

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

Schedule No. C1313

Page 1 of 5

Agency
County Commissioners of Calvert County, MD

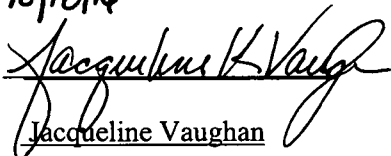
Division/Unit
Public Safety-Emergency Management and Safety

Item No.	Description	Retention
1	<p>“The issuance of a legal hold by the County Attorney’s Office overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the County Attorney’s Office. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so.”</p> <p>Equipment Inventories</p> <p>The documents contain information on make, model and location of equipment which was purchased through grants and County budget.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 10/18/16

Signature



Typed Name

Jacqueline Vaughan

Title

Director, Public Safety

Schedule Authorized by State Archivist

Date

2.14.17

Signature



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

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Agency County Commissioners of Calvert County, MD	Division/Unit Public Safety-Emergency Management and Safety
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Item No.	Description	Retention
2	<p>Office Correspondence</p> <p>Correspondence from other agencies, departments and outside groups.</p>	<p>Retain for 1 year and destroy material 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 continuing administrative, fiscal, legal or historical value.</p>
3	<p>Vacant-Series was merged with related material.</p>	
4	<p>Electronic E-Mail Records</p> <p>Correspondence of Division Chief of Emergency Management, Specialist, Planner, Planning Specialist and Office Assistant.</p>	<p>Retain 1 year and destroy material 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 continuing administrative, fiscal, legal or historical value</p>

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

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Agency County Commissioners of Calvert County, MD	Division/Unit Public Safety-Emergency Management and Safety
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Item No.	Description	Retention
5	Vacant-Series was merged with related material	
6	Exercises and After Action Reports Documents which are maintained in preparation for and utilized after the exercise to enhance the programs of emergency management.	Files are maintained for 3 years after all actionable items have been completed, then destroy.
7	Grants Documents which are maintained for historical use of the information to prepare future applications and identify uses of the grants and how the priorities were developed.	Files are maintained for 3 years after all actionable items have been completed, then destroy.
8	Grant Information Documents which identify the application, acquisition and utilization of grants.	Maintain until 3 years after the end of the performance period of the grant, then destroy.
9	Meetings Documents maintained for project completion and staff meeting notes.	Retain for 3 years, then destroy.
10	Meeting Sign-in Sheets and Synopses Sign-in sheets and discussion synopses of meetings.	Retain for 3 years, then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Agency County Commissioners of Calvert County, MD	Division/Unit Public Safety-Emergency Management and Safety
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Item No.	Description	Retention
11	<p>Mutual Aid Agreements</p> <p>Agreements developed with Maryland Emergency Management Agency and the other 23 counties in the State of Maryland to share resources during times of emergencies.</p>	Retain until superseded, then destroy.
12	<p>Security Sensitive Files & Plans</p> <p>Standard Operating Guidelines, Emergency Response plans to incidents at security sensitive facilities such as Dominion Cove Point LNG facility and Calvert Cliffs Nuclear Power Plant.</p>	Retain for 7 years, or until superseded, whichever is sooner, then destroy
13	<p>Pictures</p> <p>Pictures of damage, exercises and training.</p>	Retain 3 years or until superseded, whichever is sooner, then destroy.
14	<p>Emergency Plans</p> <p>Plans for events which may extend beyond the local capability to mitigate.</p>	Retain for 7 years, then destroy.
15	<p>Public Education Material</p> <p>Documents which are developed to prepare and educate the public on actions to prepare and protect themselves and their families during Natural and Manmade Disasters.</p>	Retain for 7 years or until superseded, whichever is later, then destroy.
16	<p>Regulations and Laws</p> <p>Reference copies of laws, Ordinances and Regulation which pertain to emergency management and safety from the federal, state and local governments.</p>	Retain until superseded, then destroy.

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

Schedule No. C1313

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Agency
County Commissioners of Calvert County, MD

Division/Unit
Public Safety-Emergency Management and Safety

Item No.	Description	Retention
17	<p>Safety Inspections</p> <p>Inspections of County buildings and activities, along with incidents.</p>	Retain for 3 years after last action item has been completed then destroy.
18	<p>Payroll Work Reports and Leave Requests</p> <p>Reference copies of time sheets and Work Reports.</p>	Retain 6 months, then destroy.
19	<p>Invoice Payments & Check Request Forms</p> <p>Copies of invoice payments forms and check request forms sent to Finance & Budget for invoice payment.</p>	Retain until the completion of the fiscal year in which invoice was paid in full, then destroy.

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u> i </u> of <u> 25 </u> 27	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Equipment Inventories				5 EARLIEST YEAR/LATEST YEAR <u> 2004 </u> TO <u> Present </u>	
6 INPUT - Identify source of information to be entered Electronically and Scanned Documents			7 OUTPUT - Identify the use/s of information generated by system Reference and research materials		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. The documents contain information on make, model and location of equipment which was purchased through grants and County budget.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The access and use of these documents are to maintain awareness and document location of equipment for the purpose of tracking inventory and allow annual review. Inventories assist in the preparation for audits by federal agencies.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained until no longer administratively useful					
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. Records are maintained on the shared and personal drives of the County server system and locally on the hard drive of the computer. The server system is backed up and is maintained at multiple locations. When an employee has a computer replaced, the information is transferred to the new computer. If an employee leaves, the information is reviewed and transferred to the shared drives if necessary.					
12 RECOMMENDED RETENTION Maintain until no longer administratively useful <i>Continuous</i>					
13 TYPED OR PRINTED NAME OF PREPARER John R. Fenwick		14 TELEPHONE NUMBER 410-535-1600 x2301		15 DATE September 17, 2014	
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety					
DGS 550-6					

<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 <u>25</u></p>
<p>1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD</p>	<p>2 DIVISION Public Safety</p>	<p>3 UNIT Emergency Management and Safety</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Office Correspondence</p>	<p>5. Earliest Year/Latest Year ____2004____ to ____2014____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence from other agencies, departments and outside groups</p>		
<p>7. Record Series Format(s) List all</p> <p>x Letter Size <input type="checkbox"/> Microfilm</p> <p>x Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p>Bound Book <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p>x Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume ____1____ Number</p> <p>x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify) _____Technology Services_____</p> <p>10. Annual Accumulation ____1/10____ Number</p> <p>x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p>x Daily Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>____ Number Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>Freedom of Information Act</u></p>	<p>16. Audit Requirements</p> <p>x None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes x No</p>	<p>18. Recommended Retention Maintain until no longer administratively necessary. <u>1 year, then screen</u></p>	
<p>19. Name and Title of Preparer John R. Fenwick, Division Chief Emergency Management and Safety</p>	<p>20. Telephone Number 410-535-1600 x2301</p>	<p>21. Date September 17, 2014</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>34</u> of <u>25</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Electronic Records				5 EARLIEST YEAR/LATEST YEAR 2004 TO Present	
6 INPUT - Identify source of information to be entered e-mail of employees			7 OUTPUT - Identify the use/s of information generated by system Electronic mail		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Correspondence and non-records of Division Chief of Emergency Management, Specialist, Planner, Planning Specialist and Office Assistant.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Only the owner of the e-mail account has access to the account.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Maintain for 3 years unless administratively useful then delete.					
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. e-mail account					
12 RECOMMENDED RETENTION Maintain for 3 years unless administratively useful. 1 year, then screen					
13 TYPED OR PRINTED NAME OF PREPARER John R. Fenwick		14 TELEPHONE NUMBER 410-535-1600 x2301		15 DATE 9/17/2014	
16 TITLE OF PREPARER Division Chief of Emergency Management and Safety					
DGS 550-6					

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>4</u> OF <u>25</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, Maryland</p>	<p>2. Division Public Safety</p>	<p>3. Unit Emergency Management and Safety</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Exercises and After Action Reports</p>	<p>5. Earliest Year/Latest Year <u>2005</u> to <u>Present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Documents which are maintained in preparation for and utilized after the exercise to enhance the programs of emergency management. When we develop a plan for a response, mitigation action, pre-plan, standard operating guideline etc. we drill and exercise the plan to see if the plan covers what we intended. If any GAPS* are identified during the exercise or drill we develop an corrective action plan to address the identified GAP* in the plan. We do this continually to ensure that all plans are up to date and those tasked with responsibilities in the plan can accomplish.</p> <p>*GAPS is a term used in planning when we test a plan; we write a plan and then we test the plan through an exercise to ensure the plan functions and fills the needs it was intended for. If any shortfalls in the plan are identified during this exercise phase that is identified as a GAP in the plan and the plan is then revised to ensure those gaps are addressed.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Technology Services</u></p> <hr/> <p>10. Annual Accumulation <u>1/4</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Files are maintained for 3 years after all actionable items have been completed, then destroy.</p>	
<p>19. Name and Title of Preparer Alfred B. Jeffery Division of Emergency Management</p>	<p>20. Telephone Number 410-535-1600x2781</p>	<p>21. Date 12/21/16</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>54</u> of <u>25</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Exercises and After Action Reports				5 EARLIEST YEAR/LATEST YEAR <u>2005</u> TO <u>Present</u>	
6 INPUT - Identify source of information to be entered Electronically Created and Scanned Documents			7 OUTPUT - Identify the use/s of information generated by system Improvement, reference and research materials		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents which are maintain in preparation for and utilized after the exercise to enhance the programs of emergency management					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The access and use of these documents are to ensure improvement is completed and maintain awareness of historic planning efforts.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained for three years after all actionable items have been completed.					
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. Records are maintained on the shared and personal drives of the County server system and locally on the hard drive of the computer. The server system is backed up and is maintained at multiple locations. When an employee has a computer replaced, the information is transferred to the new computer. If an employee leaves, the information is reviewed and transferred to the shared drives if necessary.					
12 RECOMMENDED RETENTION Files are maintained for three years after all actionable items have been completed.					
13 TYPED OR PRINTED NAME OF PREPARER John R. Fenwick		14 TELEPHONE NUMBER 410-535-1600 x2301		15 DATE September 17, 2014	
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>68</u> of <u>25</u> <u>27</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Grants				5 EARLIEST YEAR/LATEST YEAR ___1999___ TO ___Present___	
6 INPUT - Identify source of information to be entered Electronically Created and Scanned Documents			7 OUTPUT - Identify the use/s of information generated by system Documents which identify the application, acquisition and utilization of grants.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents which are maintained for historical use of the information to prepare future applications and identify uses of the grants and how the priorities were developed.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The access and use of these documents are to ensure projects are completed and maintain awareness of historic efforts.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained for 6 years after the performance period of the grant.					
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. Records are maintained on the shared and personal drives of the County server system and locally on the hard drive of the computer. The server system is backed up and is maintained at multiple locations. When an employee has a computer replaced, the information is transferred to the new computer. If an employee leaves, the information is reviewed and transferred to the shared drives if necessary.					
12 RECOMMENDED RETENTION Files are maintained for three years after all actionable items have been completed.					
13 TYPED OR PRINTED NAME OF PREPARER John R. Fenwick		14 TELEPHONE NUMBER 410-535-1600 x2301		15 DATE September 17, 2014	
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety					
DGS 550-6					

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: right;">PAGE <u>79</u> OF <u>25</u> <u>24</u></p>
<p>1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD</p>	<p>2 DIVISION Public Safety</p>	<p>3 UNIT Emergency Management and Safety</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Grant Information</p>	<p>5. Earliest Year/Latest Year ___ 1999 ___ to ___ Present ___</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Documents which identify the application, acquisition and utilization of grants.</p>		
<p>7. Record Series Format(s) List all</p> <p>x Letter Size <input type="checkbox"/> Microfilm</p> <p>x Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p>Bound Book <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p>x Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume ___ 3 ___ Number</p> <p>x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation ___ 1/10 ___ Number</p> <p>x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p>Daily x Weekly Monthly Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ Number Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>x Yes No Shared drives on computer and corresponding agency</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Freedom of Information Act</p>	<p>16. Audit Requirements</p> <p>None x State x Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes x No</p>	<p>18. Recommended Retention</p> <p>Maintain until 6 years after the end of the performance period of the grant.</p>	
<p>19. Name and Title of Preparer John R. Fenwick, Division Chief Emergency Management and Safety</p>	<p>20. Telephone Number 410-535-1600 x2301</p>	<p>21. Date September 17, 2014</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>910</u> of <u>25</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Meetings				5 EARLIEST YEAR/LATEST YEAR <u>2004</u> TO <u>Present</u>	
6 INPUT - Identify source of information to be entered Electronically Created and Scanned Documents			7 OUTPUT - Identify the use/s of information generated by system Documents which are created in preparation for and delivery of meetings.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents maintained for historical use of the information to ensure improvement and enhancement of County processes.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The access and use of these documents are to ensure projects are completed and maintain awareness of historic efforts.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained.					
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. Records are maintained on the shared and personal drives of the County server system and locally on the hard drive of the computer. The server system is backed up and is maintained at multiple locations. When an employee has a computer replaced, the information is transferred to the new computer. If an employee leaves, the information is reviewed and transferred to the shared drives if necessary.					
12 RECOMMENDED RETENTION Files are maintained for three years, then destroyed.					
13 TYPED OR PRINTED NAME OF PREPARER John R. Fenwick		14 TELEPHONE NUMBER 410-535-1600 x2301		15 DATE September 17, 2014	
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety					
DGS 550-6					

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>119</u> OF <u>25</u></p>
<p>1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD</p>	<p>2 DIVISION Public Safety</p>	<p>3 UNIT Emergency Management and Safety</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Meeting Sign-In Sheets and Synopses</p>	<p>5. Earliest Year/Latest Year <u>2004</u> to <u>Present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Sign-in sheets and discussion synopses of meetings</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p>Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Floppy Disk</p> <p>Bound Book <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p>File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation <u>1/10</u> Number</p> <p>File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p>
<p>11. File is Used</p> <p>Daily Weekly <input checked="" type="checkbox"/> Monthly Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ Number Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Freedom of Information Act</p>	<p>16. Audit Requirements</p> <p>None State Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Maintain 3 years and destroy</p>	
<p>19. Name and Title of Preparer John R. Fenwick, Division Chief Emergency Management and Safety</p>	<p>20. Telephone Number 410-535-1600 x2301</p>	<p>21. Date September 17, 2014</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>10</u> of <u>25</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Mutual Aid Agreements				5 EARLIEST YEAR/LATEST YEAR <u>2000</u> TO <u>Present</u>	
6 INPUT - Identify source of information to be entered Electronically Created and Scanned Documents			7 OUTPUT - Identify the use/s of information generated by system Document agreements for assistance to Calvert County Emergency Management		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents maintained for historical use of the information to ensure appropriate response capability					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The access and use of these documents are to ensure emergency preparedness.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained.					
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. Records are maintained on the shared and personal drives of the County server system and locally on the hard drive of the computer. The server system is backed up and is maintained at multiple locations. When an employee has a computer replaced, the information is transferred to the new computer. If an employee leaves, the information is reviewed and transferred to the shared drives if necessary.					
12 RECOMMENDED RETENTION Files are maintained until superseded, maintained for two years , then destroyed.					
13 TYPED OR PRINTED NAME OF PREPARER John R. Fenwick		14 TELEPHONE NUMBER 410-535-1600 x2301		15 DATE September 17, 2014	
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety					
DGS 550-6					

<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>111B</u> OF <u>25</u> <u>27</u></p>
<p>1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD</p>	<p>2 DIVISION Public Safety</p>	<p>3 UNIT Emergency Management and Safety</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Mutual Aid Agreements</p>	<p>5. Earliest Year/Latest Year ____2000____ to ____Present____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Official agreements to provide mutual assistance during a disaster</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p>Bound Book <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume ____1/4____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation ____0____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p>Daily Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>____ Number Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No With Mutual Aid agency</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Freedom of Information Act</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Maintain until superseded, retain two years, then destroy</p>	
<p>19. Name and Title of Preparer John R. Fenwick, Division Chief Emergency Management and Safety</p>	<p>20. Telephone Number 410-535-1600 x2301</p>	<p>21. Date September 17, 2014</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1412</u> OF <u>25</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Public Safety</p>	<p>3. Unit Emergency Management and Safety</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Security Sensitive Files & Plans</p>	<p>5. Earliest Year/Latest Year <u>2004</u> to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files and plans that non-disclosure statements have been signed for.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>2</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binders</u></p> <hr/> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Emergency Management Division Chief's Office Emergency Management Specialist's Office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) x Yes <input type="checkbox"/> No Law Enforcement and Facility Owner</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Confidential & security sensitive files 49CRF15 & 1520</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Kept until superseded by updated version. or 7 years, whichever is sooner</p>	
<p>19. Name and Title of Preparer John R. Fenwick, Division Chief</p>	<p>20. Telephone Number 410-535-1600 x2301</p>	<p>21. Date 9/17/2014</p>

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>25</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
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 Pictures			5. Earliest Year/Latest Year ___2002___ 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.) Pictures of damage, exercises, and training					
7. Record Series Format(s) List all Letter Size <input type="checkbox"/> Microfilm Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Floppy Disk Bound Book <input type="checkbox"/> Video Tape xOther (specify)___Computer Drive___		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify)___Technology Services___ 10. Annual Accumulation _____ Number File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify)___data on computer___	
11. File is Used Daily <input checked="" type="checkbox"/> Weekly Monthly Annually			12. File Becomes Inactive After _____ Number Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Freedom of Information Act			16. Audit Requirements None State 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 Maintain permanently 3 years or superseded		
19. Name and Title of Preparer John R. Fenwick, Division Chief Emergency Management and Safety		20. Telephone Number 410-535-1600 x2301		21. Date September 17, 2014	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>14</u> 10 of <u>25</u> 27	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Pictures				5 EARLIEST YEAR/LATEST YEAR <u>2002</u> TO <u>Present</u>	
6 INPUT - Identify source of information to be entered Electronically Created			7 OUTPUT - Identify the use/s of information generated by system Documentation of damage, exercises and training		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents maintained for historical use of the information to ensure appropriate response capability					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The access and use of these documents are to ensure emergency preparedness.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained.					
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. Records are maintained on the shared and personal drives of the County server system and locally on the hard drive of the computer. The server system is backed up and is maintained at multiple locations. When an employee has a computer replaced, the information is transferred to the new computer. If an employee leaves, the information is reviewed and transferred to the shared drives if necessary.					
12 RECOMMENDED RETENTION Files are maintained permanently. 3 years or superseded					
13 TYPED OR PRINTED NAME OF PREPARER John R. Fenwick		14 TELEPHONE NUMBER 410-535-1600 x2301		15 DATE September 17, 2014	
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety					
DGS 550-6					

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>15</u> OF <u>25</u></p>
<p>1. Department/Agency Public Safety</p>	<p>2. Division Emergency Management</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Emergency Plans</p>	<p>5. Earliest Year/Latest Year ____2004____ to ____2014____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Plans for events which may extend beyond the local capability to mitigate</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p>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 ____5____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation ____0____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After (When superseded by replacement plan or no longer functional)</p> <p>_____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Freedom of Information Act</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Maintain each plan until superseded, retain the plan for two years after it has been superseded and then destroy that plan <u>7 years</u></p>	
<p>19. Name and Title of Preparer John R. Fenwick, Division Chief Emergency Management and Safety</p>	<p>20. Telephone Number 410-535-1600 x2301</p>	<p>21. Date September 17, 2014</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>16</u> 18 of <u>25</u> 27	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Emergency Plans				5 EARLIEST YEAR/LATEST YEAR <u>2004</u> TO <u>Present</u>	
6 INPUT - Identify source of information to be entered Electronically Created and Scanned Documents			7 OUTPUT - Identify the use/s of information generated by system To ensure preparedness through exercises and training		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents maintained for historical use of the information to ensure appropriate response capability					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The access and use of these documents are to ensure emergency preparedness.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained.					
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. Records are maintained on the shared and personal drives of the County server system and locally on the hard drive of the computer. The server system is backed up and is maintained at multiple locations. When an employee has a computer replaced, the information is transferred to the new computer. If an employee leaves, the information is reviewed and transferred to the shared drives if necessary.					
12 RECOMMENDED RETENTION Maintain until superseded, retain two years and then destroy <u>7 years</u>					
13 TYPED OR PRINTED NAME OF PREPARER John R. Fenwick		14 TELEPHONE NUMBER 410-535-1600 x2301		15 DATE September 17, 2014	
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety					
DGS 550-6					

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>17</u> OF <u>25</u> <u>19</u> <u>27</u></p>
<p>1. Department/Agency Public Safety</p>	<p>2. Division Emergency Management</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Public Information Materials</p>	<p>5. Earliest Year/Latest Year <u>2002</u> to <u>Present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Documents which are maintain in preparation for and utilized during emergency incidents and to prepare the public for events</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p>Bound Book <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>1</u>/10 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>Daily <input checked="" type="checkbox"/> Weekly Monthly Annually</p>	<p>12. File Becomes Inactive After <u>1</u> Number Month(s) x Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No Shared drives on computer and corresponding agency</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Freedom of Information Act</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention maintain permanently <u>7 years or superseded</u></p>	
<p>19. Name and Title of Preparer John R. Fenwick, Division Chief Emergency Management and Safety</p>	<p>20. Telephone Number 410-535-1600 x2301</p>	<p>21. Date September 17, 2014</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>18</u> ²⁰ of <u>25</u> ²⁷	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Public Information Materials				5 EARLIEST YEAR/LATEST YEAR <u>2002</u> TO <u>Present</u>	
6 INPUT - Identify source of information to be entered Electronically Created and Scanned Documents			7 OUTPUT - Identify the use/s of information generated by system Documents which are maintain in preparation for and utilized during emergency incidents and to prepare the public for events		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents maintained for historical use of the information to ensure appropriate response capability					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The access and use of these documents are to ensure emergency preparedness.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained.					
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. Records are maintained on the shared and personal drives of the County server system and locally on the hard drive of the computer. The server system is backed up and is maintained at multiple locations. When an employee has a computer replaced, the information is transferred to the new computer. If an employee leaves, the information is reviewed and transferred to the shared drives if necessary.					
12 RECOMMENDED RETENTION Maintain permanently <i>7 years or superseded</i>					
13 TYPED OR PRINTED NAME OF PREPARER John R. Fenwick		14 TELEPHONE NUMBER 410-535-1600 x2301		15 DATE September 17, 2014	
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety					
DGS 550-6					

<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>19</u> OF <u>25</u></p>
<p>1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD</p>	<p>2 DIVISION Public Safety</p>	<p>3 UNIT Emergency Management and Safety</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Regulations and Laws</p>	<p>5. Earliest Year/Latest Year ___1976___ to ___2014___</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Laws, Ordinances, and Regulation which pertain to emergency management and safety from the federal, state and local governments</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" 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>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume ___3___ 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>Other (specify) _____</p> <p>10. Annual Accumulation ___0___ 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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ Number Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No Shared drives on computer</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Freedom of Information Act</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Maintain until superseded or no longer administratively necessary</p>	
<p>19. Name and Title of Preparer John R. Fenwick, Division Chief Emergency Management and Safety</p>	<p>20. Telephone Number 410-535-1600 x2301</p>	<p>21. Date September 17, 2014</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>20</u> of <u>25</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Laws, Regulations, and Ordinances				5 EARLIEST YEAR/LATEST YEAR ____1976____ TO ____Present_	
6 INPUT - Identify source of information to be entered Electronically Created and Scanned Documents			7 OUTPUT - Identify the use/s of information generated by system Laws, Ordinances, and Regulation which pertain to emergency management and safety from the federal, state and local governments		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents maintained for historical use of the information to ensure appropriate response capability					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The access and use of these documents are to ensure emergency preparedness.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained.					
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. Records are maintained on the shared and personal drives of the County server system and locally on the hard drive of the computer. The server system is backed up and is maintained at multiple locations. When an employee has a computer replaced, the information is transferred to the new computer. If an employee leaves, the information is reviewed and transferred to the shared drives if necessary.					
12 RECOMMENDED RETENTION Maintain until superseded and then destroy					
13 TYPED OR PRINTED NAME OF PREPARER John R. Fenwick		14 TELEPHONE NUMBER 410-535-1600 x2301		15 DATE September 17, 2014	
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety					
DGS 550-6					

<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>21</u> OF <u>25</u></p>
<p>1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD</p>	<p>2 DIVISION Public Safety</p>	<p>3 UNIT Emergency Management and Safety</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Safety Inspections</p>	<p>5. Earliest Year/Latest Year ___1999___ to ___Present___</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Inspections of County buildings and activities, along with incidents</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p>Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Floppy Disk</p> <p>Bound Book <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume ___1___ Number</p> <p>File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation ___1/4___ Number</p> <p>File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p>
<p>11. File is Used</p> <p>Daily <input checked="" type="checkbox"/> Weekly Monthly Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ Number Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Freedom of Information Act</p>	<p>16. Audit Requirements</p> <p>None State Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Maintain 3 years after last action item has been completed and then destroy</p>	
<p>19. Name and Title of Preparer John R. Fenwick, Division Chief Emergency Management and Safety</p>	<p>20. Telephone Number 410-535-1600 x2301</p>	<p>21. Date September 17, 2014</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page ²² <u>24</u> of ²⁵ <u>27</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Safety Inspections				5 EARLIEST YEAR/LATEST YEAR __2004__ TO __Present__	
6 INPUT - Identify source of information to be entered Electronically Created and Scanned Documents			7 OUTPUT - Identify the use/s of information generated by system Inspections of County buildings and activities, along with incident investigations		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents maintained for historical use of the information to ensure improvement					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The access and use of these documents are to ensure safety of County workers.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained.					
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. Records are maintained on the shared and personal drives of the County server system and locally on the hard drive of the computer. The server system is backed up and is maintained at multiple locations. When an employee has a computer replaced, the information is transferred to the new computer. If an employee leaves, the information is reviewed and transferred to the shared drives if necessary.					
12 RECOMMENDED RETENTION Maintain for three years after the last action item has been completed, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER John R. Fenwick		14 TELEPHONE NUMBER 410-535-1600 x2301		15 DATE September 17, 2014	
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety					
DGS 550-6					

<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>23</u> OF <u>25</u></p>
<p>1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD</p>	<p>2 DIVISION Public Safety</p>	<p>3 UNIT Emergency Management and Safety</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Payroll Work Reports and Leave Requests</p>	<p>5. Earliest Year/Latest Year ____2010____ to ____2014____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Time sheets and tan bar report</p>		
<p>7. Record Series Format(s) List all</p> <p>Letter Size <input type="checkbox"/> Microfilm</p> <p>x Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p>Bound Book <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p>x Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume ____ 1/2 ____ Number</p> <p>x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation ____ 1/10 ____ Number</p> <p>x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily x Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>____ Number Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>x Yes No Finance and Budget</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Freedom of Information Act</p>	<p>16. Audit Requirements</p> <p>xNone <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes x No</p>	<p>18. Recommended Retention</p> <p>Six Months</p>	
<p>19. Name and Title of Preparer John R. Fenwick, Division Chief Emergency Management and Safety</p>	<p>20. Telephone Number 410-535-1600 x2301</p>	<p>21. Date September 17, 2014</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>24</u> of <u>25</u>	
1 DEPARTMENT/AGENCY County Commissioners of Calvert County, MD		2 DIVISION Public Safety		3 UNIT Emergency Management and Safety	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Payroll Work Reports and Leave Requests				5 EARLIEST YEAR/LATEST YEAR <u>2010</u> TO <u>Present</u>	
6 INPUT - Identify source of information to be entered Electronically Created			7 OUTPUT - Identify the use/s of information generated by system Maintain information of leave banks and document requests for leave		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents leave available and leave requests					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The access and use allows employees to ensure leave is appropriate					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained.					
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. Records are maintained on the shared and personal drives of the County server system and locally on the hard drive of the computer. The server system is backed up and is maintained at multiple locations. When an employee has a computer replaced, the information is transferred to the new computer. If an employee leaves, the information is reviewed and transferred to the shared drives if necessary.					
12 RECOMMENDED RETENTION Maintain for six months, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER John R. Fenwick		14 TELEPHONE NUMBER 410-535-1600 x2301		15 DATE September 17, 2014	
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety					
DGS 550-6					

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="font-size: 1.5em;">25 25</p> <p>PAGE <u>27</u> OF <u>27</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Public Safety</p>	<p>3. Unit Emergency Management</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Invoice Payments & Check Request Forms</p>	<p>5. Earliest Year/Latest Year January 1, 2013 to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies of invoice payments forms and check request forms sent to Finance & Budget for invoice payment.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Public Safety Executive Administrative Assistant Office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention At the completion of the fiscal year if paid in full.</p>	
<p>19. Name and Title of Preparer John R. Fenwick, Division Chief Emergency Management and Safety</p>	<p>20. Telephone Number 410-535-1600 x2301</p>	<p>21. Date 11/18/2014</p>