sheets This series consists of copies of Payroll time Sheets that are prepared bi-weekly.	Retain for 2 years then destroy.
18	Office Instructions or Procedures (Internal Use) This series consists of internal guidelines, policies, or instructions for the operation of an office or a function.	Retain until superseded, then destroy.
19	Personnel Files (copies) This series documents Department Head Personnel Files maintained by the County Administrator.	Retain for 2 years after separation of employee, then destroy.

DGS 550-1A

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

i .

.

Schedule No. C1302

.

.

.

	(Continuation Sheet)	Page 6 of 6
Agency County C	Commissioners of Calvert County, MD County	Division/Unit Administrator
Item No.	Description	Retention
20	Projects	
	This series documents various projects assigned to the Executive Administrative Assistant to the County Administrator.	Retain for 3 years after completion of project, then screen and destroy with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuous administrative, fiscal, legal or historical value.
21	Invoices/Purchase Orders	
	This series documents copies of purchase orders and related invoices for items budgeted each fiscal year.	Retain for 3 years, then destroy.

DGS 550-1A

•

•

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 1 of			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Board of County Commissioners for Calvert County, Maryland	County Admini	strator				
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
TRIM (Records Manager Program)	نه <i>ا</i>		2009 to Present			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
Citizen emails and correspondence, as well a and internal emails and correspondence.	as external	Used to track actions ass	igned to Department Heads.			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information tained in a series. Include	n/documents/forms purpose and function of the system.			
This series documents citizen complaints, ge background material, and responses.	This series documents citizen complaints, general information (internal and external) preliminary investigations, findings, background material, and responses.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.						
Board of County Commissioners and designation	ated staff have a	ccess to this program.				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM			
Executive Administrative Assistant to the Courrevise information in the system.	Executive Administrative Assistant to the County Administrator and staff from the Department of Technology Services can revise information in the system.					
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit						
The program is located on the server within the Department of Technology Services.						
12 RECOMMENDED RETENTION Retain as long as server can accommodate then delete. According to retention of content from which it is derived						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHC	NE NUMBER	15 DATE			
Lisa M. Viverette	410-535-1600,	x2201	9/18/2014			
16 TITLE OF PREPARER Executive Administrative Assistant to the County Administrator						
DGS 550-6						

•

				· · · · · · · · · · · · · · · · · · ·		
Instructions –Type or Print a separate form for		OF GENERAL SE		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward		ANAGEMENT DIVI		· ·		
with Records Retention Schedule (DGS 550-1)	7275 Waterle	oo Road, P.O. Box	275	· 2. 16 PAGES OF 15		
		, Maryland 20794				
1. Department/Agency	2. Division	410-799-1930		3. Unit		
Board of Calvert County Commissioners for	County Administr	ator				
Calvert County, Maryland						
DEFINITION: RECORD SERIES: A group of relate	l ed records normally	filed and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
Ordinances and Resolutions			1971	to Present		
6. Record Series Description (Briefly describe the	types of information	n/documents/forms	found in t	he series. Include the purpose or function of the		
series.)			_			
This series documents the adoption of ordinances	and resolutions by	the Commissioner	S.			
				•		
7. Record Series Format(s) List all	6. Recor	d Series Sequence	9. Voturne	······ ··· ··· ··· ··· ··· ··· ··· ···		
X Letter Size 🔲 Microfilm	Alpha	abetical	5 Number			
				, 		
X Legal Size Computer Tape		, iencal	X File Draw	im Reel(s)		
🔲 Audio Tapa 🔛 Floppy Disk 🛛	X Chrone	blogical	Computer Tape(s) X Other (specify) <u>4 Boxes and 1 File Drawer</u>			
🗌 Boyind Book 🔄 Video Tape	Geog	graphical	10 Annivel	Accumulation		
Other (specify)	Other (specify) Other (specify)		<u>3</u>	i Accontenditori		
			Number			
	. ·		File Dra			
·			Сотри	uter Tape(s)		
	•		X Ölher (sj	pecify)Folders		
11. File is Used	L	12. File Becon	es Inactive A	fter .		
🗌 Daily X Weekly 🗌 Monthly 🔲 Ann	ually	Number	ים	Month(s) Year(s)		
		n/a				
13. Current Location(s) (Bidg., Floor, Room)	· · · · ·	14 is Record :	Series Duolica	ated Elsewhere? (If yes, specify agency or office.)		
Courthouse, Lower Level File Room (1971-2009)		XYes		Nes filed in Land Records/Clerk of the Circuit Court, Calvert County		
County Administrator's Office (2010-Present) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	· ·	16. Audit Req	uirements			
Yes X No		X None F] State □	Federal 🔲 Independent		
17. Is an Index System used? If yas, explain briefly and describe	requirements	18. Recon	nmended F	Retention		
				Permanent. Retain for 3 years, then transfer to the Maryland State		
		, Archives fo	r permane	ent retention.		
INDEXED BY A PAPER FILE OUTL NUMBERS, DATES PASSED, AND	BRIEF					
INDEXED BY A PAPER FILE OUTL NUMBERS, DATES PASSED, AND SUMMARIES, 19. Name and Title of Preparer	20. Te	lephone Number	21. Date	9		
INDEXED BY A PAPER FILE OUTL NUMBERS, DATES PASSED, AND SUMMARIES,	20. Te		21. Date 8/25/20			
INDEXED BY A PAPER FILE OUTL NUMBERS, DATES PASSED, AND SUMMARIES, 19. Name and Title of Preparer	20. Te	lephone Number	1			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	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 3 of 21			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Board of County Commissioners for Calvert County, Maryland	County Admini	strator				
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Email Accounts (Terry Shannon and I	Lisa Viverette))	2001 to Present (Terry Shannon) 2004 to Present (Lisa Viverette)			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
User creates emails as needed to correspond and external sources.		Daily exchange between	internal and external sources.			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.			
	This series documents the email accounts of the County Administrator (Terry Shannon) and the Executive Administrative Assistant to the County Administrator (Lisa Viverette).					
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.				
Access restricted to individual user (passwor		-				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM			
Only individual user can revise information (p	bassword needed	J).				
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit						
The program is located on the server within the Department of Technology Services.						
12 RECOMMENDED RETENTION Retained as long as administratively necessary then delete. معتمد ومسوالي						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE			
Lisa M. Viverette	410-535-1600, x2201		9/18/2014			
16 TITLE OF PREPARER Executive Administrative Assistant to the County Administrator						
DGS 550-6						

Ţ	71	۱,

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 Calvert County Commissioners for Calvert County, Maryland DEFINITION: RECORD SERIES: A group of relate	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930 2. Division County Administrator		SION 275	AGENCY RECORDS INVENTORY AGENCY RECORDS INVENTORY PAGE FOF 3 3. Unit ference as well as retention and disposition		
 purposes. 4. Record Series Title Citizen Complaint and General Files – CorrTrack (Records Manager Program) 6. Record Series Description (Briefly describe the types of information/document) 				2002	est Year/Latest Year to 2009 te series. Include the purpose or function of the	
serles.) This series documents citizen complaints, general responses.						
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume		
X Letter Size 🔲 Microfilm	i i	Aphabetical	1	<u>10</u> Number		
X Legal Size 🔲 Computer Tape		Numerical		File Dr	awer(s)	
				Microfi	ilm Reel(s)	
Audio Tape 🔲 Floppy Disk	l	X Chronological		- ·	uter Tape(s) pecify) <u>10 Boxes</u>	
🔲 Bound Book 📋 Video Tape		🔲 Geographic	al	10. Annual Accumulation		
Other (specify)		Other (spec	ify)	1		
				x File Drav	Number x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used		-	12. File Becom	ies inactive A	fler	
🔲 Daily 🗌 Weekly 📄 Monthly X Annu	Jaily		<u>1</u> Number		Month(s) X Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Calvert County Storage Facility (2002-2005) Courthouse, Lower Level File Room (2006-2009)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
Yes XNo			X None [State	Føderal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		Retain 1 ye	. Recommended Retention stain 1 year after last action then destroy in compliance with No. 6 on t oodule cover page .		
19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assista to the County Administrator	ant	20. Telepho 410-535-21	one Number 61	er 21. Date 9/16/2014		

•

Instructions – Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SER	VICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	ORDS MANAG	EMENT DIVI	SION	e 11.	
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	ad, P.O. Box	275	PAGE OF	
		Jessup, Mary 410-79			r •1	
1. Department/Agency	2. Divisio	'n			3. Unit	
Board of Calvert County Commissioners for	County A	dministrator				
Calvert County, Maryland						
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	normally filed a	and used as a			
4. Record Series Title				5. Earlie	st Year/Latest Year	
General Correspondence/Subject Files]		to Present	
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/docu	iments/forms t	found in th	e series. Include the purpose or function of the	
series.)					1	
This series consists of incoming and outgoing letter	rs, memora	anda, faxes, n	otes, and thei	r attachme	ents, in any physical format including, but not	
limited to, paper and e-mail.						
					· · · · · ·	
7. Record Series Formal(s) List all		8. Record Serie	s Sequence	9. Volume		
X Letter Size 🔲 Microfilm		Alphabetica		<u>13</u> Number		
			-			
X Legal Size 🔲 Computer Tape	1	Numerical		x File Orav		
🗌 Audio Tape 🔄 Floppy Disk		X Chronological		Microfi	im Reel(s) uter Tape(s)	
				- ·	pecify)11 Boxes & 2 Drawers	
🗋 Bound Book 🔲 Video Tape		Geographic	al			
Other (specify)		Other (spec	ify)	10. Annual <u>1</u>	Accumulation	
			_	L Number		
				y Fila Deco	Nor(s)	
			x File Drev		im Reel(6)	
					uter Tape(s)	
				Öther ((speciry)	
11. File is Used			12. File Becom	es Inactive A	fter .	
X Daily 🗌 Weekly 🔲 Monthly 💭 Annu.	ally		Number	0,	Month(s) 🔲 Year(s)	
_ _			-1-			
			n/a.			
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Calvert County Storage Facility (1979-2003) Courthouse, Lower Level File Room (2004-2010)			Yes	X No		
County Administrator's Office (2009-Present)						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements		
Yes XNo			Х Хола Г]State □	Federal 🔲 Independent	
				╵╴╸		
17. Is an index System used? If yes, explain briefly and describe i	requirements		18. Recorr			
			-	- ,	ministratively necessary then destroy.	
			Screen	annyal	<u>۷</u>	
19. Name and Title of Preparer			one Number	21. Date	e	
Lisa M. Viverette, Executive Administrative Assista	ant	410-535-21	61	9/16/20	14	
to the County Administrator						
		L		<u> </u>		

ach new or revised record series. Forward ith Records Retention Schedule (DGS 550-1)	RECORDS MANAG 7275 Waterloo Ro Jessup, Mar	DEPARTMENT OF GENERAL SERVI RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road, P.O. Box 270 Jessup, Maryland 20794 410-789-1930			AGENCY RECORDS INVENTORY			
. Department/Agency oard of Calvert County Commissioners for alvert County, Maryland	2. Division County Administrator			3. Unit				
EFINITION: RECORD SERIES: A group of relat urposes. . Record Series Title itizen Complaint and General Files – TRIM (Rec	· · · · · · · · · · · · · · · · · · ·		5. Earlie	eference as well a est Year/Latest Ye to Present	· · · · · · ·	usition		
eries.) his series documents citizen complaints, genera esponses. Record Series Format(s) List all	I information (internal and 6. Record Seri		eliminaty in	·	lings, background m	aterial, and		
X Letter Size 🔲 Microfilm	, Aiphabelic	•	<u>13</u> Number					
X Legal Size Computer Tape		ı	x File Drawer(s)					
🗋 Audio Tape 🛛 Floppy Disk	x Chronologic	al	Microfilm Reel(s) Computer Tape(s) X Other (specify)6 Boxes/6Binders/1 File Drawer					
X Bound Book 🔲 Video Tape	Geographi	ical			ra/1 File Drawer			
Other (specify)	Ciher (spi	ecity)	10. Annual Accumulation 1 Number x File Drawer(s) Microfilm Resi(s) Computer Teps(s) Other (specify)					
11. File is Used	<u>. </u>		12. File Becomes Inactive After					
X Daily 🔲 Weakly 🗋 Monthly X Annu	18lly	1 Number (Month(s) X Year(s) .						
13. Currem Location(s) (Bidg., Floor, Room) Courthouse, Lower Level File Room (2009-2013)	•	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No						
County Administrator's Office (2014) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Reg	16. Audit Requirements					
🗋 Yes X No		X Nane	State [] Federal 🗌 Indepe	ndent			
17. Is an Index System used? If yes, explain briefly and descrit	sed? If yes, explain briefly and describe requirements			nended Retention r after last action then destroy in compliance with No. 6 on ver page .				
19. Name and Title of Preparer		hone Number	21. Da					
Lisa M. Viverette, Executive Administrative Assis	tani 410-535-2	2161	9/16/20	014				
to the County Administrator		·						

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 S RECORDS MANAGEMENT D 7275 Waterloo Road, P.O. E Jessup, Maryland 2078 410-799-1930 1. Department/Agency 2. Division Board of Calvert County Commissioners for Calvert County, Maryland 2. Division DEFINITION: RECORD SERIES: A group of related records normally filed and used a purposes. 4. Record Series Title Deeds, Property Files and Agreements 6. Record Series Description (Briefly describe the types of information/documents/formseries.) This series documents County ownership of real property as well as agreements with 5. Record series agreements				st Year/Latest Year to Present e series. Include the purpose or function of the		
7. Record Series Format(e) List all X Letter Size Microfilm X Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	Alphabeti Numerica x Chronelogi Geograpt	8. Record Series Sequence Alphabetical Numerical x Chronological Geographicel Other (specify)		9. Volume 2 Number X File Drawer(s) Microfilm Rest(s) Computer Tape(s) X Other (specify) <u>1 Box and 1 File Drewer</u> 10. Annual Accumulation 1 Number File Drawer(s) Microfilm Rest(s) Computer Tape(s) X Other (specify)File Folder		
11. File is Used Daily Weekly Monthly X Annually 13. Current Location(s) (Bidg., Floor, Room) County Administrator's Office (1939 to Present) Courthouse, Lower Level File Room (1972-1995) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No		10 Number 14. Is Record 5 X Yes 16. Audit Requ	Number I Month(s) X Year(s) After disposal of property.			
 17. Is an Index System used? If yes, explain briefly and describe n Yes X No 19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assistant to the County Administrator 	20. Telep	18. Recommended Retention Retain 10 years after disposal of property then destroy. one Number 21. Date 61 9/16/2014				

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 Calvert County Commissioners for Calvert County, Maryland DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Automotive: Vehicle Titles and Motor Vehicle Admin 6. Record Series Description (Briefly describe the tr series.)	RECC 7275 2. Divisio County A d records r	DRDS MANAG 5 Waterloo Ro Jessup, Mar 410-79 on Administrator hormally filed a	and used as a	SION 275 unit for re 5. Earlie 1975	st Year/Latest Year to Present	
This series documents the legal ownership and titli	ng of vehic	les along with	other corresp	ondence	related to the Motor Vehicle Administration.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
_				5	•	
X Letter Size 🔲 Microfilm		Alphabetica	I	Number		
X Legal Size 🔲 Computer Tapa		🗋 Numerical		x File Drawer(s)		
🔲 Audio Tape 🛛 Floppy Disk		x Chronologica	I	Compi	iter Tape(s)	
🔲 Bound Book 📋 Video Tape		🔲 Geographic	al	x Other (specify) <u>4 Boxes and 1 File Drawer</u>		
				10. Annual Accumulation		
Other (specify)		Other (spec	ату)	1 Number		
				File Drawer(s) Microfilm Reel(s) Computer Tape(s) X Other (specify) <u>File Folder</u>		
11. File is Used			12. File Becon	es Inactive A	fler	
🗌 Daliy 🔲 Weekty X Monthly 🗌 Annu	ally		<u>1</u> Number		Month(s) X Year(s) (Correspondence)	
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements		
Yes No			None	🔲 State [Federal 🔲 Independent	
17 Is an index Surjey word? If yes evelote belefit and departure	ran deser					
17. Is an Index System used? If yes, explein briefly and describe	requirements		18. Recom			
					upon disposal of vehicle (Titles).	
				<u>r – </u>	ministratively necessary then destroy (Other):	
19. Name and Title of Preparer				21. Date		
Lisa M. Viverette, Executive Administrative Assista	Irit	410-535-21	ΓΟΙ	9/16/20	14	
to the County Administrator			<u> </u>	 		

.

Instructions _Tupo or Brist o constrate form for		IMENT OF GI			AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for each new or revised record series. Forward		RDS MANAG					
with Records Retention Schedule (DGS 550-1)		Waterloo Ro	_	_	PAGE OF		
		Jessup, Mary 410-799					
1. Department/Agency	2. Divisio	n	•		3. Unit		
Board of Calvert County Commissioners for	County A	dministrator					
Calvert County, Maryland							
L DEFINITION: RECORD SERIES: A group of related purposes.	d records n	ormally filed a	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title					st Year/Latest Year		
Directives					to Present		
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/docu	iments/forms t	found in th	e series. Include the purpose or function of the		
series.)	• • •		- 146				
This series documents directives from the Board of	County Co	ommissioners	, either by pap	per or via l	Records Manger Program (TRIM).		
				<u></u>			
7. Record Series Format(s) List all		6. Record Serie	s sequence	9. Volume 1			
X Letter Size 🔲 Microfilm		Alphabetica	I	- Number			
🔲 Legal Size 🔄 Computer Tape		Numerical		x File Drawer(s) Microfilm Real(s)			
🗖 Audio Tape 🛛 💭 Floppy Disk		X Chronological	I		Camputer Tape(s)		
🔲 Bound Book 🔲 Video Tape		Geographic	al	Other (specify)			
				10. Annual Accumulation			
Other (specify)		Other (spec	ify)	1 Number			
				File Dr	awer(s) ilm Reel(s)		
				-	uter Tape(s)		
				x Other (s	pecify) <u>File Folder</u>		
11. File is Used		<u> </u>	12. File Becom	l 193 Inactive A	fler		
	- 0		—	_			
X Daily 🔲 Weekly 🔲 Monthly 🗋 Annu	ally		Number Directive has t	_	Month(s) 🔲 Year(s) ad.		
				•			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record	Series Duplic	ated Elsewhere? (If yes, specify agency or office.)		
County Administrator's Office							
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes X No							
			X None	_ State	Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe Yes X No	requirements		18. Recon	nmended i	Retention		
			Retain unti		and then transfer to Clerk's Agenda Filos.		
			year.	<i>۲۰۰۰ ۲۰۰</i>	r last action		
19. Name and Title of Preparer		-	one Number	21. Dat			
Lisa M. Viverette, Executive Administrative Assista	ant	410-535-21	61	9/16/20	114		
to the County Administrator							

	000400			MOES	AGENCY RECORDS INVENTORY	
Instructions –Type or Print a separate form for each new or revised record series. Forward			ENERAL SER			
					PAGE OF	
with Records Retention Schedule (DGS 550-1)	(2)		ad, P.O. Box : vland 20794	213	PAGE OF	
		Jessup, Maŋ 410-799				
1. Department/Agency	2. Divisio	n			3. Unit	
Board of Calvert County Commissioners for	County A	dministrator				
Calvert County, Maryland						
DEFINITION: RECORD SERIES: A group of related	t recorde n	ormally filed	and used as a	unit for re	ference as well as retention and disposition	
purposes.						
4. Record Series Title					est Year/Latest Year	
County Policies					to Present	
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/docu	iments/forms i	round in th	ne series. Include the purpose or function of the	
series.)	Della'-	nd Drace -	-			
The series documents Calvert County Government	FUICIES 2	na Flocedule	ə.			
	r	<u> </u>	• Pr			
7. Record Series Format(s) List all		8. Record Serie	is Sequence	9. Volume 2		
X Letter Size 🔲 Microfilm		Alphabetica	1	number		
Legal Size Computer Tape		Numerical		File Dr.	awer(s) im Reel(s)	
🔲 Audio Tape 🔲 Floppy Disk		X Chronological)	1 =	uter Tape(s)	
				X Other (s	pecify) <u>1 Binder and 1 File Folder</u>	
X Bound Book 🔲 Video Tape		🔲 Geographic	20	10. Annual Accumulation		
Cther (specify)		Other (spec	#fy)	<u>10</u>		
				Number		
				File Dr	'awer(s)	
4				-	uter Tape(s) pecify)Pages	
			o 	1	· · · · · · · · · · · · · · · · · · ·	
11. File is Used			12. File Becom	nes inactive A	ifter	
🗌 Daily 🗌 Weekly X Monthly 🗌 Annu	ally		Number		Month(s) 🔲 Year(s)	
_				_		
			n/a			
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhera? (If yes, specify agency or office.)			
County Administrator's Office			X Yes	∐ No Offi	ice of Personnel and/or Pertinent Department	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements		
Yes X No				-	Cadami Diadaaaada a	
		i	X None [_ state [Federal 🔲 Independent	
						
17. Is an Index System used? If yes, explain briefly and describe I	requirements		18. Recon	nmended l	Retention	
Yes X No			Retain per	manently.	Screen annually	
19. Name and Title of Preparer		20. Telepho	one Number	21. Dat	e	
Lisa M. Viverette, Executive Administrative Assista	ant	410-535-21	161	9/16/20	114	
to the County Administrator						
		<u>L</u>				

					a		
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 Calvert County Commissioners for Calvert County, Maryland	DEPARTMENT OF GENERAL SERVIC RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division County Administrator			SION 275	AGENCY RECORDS INVENTORY		
DEFINITION: RECORD SERIES: A group of relate purposes.	id records i	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Budget Books (Copies) and Budget Worksheets				2005 t	o Present		
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	uments/forms t	found in th	e series. Include the purpose or function of the		
series.)							
This series documents proposed and approved bu	dgets by th	e Board of Co	ounty Commis	sioners.			
7. Record Series Format(s) List all		8. Record Serie	a Sequence	9. Volume			
				8			
X Letter Size 🔲 Microfilm		Alphabetica	1	Number			
Legal Size Computer Tape		Numerical		x File Drawer(s)			
🗖 Audio Tape 🔲 Floppy Disk		X Chronologica			Microfilm Rest(s) Computer Tape(s)		
					secify)1 Box, 6 Books and 1 File Drawer		
X Bound Book 🔲 Video Tape		Geographic	al				
Other (specify)		📋 Other (spa	;ify)	10. Annual 2	Accumulation		
				= Number			
				Microfi	File Drawer(s) Microfilm Reel(s) Computer Tape(s) X Other (specify) <u>1 Book and 1 File Folder</u>		
11. File is Used			12. File Becom	es Inactive A	fter		
	-11		<u>1</u>	–			
Daily Weekly X Monthiy X Annua	iny.		Number	U'	Month(s) X Year(s)		
13. Current Location(s) (Bidg., Floor, Room)			14. is Record \$	Series Duplica	ited Elsewhere? (If yes, specify agency or office.)		
Courthouse, Lower Level File Room (2005-2008)			X Yes	_ `	arment of Finance and Budget		
County Administrator's Office (2009-Present)							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	urements			
_			X None [State	Federal 🔲 Independent		
17. Is an index System used? If yes, explain briefly and describe	requirements		18. Recorr	mended F	Retention		
Yes X No					ministratively necessary them destroy. Zyears		
19. Name and Title of Preparer		20 Telenh	one Number	21. Date			
Lisa M. Viverette, Executive Administrative Assista	ant	410-535-21		9/16/20			
to the County Administrator	-						
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 Calvert County Commissioners for Calvert County, Maryland DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Payroll Time Sheets 6. Record Series Description (Briefly describe the to series.) This series consists of copies of Payroll Time Sheet	RECO 7275 2. Divisio County A d records r	Administrátor normally filed a ormation/docu	EMENT DIVIS ad, P.O. Box 3 /land 20794 http://www.ements/forms.to	SION 275 a unit for re 5. Earlie 2012	est Year/Latest Year to Present		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
				1			
X Letter Size Alicrofilm		Alphabetical	1	Number			
🔲 Legal Size 🔄 Computer Tape		Numerical		x File Drav	ver(8)		
					ilm Reel(s)		
🗋 Audio Tape 🚺 Floppy Disk		x Chronological			Computer Tape(s) Colher (specify)		
🗍 Bound Book 🔲 Video Tape		Geographic	al				
Cither (anaritha)		□ <u></u>	ifv)		Accumulation		
Other (specify)		Other (spec	y/	1 Number			
				File Drawer(s) Microfilm Resi(s) Computer Tape(s) X Other (specify) <u>File Folder</u>			
11. File is Used			12. File Becom	nes Inactive A	Mer		
🗌 Daily X Bi-Weekly 🔲 Monthly 🔛 Ar	mually		2 Number	П	Month(s) X Year(s)		
				L)			
1							
13. Current Location(s) (Bkdg., Floor, Room)			14. Is Record	Series Duplic	aled Elsewhere? (If yes, specify agency or office.)		
County Administrator's Office			X Yes		partment of Finance and Budget		
			16 4	uirame-'-			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	IN SUBSIDE NUL			
_			X None [🗋 State 📘	Federal 🔲 Independent		
			1				
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recon	Imended ¹	Retention		
The XNo			Retain for 2				
			- TXELEUT 101 /	e yodis Mi			
·····			L				
19. Name and Title of Preparer	_	1	one Number	21. Dat			
Lisa M. Viverette, Executive Administrative Assista	ant	410-535-21	161	9/16/20	14		
to the County Administrator							
DGS 550-4 (Rev. 1/93)		<u></u>					

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 Calvert County Commissioners for Calvert County, Maryland	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930 2. Division County Administrator			SION 275	AGENCY RECORDS INVENTORY (3) 16 PAGE OF 21 3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a purposes. 4. Record Series Title Office Instructions or Procedures (Internal Use) 6. Record Series Description (Briefly describe the types of information/documents/forms series.) This series consists of internal guidelines, policies, or instructions for the operation of an					ed in 2010 ed in 2010 re series. Include the purpose or function of the	
7. Record Series Format(s) List all X Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	8. Record Series Sequence Alphabelice1 Numerical x Chronologice1 Geographice1 Other (specify)		ei	9. Volume 1 Number File Drewer(s) Computer Tape(s) X Other (specify)File Packet 10. Annual Accumulation In/a Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Other (specify)		
11. File is Used Delly Weekly : Monthly X Annu 13. Current Location(s) (Bidg., Floor, Room)	sally		12. File Becomes Inactive After Number I Month(s) Year(s) n/a			
County Administrator's Office (File Pocket by Desk) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No 17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No 16. Audit Requirements X None State Federal Independent 18. Recommended Retention Retain permanently. Vortil Superseded				
19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assista to the County Administrator DGS 550-4 (Rev. 1/93)	20. Telephone Number			umber 21. Date 9/16/2014		

······							
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		
1. Department/Agency	2. Divisio				3. Unit		
Board of Calvert County Commissioners for Calvert County, Maryland	County A	Administrator					
	·			- 14 2	e		
DEFINITION: RECORD SERIES: A group of related purposes.	a records r		and used as a				
4. Record Series Title					st Year/Latest Year to Present		
Personnel Files (Copies) 6. Record Series Description (Briefly describe the ty	vnes of infi	ormation/docu	ments/forms t		· · · · · · · · · · · · · · · · · · ·		
series.) This series documents Department Head Personne	el Files ma	intained by the	e County Adm	inistrator.			
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
X Letter Size 🔲 Microfilm		Aphabetical	I	<u>1</u> Number			
Legal Size Computer Tape		Numerical		x File Drav			
🗌 Audio Tape 🛛 Floppy Disk		X Chronological	l	Microfi	m Reci(s) ter Tapa(s)		
💭 Bound Book 🛛 Video Tape		🔲 Geographic	et	🗋 Other (specify)		
Other (specify)		Other (speci		10. Annual	Accumulation		
				· Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tepe(s) X Other (specify)File Folder			
11. File is Used		Τ	12. File Becom	les Inactive A	iter ,		
🗌 Daily 🗌 Weekly 🚺 Monthly X Annu	ally		Number	ים	Aonth(s) 🔲 Year(s)		
			n/a				
13. Current Location(s) (Bidg., Floor, Room) County Administrator's Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No Office of Personnel				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
☐ Yes XNo				X None State Federal I Independent			
17. Is an Index System used? If yes, explain briefly and describe I			18. Recom	mended F	Retention		
Yes X No			-	-	ninistratively nocessary then destroy. Fer septration		
19. Name and Title of Preparer		-	ne Number	21. Date	-		
Lisa M. Viverette, Executive Administrative Assista	int	410-535-21	61	9/16/20	14		
				-			

<i>"</i>		TMENT OF GENERAL SEF			AGENCY RECORDS INVENTORY				
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box				15 16 Page 30 of 151				
	Jessup, Maryland 20794 410-799-1930			_, _	PAGE OF SC				
1. Department/Agency					3. Unit				
Board of Calvert County Commissioners for	County A	dministrator							
Calvert County, Maryland									
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			5. Earliest Year/Latest Year						
Projects			2003 to 2008						
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 various projects assigned to the Executive Administrative Assistant to the County Administrator.									
7. Record Series Format(s) List all	B. Record Serie	es Sequence	9. Volume 1						
X Letter Size 🔲 Microfilm		Alphabetical		<u>1</u> Number					
X Legal Size 🔲 Computer Tape		Numerical		File Drawer(s)					
🗌 Audio Tape 🔄 Floppy Disk		x Chronologicał		Microfilm Reel(s) Computer Tape(s)					
				x Other (specify) <u>1 Box</u>					
Bound Book 🔲 Video Tape		Geographical		10. Annual Accumulation					
Other (specify)		Other (specify)		n/a					
				Number					
				File Drawer(s) Microfilm Reel(s)					
				Computer Tape(s)					
				Cther (specify)					
11. File is Used	12. File Becc			nes Inactive After					
🗌 Daily 🔲 Weekly 🔲 Monthly X Annually			Number (Month(s) Year(s)						
			n/a						
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)						
Courthouse, Lower Level File Room			Yes X No						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	16. Audit Requirements					
			X None 🔲 State 🔲 Federal 🔲 Independent						
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention						
Yes XNC			Retain as long as administratively necessary then destroy.						
			Retain as long as administratively necessary then destroy. 3 years a fter completion, then screen						
19. Name and Title of Preparer 20. Teles			one Number						
Lisa M. Viverette, Executive Administrative Assista	410-535-2161		9/16/2014						
to the County Administrator									
L		·		<u>.</u>					

٠

I

AGENCY RECORDS INVENTORY

. t.								
Instructions – Type or Print a separate form for each new or revised record series. Forward	tructions –Type or Print a separate form for DEPARTMENT OF G h new or revised record series. Forward RECORDS MANAG			SION	16 16 Paged of 21			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.(Jessup, Maryland 2 410-799-1830			275				
1. Department/Agency 2. Division					3. Unit			
ard of Calvert County Commissioners for County Administrator								
Calvert County, Maryland								
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			5. Earliest Year/Latest Year					
Invoices/Purchase Orders			FY 2004 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.)								
This series documents copies of purchase orders a	and related	invoices for it	tems budgete	d each fisc	al year.			
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume 5				
X Letter Size 🔲 Microfilm		Alphabetical		number				
X Legal Size 🛛 Computer Tape		Numerical		x File Drawer(s)				
🗌 Audio Tape 🔲 Floppy Disk		the Ch errowsian in t		Microfilm Reel(s)				
		X Chronological		Computer Tape(s) x Other (specify)1 Box, 1 File Drawer <u>& 3 Binders</u>				
Bound Book 🔲 Video Tape		Geographical						
				10. Annual Accumulation				
Other (specify)		Other (specify)		1 Number				
				File Drawer(s)				
				Microfilm Real(s)				
				Computer Tape(s) x Other (specify)Binder				
					·			
11. File is Used			12. File Becomes Inactive After					
🗌 Daily 🔲 Weekdy X Monthly 🔲 Annua	-lha		<u>1</u> Number	-	Month(s) X Year(s)			
🗌 Deily 🛄 Weeldy X Monthly 🗌 Annually			Number					
			44 in Decard Carden Ductionand Financians / Alicenter and the assessment of the second s					
13. Current Location(s) (Bklg., Floor, Room) Counthouse, Lower Level File Room (FY 2004-FY 2008)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No Department of Finance & Budget					
County Administrator's Office (FY 2010-Present)								
15. Accass Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
Yes X No								
			X None State Federal Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention					
Yes X No			Retain as long as administratively necessary then destroy.					
	3 years							
10 Name and Title of Presseres				<u> </u>				
					-			
Lisa M. Viverette, Executive Administrative Assistant		410-535-2161		9/16/20	1-9			
to the County Administrator								