

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

**Schedule No. C1353**

Page 1 of 1

**Agency** **Division/Unit**  
**Anne Arundel County Ethics Commission**

Item No.	Description	Retention
1	Financial Disclosure Statements, Conflict of Interest Statements, Modified Conflict of Interest Statements, Lobbying Registrations, Employer Authorizations, Activity Reports, Annual Reports, and other termination statements	4 years as per Anne Arundel County Code, Article 7 Public Ethics §7-2-104(a)(3), then destroy
2	Inquiries and Advisory Opinions: Include requests, correspondence, research, written opinions issued by the Commission (and all supporting documents)	4 years, then destroy
3	Commission Meeting Files: Meeting files containing materials sent to the Commission prior to the meeting, and other retained material handed out at the meeting	4 years, then destroy
4	Complaint and litigation files, and public decisions on same	10 years, after the complaint or litigation has been finally resolved and enforced, whichever is later, then destroy
5	Accounting and budget records	4 years, then destroy
6	Chronological files containing general correspondence in chronological order, general correspondence, and general files.	4 years, then destroy
7	Commission Meeting Minutes Binders: Contain Commission meeting minutes, agendas & closed meeting statements only	Retain as permanent record for 60 years, then transfer to Maryland State Archives.

<p>Schedule Approved by Department, Agency, or Division Representative.</p> <p>Date <u>Sept. 21, 2016</u></p> <p>Signature <u><i>Emerson C. Davis</i></u></p> <p>Typed Name <u>Emerson C. Davis</u></p> <p>Title <u>Chair</u></p>	<p>Schedule Authorized by State Archivist</p> <p>Date <u>10-17-16</u></p> <p>Signature <u><i>Tim B...</i></u></p>
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Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		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>1</u> OF 7	
1. Department/Agency  Anne Arundel County Ethics Commission		2. Division		3. Unit	
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 1. Financial Disclosure Statements			5. Earliest Year/Latest Year 2011 to 2016		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Financial Disclosure Statements, Conflict of Interest Statement, Modified Conflict of Interest Statements, Lobbying Registrations, Employer Authorizations, Activity Reports, Annual Reports, and other terminations statement. Forms that are filed by county employees, county elected officials and lobbyists.					
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 6 _____ 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 3 _____ 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  Number 1 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Ethics Commission, 2666 Riva Road, Suite 160, Annapolis, MD 21401			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Record of file names kept lists.			18. Recommended Retention  4 years		
19. Name and Title of Preparer Gina Scerbo, Secretary		20. Telephone Number 410-222-4412		21. Date June 23, 2016	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF 7</p>
1. Department/Agency  Anne Arundel County Ethics Commission	2. Division	3. Unit
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 2. Inquiries and Advisory Opinions		5. Earliest Year/Latest Year 2011 to 2016
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Includes requests, correspondence, research, written opinions issued by the Commission (and all supporting documents).		
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 4 _____ 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  Number 1 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room) Ethics Commission, 2666 Riva Road, Suite 160, Annapolis, MD 21401		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All redacted Advisory Opinions issued by Commission are posted on ethics website.
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Anne Arundel Co. Code, Art. 7 Public Ethics Sec. 7-3-103 Confidentiality		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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No List of files is kept on hard drive of office computers.		18. Recommended Retention  4 years
19. Name and Title of Preparer Gina Scerbo, Secretary	20. Telephone Number 410-222-4412	21. Date June 23, 2016

<p>1. Department/Agency</p> <p>Anne Arundel County Ethics Commission</p>	<p>2. Division</p>	<p>3. Unit</p>
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**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>4. Record Series Title</p> <p>3. Meeting Files and Legislative Files</p>	<p>5. Earliest Year/Latest Year</p> <p><u>2011</u> to <u>2016</u></p>
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  
Meeting files contain Commission minutes, materials sent to the commission prior to the meeting, the agenda, and other retained material handed out at the meeting. Legislative files include memos, bills, fiscal notes, correspondence, and related materials for each piece of legislation.

<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</p> <p>3 _____</p> <p>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</p> <p>1 _____</p> <p>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</p> <p>Number <u>1</u>    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>
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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Ethics Commission, 2666 Riva Road, Suite 160, Annapolis, MD 21401</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>
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<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No MD Open Meetings Act - Confidentiality</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>
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<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>4 years</p>
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<p>19. Name and Title of Preparer</p> <p>Gina Scerbo, Secretary</p>	<p>20. Telephone Number</p> <p>410-222-4412</p>	<p>21. Date</p> <p>June 23, 2016</p>
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<p>1. Department/Agency</p> <p>Anne Arundel County Ethics Commission</p>	<p>2. Division</p>	<p>3. Unit</p>
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**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>4. Record Series Title</p> <p>4. Complaint and litigation files, public decisions on same.</p>	<p>5. Earliest Year/Latest Year</p> <p>2000 to 2016</p>
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  
Complaint documents and related investigative reports, agreements, settlements, findings at hearings and related correspondence.

<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 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</p> <p>3 _____</p> <p>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> <hr/> <p>10. Annual Accumulation</p> <p>1/2 _____</p> <p>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>
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<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</p> <p>1 _____</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>
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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Ethics Commission, 2666 Riva Road, Suite 160, Annapolis, MD 21401</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>
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<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Anne Arundel Co. Code, Article 7 Public Ethics, 7-4-106 Confidentiality</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>
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<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No List of files is kept on hard drive of office computers</p>	<p>18. Recommended Retention</p> <p>10 years <i>after resolution</i></p>
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<p>19. Name and Title of Preparer</p> <p>Gina Scerbo, Secretary</p>	<p>20. Telephone Number</p> <p>410-222-4412</p>	<p>21. Date</p> <p>June 23, 2016</p>
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Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	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 7
1. Department/Agency  Anne Arundel County Ethics Commission	2. Division	3. Unit
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. Accounting records and budget.	5. Earliest Year/Latest Year <u>2011</u> to <u>2016</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Included are materials related to the budget for each fiscal year, accounts paid, and purchase orders.		
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 2 _____ 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 $\frac{1}{2}$ _____ 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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 1 _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Ethics Commission, 2666 Riva Road, Suite 160, Annapolis, MD 21401	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 type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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  4 years	
19. Name and Title of Preparer Gina Scerbo, Secretary	20. Telephone Number 410-222-4412	21. Date June 23, 2016

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  
410-798-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency

2. Division

3. Unit

Anne Arundel County Ethics Commission

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

6. Chronological files, general correspondence, general files

2011 to 2016

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

General correspondence in chronological order, general correspondence in subject files, other general administrative files.

7. Record Series Format(s) List all

- Letter Size    Microfilm  
 Legal Size    Computer Tape  
 Audio Tape    Floppy Disk  
 Bound Book    Video Tape  
 Other (specify) \_\_\_\_\_

8. Record Series Sequence

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify) \_\_\_\_\_

9. Volume

2

Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

10. Annual Accumulation

1/2

Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

11. File is Used

- Daily    Weekly    Monthly    Annually

12. File Becomes Inactive After

1

Number

- Month(s)    Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Ethics Commission, 2666 Riva Road, Suite 160, Annapolis, MD 21401

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes    No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes    No Office policy that correspondence is confidential

16. Audit Requirements

- None    State    Federal    Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes    No

18. Recommended Retention

4 years

19. Name and Title of Preparer

Gina Scerbo, Secretary

20. Telephone

Number

410-222-4412

21. Date

June 23, 2016

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>7</u> OF 7	
1. Department/Agency  Anne Arundel County Ethics Commission		2. Division		3. Unit	
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 7. Meeting minutes			5. Earliest Year/Latest Year 1996 _____ to 2016 _____		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contain meeting open and closed minutes, closed meeting statement, agenda, notice of meeting					
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 1/12 _____ 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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _1_____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Ethics Commission, 2666 Riva Road, Suite 160, Annapolis, MD 21401			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Open Meeting Minutes are posted on Ethics Commission website for line for 1 year		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Open Meetings Act			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  4 years <i>Permanent</i>		
19. Name and Title of Preparer Gina Scerbo, Secretary		20. Telephone Number 410-222-4412		21. Date June 23, 2016	

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 .</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>  1  </u> of <u>  5  </u>	
<b>1 DEPARTMENT/AGENCY</b>  Anne Arundel Co. Ethics Commission		<b>2 DIVISION</b>		<b>3 UNIT</b>	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> <b>2 Inquiries and Advisory Opinions</b>				<b>5 EARLIEST YEAR/LATEST YEAR</b>  1996 TO 2016	
<b>6 INPUT - Identify source of information to be entered</b> Ethics Commission			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Advisory opinions		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b> Redacted advisory opinions are posted on the ethics commission website.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b>  Public website					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Advisory opinion are posted approximately 30 days after being issued.					
<b>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.</b>  <a href="http://www.aacounty.org/boards-and-commissions/ethics-commission/">http://www.aacounty.org/boards-and-commissions/ethics-commission/</a>					
<b>12 RECOMMENDED RETENTION – No recommendation</b>  <i>4 years</i>					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Gina Scerbo		<b>14 TELEPHONE NUMBER</b> 410-222-4412		<b>15 DATE</b> June 23, 2016	
<b>16 TITLE OF PREPARER</b>  Secretary					
DGS 550-6 (rev. 10/12)					

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>2</u> of <u>5</u>	
<b>1 DEPARTMENT/AGENCY</b>  Anne Arundel Co. Ethics Commission		<b>2 DIVISION</b>		<b>3 UNIT</b>	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> <b>3 Meeting Files and Legislative Files</b> <i>Commission Meeting Files</i>				<b>5 EARLIEST YEAR/LATEST YEAR</b>  2010 TO 2016	
<b>6 INPUT - Identify source of information to be entered</b>  Information comes from the executive director			<b>7 OUTPUT - Identify the use/s of information generated by system</b>  For use at commission meetings		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b> Meeting minutes, closed meeting statement, agenda, public notice, research, memos, bills, correspondence and related materials.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> Confidential for office use only.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>					
<b>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.</b> P Drive on Ethics Commission office computers.					
<b>12 RECOMMENDED RETENTION – 4 years</b>					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Gina Scerbo		<b>14 TELEPHONE NUMBER</b> 410-222-4412		<b>15 DATE</b> June 23, 2016	
<b>16 TITLE OF PREPARER</b> Secretary					
DGS 550-6 (rev. 10/12)					

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>3</u> of <u>5</u>	
<b>1 DEPARTMENT/AGENCY</b> Anne Arundel Co. Ethics Commission		<b>2 DIVISION</b>		<b>3 UNIT</b>	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> <b>3 Complaint and litigation files and public decisions on same</b>				<b>5 EARLIEST YEAR/LATEST YEAR</b>  2006 TO 2016	
<b>6 INPUT - Identify source of information to be entered</b> Information comes from the executive director			<b>7 OUTPUT - Identify the use/s of information generated by system</b> To resolve Complaints and for use at commission meetings.		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b> Complaint and litigation files, and public decisions on same including memos, correspondence, research, etc.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> Anne Arundel Co. Code, Article 7 Public Ethics, Sec. 7-4-106, Confidentiality					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>					
<b>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.</b> P Drive on Ethics Commission office computers.					
<b>12 RECOMMENDED RETENTION – 10 years</b> <i>after resolution</i>					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Gina Scerbo		<b>14 TELEPHONE NUMBER</b> 410-222-4412		<b>15 DATE</b> June 23, 2016	
<b>16 TITLE OF PREPARER</b> Secretary					
DGS 550-6 (rev. 10/12)					

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>4</u> of <u>5</u>	
<b>1 DEPARTMENT/AGENCY</b>  Anne Arundel Co. Ethics Commission		<b>2 DIVISION</b>		<b>3 UNIT</b>	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> <b>5 Accounting and budget records</b>				<b>5 EARLIEST YEAR/LATEST YEAR</b>  2011 TO 2016	
<b>6 INPUT - Identify source of information to be entered</b>  <u>Budget and purchase orders, finance records</u>			<b>7 OUTPUT - Identify the use/s of information generated by system</b> To resolve Complaints and for use at commission meetings. To prepare yearly budget and recordkeeping		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b> Materials related to the budget for each fiscal year, accounts paid, and purchase orders.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b>  General office use.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>					
<b>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.</b> P Drive on Ethics Commission office computers.					
<b>12 RECOMMENDED RETENTION – 4 years</b>					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Gina Scerbo		<b>14 TELEPHONE NUMBER</b> 410-222-4412		<b>15 DATE</b> June 23, 2016	
<b>16 TITLE OF PREPARER</b>  Secretary					
DGS 550-6 (rev. 10/12)					

<b>INSTRUCTIONS</b> – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>  5  </u> of <u>  5  </u>	
<b>1 DEPARTMENT/AGENCY</b>  Anne Arundel Co. Ethics Commission	<b>2 DIVISION</b>	<b>3 UNIT</b>	
<b>DEFINITION – Record Series -</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes			
<b>4 ELECTRONIC RECORD SERIES TITLE</b> <b>5 Meeting minutes</b>		<b>5 EARLIEST YEAR/LATEST YEAR</b>  2007 TO 2016	
<b>6 INPUT -</b> Identify source of information to be entered  Commission meeting minutes	<b>7 OUTPUT -</b> Identify the use/s of information generated by system  Meeting minutes		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION -</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  Open and closed minutes of ethics commission meetings.			
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing.  <b>Maryland Open Meetings Act</b>			
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Open Meeting Minutes are posted on the ethics commission website for 1 year at <a href="http://www.aacounty.org/boards-and-commissions/ethics-commission/">http://www.aacounty.org/boards-and-commissions/ethics-commission/</a>			
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. P Drive on the computer of Secretary for the Anne Arundel Co. Ethics Commission.			
<b>12 RECOMMENDED RETENTION</b> – <del>5 years</del> <i>Permanent</i>			
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  Gina Scerbo	<b>14 TELEPHONE NUMBER</b>  410-222-4412	<b>15 DATE</b>  June 23, 2016	
<b>16 TITLE OF PREPARER</b>  Secretary			
DGS 550-6 (rev. 10/12)			