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

Schedule No. C1353

Page 1 of 1

Agency

Division/Unit

ltem 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.

DGS 550-1A

Linetautions Type or Brist a constate form for	DEDARTMENT OF	CENEDAL OF	-DUILOFO	AGENCY RECORDS INVENTORY	
<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF RECORDS MANA				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930		x 275	PAGE1_ OF 7	
Department/Agency	2. Division			3. Unit	
Anne Arundel County Ethics Commission					
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as a	unit for refe	rence as well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year		
Financial Disclosure Statements			2011 to	2016	
	t Statement, Modified C	onflict of Inter	est Statemer	series. Include the purpose or function of the series.) ats, Lobbying Registrations, Employer Authorizations, Activity s, county elected officials and lobbyists.	
7. Record Series Format(s) List all	8. Record Ser	ries Sequence	9. Volume		
☑Letter Size			Number ⊠ File Drawer(s)		
Legal Size Computer Tape	- Numerical		☐ Microfilm Reel(s)		
Audio Tape Floppy Disk	Chronolog	pical	Computer Tape(s) Other (specify)		
	Geograph	ical	10. Annual Accumulation		
Bound Book Video Tape	Other (spe	ocify) Number			
Other (specify)			☑File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)		
	3.3				
			Other (spe		
11. File is Used		12. File Becom	nes Inactive After		
☑ Daily ☐ Weekly ☐ Monthly ☐ Annu	ually	Number 1 Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Ethics Commission, 2666 Riva Road, Suite 160, Annapolis, MD 214	01	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		16. Audit Requirements None State Federal Independent		ral	
17. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes ☐ No Record of file names kept lists.		18. Recom	18. Recommended Retention 4 years		
19. Name and Title of Preparer	20. Telepho	one	21. Date		
Gina Scerbo, Secretary	Number		June 23, 20	016	
410-222-		112			

each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) RECORDS MAN. 7275 Waterloo Jessup, M			GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275 aryland 20794 799-1930 3. Unit		
Anne Arundel County Ethics Commission					
DEFINITION: RECORD SERIES: A group of related	records normally filed	and used as	a unit for refe	erence as well as retention and disposition purposes.	
Record Series Title Inquiries and Advisory Opinions			5. Earlies 2011 to	t Year/Latest Year 2016	
Record Series Description (Briefly describe the type Includes requests, correspondence, research, written the type Includes requests the type Includes requests.				series. Include the purpose or function of the series.) oporting documents).	
7. Record Series Format(s) List all	8. Record Ser	ries Sequence	9. Volume		
☑Letter Size	☐ Alphabetic	cel	4 Number		
Legal Size Computer Tape	Numerical		⊠File Draw	arre)	
			Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk	Chronolog	jical	al Computer Tape(s) Other (specify)		
Bound Book Video Tape Other (specify)		Other (specify) 1Nun		10. Annual Accumulation 1 Number	
				⊠ File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used		12. File Becon	mes Inactive After		
☑ Daily ☐ Weekly ☐ Monthly ☐ Annual	lly	Number	I 🗆 M	onth(s) ⊠Year(s)	
Current Location(s) (Bldg., Floor, Room) Ethics Commission, 2666 Riva Road, Suite 160, Annapolis, MD 2140	1	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No All redacted Advisory Opinions issued by Commission are posted on ethics website.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No Anne Arundel Co. Code, Art. 7 Public Ethics Sec. 7-3-103 Confidentiality		16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe required. Yes ☐ No List of files is kept on hard drive of office co		18. Recon	nmended Ret	ention	
19. Name and Title of Preparer	20. Telepho		21. Date		
Gina Scerbo, Secretary	Number 410-222-44		June 23, 20	016	

. Instruction Town Print		OFMEDAL OFFICE		AGENCY RECORDS INVENTORY	
Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF			AGENOT REGORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275				
		aryland 2079		PAGE3 OF7	
1 Department/Agency		799-1930			
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 refe	rence as well as retention and disposition purposes.	
4. Record Series Title				Year/Latest Year	
Meeting Files and Legislative Files			_2011	to 2016	
6. Record Series Description (Briefly describe the type	pes of information/docu	uments/forms	found in the	series. Include the purpose or function of the series.)	
				agenda, and other retained material handed out at the	
meeting. Legislative files include memos, bills, fisca	I notes, correspondence	ce, and relate	ed materials fo	r each piece of legislation.	
7. Record Series Format(s) List all	9 December Ser	ries Sequence	9. Volume		
7. Noord Series Formation List an	o. Recurd Ser	les Sequence	3		
□ Microfilm	Alphabetic	cel	Number		
Legal Size Computer Tape	☐ Numerical		☑ File Drawe		
Audio Tape Floppy Disk	Chronologi	ical	☐ Microfilm ☐ Computer		
Committee Control			Other (spe		
Bound Book Video Tape	Geographi	ical	10. Annual Ac	cumulation	
Other (specify)	Other (spe	and the same of th			
			Number		
			File Drawe		
			Computer		
			Other (spe	ocify)	
11. File is Used		12. File Beco	mes Inactive After		
☑Daily ☐ Weekly ☐ Monthly ☐ Annually		Number 1 Month(s) Year(s)			
 Current Location(s) (Bidg., Floor, Room) Ethics Commission, 2666 Riva Road, Suite 160, Annapolis, MD 2140 		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No			
		Tes Mino			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ⊠Yes □ No MD Open Meetings Act - Confidentiality		16. Audit Requirements			
		⊠None □	State Feder	al Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	uirements	18. Recor	nmended Ret	ention	
Yes 🛛 No					
		4 years			
19. Name and Title of Preparer	20. Telepho	one	21. Date		
Gina Scerbo, Secretary	Number	40	June 23, 20	016	
	410-222-44	12			

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 2. Division DEFINITION: RECORD SERIES: A group of related records normally filed 4. Record Series Title			vision ox 275 a unit for refe 5. Earlies	t Year/Latest Year
Complaint and litigation files, public decisions on same content of the cont	of information/docu			series. Include the purpose or function of the series.)
7. Record Series Format(s) List all 8. Record Se Letter Size		al SFile Drawe Microfilm I Computer Other (spe		Reel(s) Tape(s) ecify) ccumulation er(s) Reel(s)
11. File is Used		12. File Becor 1 Number	nes Inactive After	
13. Current Location(s) (Bldg., Floor, Room) Ethics Commission, 2666 Riva Road, Suite 160, Annapolis, MD 21401 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No Anne Arundel Co. Code, Article 7 Public Ethics, 7-4-106 Confidentiality 17. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes ☐ No List of files is kept on hard drive of office computers		14. Is Record Series Duplicated Elsewhere? (If yes, specify agenc		ederal Independent
19. Name and Title of Preparer Gina Scerbo, Secretary	20. Telephone 21. D		21. Date June 23, 2	

each new or revised record series. Forward RECOR with Records Retention Schedule (DGS 550-1) 7275 V		uments/forms	vision x 275 a unit for refe 5. Earlies found in the	e Year/Latest Year 2011 to 2016 series. Include the purpose or function of the series.)
7. Record Series Format(s) List all 8. Letter Size		8. Record Series Sequence Alphabetical		Reel(s) 'Tape(s) ecify) ccumulation er(s) Reel(s)
11. File is Used Daily Weekly Monthly Annu	ally	12. File Becor 1 Number	mes Inactive After	
13. Current Location(s) (Bidg., Floor, Room) Ethics Commission, 2666 Riva Road, Suite 160, Annapolis, MD 21401 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 16. Audit Requirements None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recon	nmended Ref	ention
. Name and Title of Preparer 20. Teleph na Scerbo, Secretary Number 410-222-4			21. Date June 23, 2	016

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 Anne Arundel County Ethics Commission DEFINITION: RECORD SERIES: A group of relate 4. Record Series Title 6. Chronological files, general correspondence, gene	5. Earlie		a unit for refe	ON NO.	
Record Series Description (Briefly describe the ty General correspondence in chronological order, ge				series. Include the purpose or function of the series.)	
7. Record Series Format(s) List all Letter Size	☐ Alphabetic ☐ Numerica ☐ Chronolog ☐ Geograph	Alphabetical 2 Number Numb		Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used Daily Weekly Monthly Annually		12. File Becon	mes Inactive After	nth(s) ⊠Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Ethics Commission, 2666 Rive Road, Suite 160, Annapolis, MD 21401 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No Office policy that correspondence is confidential		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 16. Audit Requirements None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recon	nmended Rete	ention	
9. Name and Title of Preparer 20. Telephonian Scerbo, Secretary Number 410-222-44			21. Date June 23, 20	016	

Record Series Title Meeting minutes	RECORDS MAN/ 7275 Waterloo F Jessup, Ma 410- 2. Division d records normally filed	s normally filed and used as a unit 5. I		A SISION 4 275 PAGE7_ OF 7 3. Unit unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 1996 to 2016 ound in the series. Include the purpose or function of the series.)	
7. Record Series Format(s) List all Letter Size	☐ Alphabetic ☐ Numerica ☐ Chronolog ☐ Geograph	Alphabetical 1		9. Volume 1 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation 1/12 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
11. File is Used ☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ally	12. File Becon	mes Inactive After	nth(s) ⊠ Year(s)	
13. Current Location(s) (Bidg., 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 Open Meeting Minutes are posted on Ethics Commission website for line for 1			
Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes	quirements	18. Recon	State F		
19. Name and Title of Preparer 20. Telepho Gina Scerbo, Secretary Number 410-222-44			21. Date June 23, 20		

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		ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP,	MARYLAND 20794 0) 799-1930	Page1 of5
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Anne Arundel Co. Ethics Commission			
DEFINITION - Record Series - A group of reand disposition		electronically and used as a	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE 2 Inquiries and Advisory Opinions			5 EARLIEST YEAR/LATEST YEAR 1996 TO 2016
6 INPUT - Identify source of information to Ethics Commission		7 OUTPUT - Identify the of Advisory opinions	use/s of information generated by system
8 ELECTRONIC RECORD SERIES DESCR	conta		n/documents/forms purpose and function of the system.
Redacted advisory opinions are posted on the			
9 POLICY ON ACCESS AND USE - Expla	in or attach copy i	f established in writing.	
Public website			
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FOR	REVISING INFORMATION	ON IN THE SYSTEM
Advisory opinion are posted approximately 30	0 days after being	issued.	
11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability			
http://www.aacounty.org/boards-and-commiss	sions/ethics-comm	nission/	
12 RECOMMENDED RETENTION - No rec	commendation		
13 TYPED OR PRINTED NAME OF	14 TELEPHON	E NUMBER	15 DATE
PREPARER Gina Scerbo	410-222-4412		June 23, 2016
	410-222-4412		Julie 23, 2010
16 TITLE OF PREPARER			
Secretary			
DGS 550-6 (rev. 10/12)			

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 14.18.02			Page2 of	
1 DEPARTMENT/AGENCY	2 DIVISION	300 Janor 1	3 UNIT	
Anne Arundel Co. Ethics Commission				
DEFINITION - Record Series - A group of re and disposition		ed electronically and used as	a unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE	4 ELECTRONIC RECORD SERIES TITLE 3 Meeting Files and Legislative Files			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system	
Information comes from the executive	director	For use at commission m	neetings	
Meeting minutes, closed meeting statement, materials. 9 POLICY ON ACCESS AND USE - Expla Confidential for office use only.	agenda, public r	notice, research, memos, b		
11 SPECIFY THE LOCATION AND MEDIA Censure the record's retention and usability P Drive on Ethics Commission office computer	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to	
12 RECOMMENDED RETENTION – 4 years	•			
12 RECOMMENDED RETENTION - 4 years	5			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE	
Gina Scerbo	410-222-4412		June 23, 2016	
16 TITLE OF PREPARER				
Secretary				
DGS 550-6 (rev. 10/12)	5			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLAND 20794 (410) 799-1930		Page3 of5
DEPARTMENT/AGENCY Anne Arundel Co. Ethics Commission	2 DIVISION		3 UNIT
		d electronically and used as a	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE 3 Complaint and litigation files and p	oublic decisions	on same	5 EARLIEST YEAR/LATEST YEAR 2006 TO 2016
6 INPUT - Identify source of information to			use/s of information generated by system and for use at commission meetings.
Information comes from the executive 8 ELECTRONIC RECORD SERIES DESCRI			
9 POLICY ON ACCESS AND USE - Explain Anne Arundel Co. Code, Article 7 Public Ethi	ain or attach copy	if established in writing.	idence, research, etc.
10 UPDATING CYCLES OR CONDITIONS	AND RULES FOR	REVISING INFORMATION	ON IN THE SYSTEM
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit P Drive on Ethics Commission office computer	ty throughout the r		
12 RECOMMENDED RETENTION - 10 year	ars after resol	ution	
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHON	IE NUMBER	15 DATE
Gina Scerbo	410-222-4412		June 23, 2016
16 TITLE OF PREPARER	1		
Secretary			
DGS 550-6 (rev. 10/12)	N. West		

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISI ELECTRONIC RECORD SERIES. FORWAR	ED RECORDS MAN	F GENERAL SERVICES NAGEMENT DIVISION D ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, M.	ARYLAND 20794) 799-1930	Page4 of5
DEPARTMENT/AGENCY Anne Arundel Co. Ethics Commission	2 DIVISION		3 UNIT
	of related records stored e esition purposes	electronically and used as	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITE 5 Accounting and budget records	.E		5 EARLIEST YEAR/LATEST YEAR
			2011 TO 2016
6 INPUT - Identify source of information	<u>T</u> o	o resolve Complaints ar	use/s of information generated by system and for use at commission meetings.
Budget and purchase orders, finant 8 ELECTRONIC RECORD SERIES DES	ioc records	o prepare yearly budge describe the information	
9 POLICY ON ACCESS AND USE - Ex General office use.	plain or attach copy if e	established in writing.	
10 UPDATING CYCLES OR CONDITION	IS AND RULES FOR F	REVISING INFORMATION	ON IN THE SYSTEM
11 SPECIFY THE LOCATION AND MED ensure the record's retention and usat P Drive on Ethics Commission office comp	oility throughout the rec	CTRONIC DATA FILE. ord's authorized life cyc	Explain the progression established to sle.
12 RECOMMENDED RETENTION – 4 y	ears		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE	NUMBER	15 DATE
Gina Scerbo	410-222-4412		June 23, 2016
16 TITLE OF PREPARER			
Secretary			
DGS 550-6 (rev. 10/12)			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISI ELECTRONIC RECORD SERIES. FORWAR	D RECORDS	NT OF GENERAL SERVICES MANAGEMENT DIVISION RLOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSU	P, MARYLAND 20794 (410) 799-1930	Page5 of5
DEPARTMENT/AGENCY Anne Arundel Co. Ethics Commission	2 DIVISION	1	3 UNIT
	f related records sto	red electronically and used as	a unit for reference as well as retention
	sition purposes	Ted diconomicany and deed de	a disk for foldering as well as feteristics
4 ELECTRONIC RECORD SERIES TITLE 5 Meeting minutes			5 EARLIEST YEAR/LATEST YEAR 2007 TO 2016
6 INPUT - Identify source of information	to be entered	7 OUTPUT - Identify the	use/s of information generated by system
Commission meeting minutes Meeting minutes		Meeting minutes	
A SI FATRALIA DECARDO AFRICA DEC	CRIPTION D		
	co	iefly describe the information intained in a series. Include	e purpose and function of the system.
8 ELECTRONIC RECORD SERIES DES Open and closed minutes of ethics comm	co ssion meetings.	ntained in a series. Include	
Open and closed minutes of ethics comm 9 POLICY ON ACCESS AND USE - Ex	co ssion meetings.	ntained in a series. Include	
Open and closed minutes of ethics comm 9 POLICY ON ACCESS AND USE - Ex Maryland Open Meetings Act	ssion meetings.	ntained in a series. Include	purpose and function of the system.
Open and closed minutes of ethics comm 9 POLICY ON ACCESS AND USE - Ex	ssion meetings. plain or attach cop	oy if established in writing. OR REVISING INFORMAT	Purpose and function of the system.
Open and closed minutes of ethics comm 9 POLICY ON ACCESS AND USE - Ex Maryland Open Meetings Act 10 UPDATING CYCLES OR CONDITION Open Meeting Minutes are posted on the	ssion meetings. plain or attach cop S AND RULES Fethics commission A OF THE MAIN ility throughout the	oy if established in writing. OR REVISING INFORMAT website for 1 year at http://	ION IN THE SYSTEM /www.aacounty.org/boards-and-
Open and closed minutes of ethics comm POLICY ON ACCESS AND USE — Ex Maryland Open Meetings Act UPDATING CYCLES OR CONDITION Open Meeting Minutes are posted on the commissions/ethics-commission/ 11 SPECIFY THE LOCATION AND MED ensure the record's retention and usate	plain or attach coperations. S AND RULES Feathics commissions. A OF THE MAIN illity throughout the Anne Arundel (oy if established in writing. OR REVISING INFORMAT website for 1 year at http://	ION IN THE SYSTEM /www.aacounty.org/boards-and-
9 POLICY ON ACCESS AND USE — Ex. Maryland Open Meetings Act 10 UPDATING CYCLES OR CONDITION Open Meeting Minutes are posted on the commissions/ethics-commission/ 11 SPECIFY THE LOCATION AND MED ensure the record's retention and usate P Drive on the computer of Secretary for the second s	ssion meetings. plain or attach cop IS AND RULES Feathics commission A OF THE MAIN illity throughout the Anne Arundel Cop Pears Permanent	oy if established in writing. OR REVISING INFORMAT website for 1 year at http://	ION IN THE SYSTEM /www.aacounty.org/boards-and-
9 POLICY ON ACCESS AND USE — Ex Maryland Open Meetings Act 10 UPDATING CYCLES OR CONDITION Open Meeting Minutes are posted on the commissions/ethics-commission/ 11 SPECIFY THE LOCATION AND MED ensure the record's retention and usat P Drive on the computer of Secretary for the second sec	ssion meetings. plain or attach cop IS AND RULES Feathics commission A OF THE MAIN illity throughout the Anne Arundel Cop Pears Permanent	oy if established in writing. OR REVISING INFORMAT website for 1 year at http:// ELECTRONIC DATA FILE. e record's authorized life cy Co. Ethics Commission.	ION IN THE SYSTEM /www.aacounty.org/boards-and- Explain the progression established to cole.
Open and closed minutes of ethics comm 9 POLICY ON ACCESS AND USE - Ex Maryland Open Meetings Act 10 UPDATING CYCLES OR CONDITION Open Meeting Minutes are posted on the commissions/ethics-commission/ 11 SPECIFY THE LOCATION AND MED ensure the record's retention and usate P Drive on the computer of Secretary for to the computer of Secretary for the computer of	ssion meetings. plain or attach cop IS AND RULES Frethics commission A OF THE MAIN ility throughout the Anne Arundel Commission Pars Promoter 14 TELEPHO	oy if established in writing. OR REVISING INFORMAT website for 1 year at http:// ELECTRONIC DATA FILE. e record's authorized life cy Co. Ethics Commission.	ION IN THE SYSTEM /www.aacounty.org/boards-and- Explain the progression established to cle.
Open and closed minutes of ethics comm 9 POLICY ON ACCESS AND USE - Ex Maryland Open Meetings Act 10 UPDATING CYCLES OR CONDITION Open Meeting Minutes are posted on the commissions/ethics-commission/ 11 SPECIFY THE LOCATION AND MED ensure the record's retention and usate P Drive on the computer of Secretary for the computer of Sec	ssion meetings. plain or attach cop IS AND RULES Frethics commission A OF THE MAIN ility throughout the Anne Arundel Commission Pars Promoter 14 TELEPHO	oy if established in writing. OR REVISING INFORMAT website for 1 year at http:// ELECTRONIC DATA FILE. e record's authorized life cy Co. Ethics Commission.	ION IN THE SYSTEM /www.aacounty.org/boards-and- Explain the progression established to cle.