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

Item No.	Description		Retention
	"The issuance of a legal hold by the Cooverrides any portion of this record reschedule that otherwise calls for the didestruction of records subject to the hole been released by the County Attorney' is subject to a legal hold may be altered transferred, or destroyed, even if the sodate has passed. Any person preparing transfer, or destroy a record must ascellitigation hold applies to the record between the country and the country and the country and the country are cord must ascellitigation hold applies to the record between the country and the country are cord must ascellitigation hold applies to the record between the country are cord must ascellitigation.		
1	Equipment Inventories The documents contain information on m of equipment which was purchased throubudget.	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.	
• •	proved by Department, Agency, Schepresentative. Date of the Scheme of t	hedule Authorized by State a. 14.17	Archivist
Гуреd Name	/) // //	gnature R	^
Title <u>Direc</u>	etor, Public Safety		

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

Schedule No. C1313

(Continuation Sheet)

Page 2 of 5

Agency				
County	Commissioners	of Calvert	County,	MD

m	Description	Retention
2	Office Correspondence	
	Correspondence from other agencies, departments and outside groups.	Retain for 1 year and destromaterial no longer needed for current business with the following exception: Transform to the Maryland State Archives for permanent retention any material that serves to document the original development, and accomplishments of the off and has continuing administrative, fiscal, legal historical value.
3	Vacant-Series was merged with related material.	
4	Electronic E-Mail Records	
	Correspondence of Division Chief of Emergency Management, Specialist, Planner, Planning Specialist and Office Assistant.	Retain 1 year and destroy material no longer needed for current business with the following exception: Transform to the Maryland State Archives for permanent retention any material that serves to document the original development, and accomplishments of the officiand has continuing administrative, fiscal, legal historical value

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

Schedule No. C1313

Page 3 of

5

Agency
County Commissioners of Calvert County, MD

Division/Unit
Public Safety-Emergency Management and Safety

tem Vo.	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.		

DGS 550-1A

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

of

Schedule No. C1313

Page 4

5

Agency County Commissioners of Calvert County, MD

Tuble Safety-Emergency Management and Safe					
Item No.	Description	Retention			
11	Mutual Aid Agreements				
	Agreements developed with Maryland Emergency Management Agency and the other 23 counties in the State of Maryland to share resources during times of emergencies.	Retain until superseded, then destroy.			
12	Security Sensitive Files & Plans				
	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.	Retain for 7 years, or until superseded, whichever is sooner, then destroy			
13	Pictures				
	Pictures of damage, exercises and training.	Retain 3 years or until superseded, whichever is sooner, then destroy.			
14	Emergency Plans	sooner, then destroy.			
	Plans for events which may extend beyond the local capability to mitigate.	Retain for 7 years, then destroy.			
15	Public Education Material				
	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.	Retain for 7 years or until superseded, whichever is later, then destroy.			
16	Regulations and Laws				
	Reference copies of laws, Ordinances and Regulation which pertain to emergency management and safety from the federal, state and local governments.	Retain until superseded, then destroy.			

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

Schedule No. C1313

Page 5 of 5

(Continuation Sheet) Agency
County Commissioners of Calvert County, MD

Item No.	Description	Retention			
17	Safety Inspections				
:	Inspections of County buildings and activities, along with incidents.	Retain for 3 years after last action item has been completed then destroy.			
18	Payroll Work Reports and Leave Requests				
	Reference copies of time sheets and Work Reports.	Retain 6 months, then destroy.			
19	Invoice Payments & Check Request Forms				
	Copies of invoice payments forms and check request forms sent to Finance & Budget for invoice payment.	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		Page			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
County Commissioners of Calvert County, MD	Public Safety		Emergency Management and Safety			
DEFINITION - Record Series - A group of rela and disposition		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE Equipment Inventories			5 EARLIEST YEAR/LATEST YEAR2004TOPresent_			
6 INPUT - Identify source of information to b	oe entered	7 OUTPUT - Identify the u	se/s of information generated by system			
Electronically and Scanned Documents	:	Reference and research r	naterials			
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 A	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM			
Files are maintained until no longer administration	atively 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 to the shared drives if necessary.	new computer.	If an employee leaves, the	information is reviewed and transferred			
12 RECOMMENDED RETENTION Maintain until no longer administratively useful— Confinuous						
13 TYPED OR PRINTED NAME OF	14 TELEPHONE NUMBER		15 DATE			
PREPARER John R. Fenwick	410-535-1600 x2301		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 or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA() 7275 Waterloo Re		IENT OF GENERAL SERVICES DS MANAGEMENT DIVISION Vaterloo Road, P.O. Box 275 essup, Maryland 20794		AGENCY RECORDS INVENTORY 25 PAGE 2 OF 29
	, -				
1 DEPARTMENT/AGENCY	410-799-1930 2 DIVISION			3 UNIT	
County Commissioners of Calvert County, MD	Public S	Safety			Emergency Management and Safety
	d records n	ormally filed a	and used as a	unit for refe	rence as well as retention and disposition purposes.
4. Record Series Title					t Year/Latest Year
Office Correspondence				200	4 to2014
6. Record Series Description (Briefly describe the t	vnes of info	rmation/docu	ments/forms t		series. Include the purpose or function of the series.)
			menta/ionna i	ound in the	series. Include the purpose of function of the series.)
Correspondence from other agencies, departments	and outsid	e groups			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	
(-,				1	
xLetter Size		Alphabetica	al	Number	
x Legal Size Computer Tape		■ Numerical		x File Drawer	• •
Audio Tono		0 111		Microfilm	1
☐ Audio Tape ☐ Floppy Disk		x Chronologica	1	Compute	
Bound Book		☐ Geographic	cal	x Other (spec	ify)Technology Services
<u> </u>		coograpiiii	,	10, Annual A	ccumulation
Other (specify)		Other (spec			
				Number	
				x File Drawer	
			Microfilm Reel(s)		
				Computer Tape(s) Other (specify)	
				Other (st	isoliy)
11. File is Used			12. File Becom	nes Inactive Afte	er
x Daily Weekly Monthly Annually			Number	Month	n(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)			44 to Doored t	Carias Dustiants	d Flouritain 2. (If the property and office)
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		
Saver South Statistics, Emergency Management Sinces			163	X 110	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		– –	16. Audit Requirements		
xYes ☑ No					
Freedom of Information Act			x None	State F	ederal Independent
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
☐ Yes x No			Maintain ur	ntil no longe	r administratively-necessary
			l \		
			year,	then s	creen
19. Name and Title of Preparer		20. Telepho	one	21. Date	
John R. Fenwick, Division Chief		Number		Septembe	er 17, 2014
Emergency Management and Safety 410-535-16		600 x2301			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794		ELECTRONIC RECORDS INVENTORY			
WITH			Page $\frac{34}{4}$ of $\frac{25}{4}$			
RECORDS RETENTION SCHEDULE (DGS 550-1)	(4	110) 799-1930	Page or _ 			
COMAR 14.18.04						
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
County Commissioners of Calvert County, MD	Public Safety		Emergency Management and Safety			
DEFINITION - Record Series - A group of rel and disposition		ed electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			E FARLIECT VEAR ATECT VEAR			
Electronic Records			5 EARLIEST YEAR/LATEST YEAR 2004 TO Present			
			2004 10 1 163611			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the L	use/s of information generated by system			
e-mail of employees		Electronic mail				
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brie	I fly describe the information	//documents/forms			
		•	purpose and function of the system.			
Correspondence and non-records of Division	Chief of Empare	M	int Black Black Black			
Correspondence and non-records of Division Office Assistant.	Chief of Emerge	ency ivianagement, Special	ist, Planner, Planning Specialist and			
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 FO	R REVISING INFORMATION	ON IN THE SYSTEM			
Maintain for 3 years unless administratively u			SIVIIV THE STOTEW			
11 SPECIFY THE LOCATION AND MEDIA						
ensure the record's retention and usability	throughout the	record's authorized life cyc	ile.			
e-mail account						
12 RECOMMENDED RETENTION		И				
Maintain for 3 years unless administratively useful. I year, then screen						
13 TYPED OR PRINTED NAME OF	14 TELEPHONE NUMBER		15 DATE			
PREPARER						
John R. Fenwick	410-535-1600 x2301		9/17/2014			
16 TITLE OF PREPARER			-			
Division Chief of Emergency Management and Safety						
			· · · · · · · · · · · · · · · · · · ·			
DCS 550 C						
DGS 550-6						

				<u> </u>	
each new or revised record series. Forward RECORDS MA with Records Retention Schedule (DGS 550-1) 7275 Waterlo		MENT OF GENERAL SERVICES DS MANAGEMENT DIVISION Waterloo Road, P.O. Box 275 lessup, Maryland 20794		AGENCY RECORDS INVENTORY PAGE 4 OF 25	
	410-799-1930				
Department/Agency	2. Division			3. Unit	
County Commissioners of Calvert County, Maryland	Public Safety			Emergency Management and Safety	
,					
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally fil	ed and used as a	a unit for re	I ference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
Exercises and After Action Reports			200	05 toPresent	
6. Record Series Description (Briefly describe the ty	pes of information/c	ocuments/forms	found in th	e series. Include the purpose or function of the	
series.)	•			· ·	
Documents which are maintained in preparation for and response, mitigation action, pre-plan, standard operating identified during the exercise or drill we develop an correare up to date and those tasked with responsibilities in the	guideline etc. we drill ective action plan to ad	and exercise the pl	an to see if	the plan covers what we intended. If any GAPS* are	
*GAPS is a term used in planning when we test a plan; was intended for. If any shortfalls in the plan are identified those gaps are addressed.	we write a plan and the ed during this exercise	we test the plan t phase that is identi	hrough an e ified as a Ga	xercise to ensure the plan functions and fills the needs it AP in the plan and the plan is then revised to ensure	
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume		
☑ Letter Size ☐ Microfilm	☐ Alphab	etical	2 Number	-	
☑ Legal Size	 □ Numeri	nal .	⊠ File Drawer(s)		
			☐ Microfi	lm Reel(s)	
Audio Tape	☐ Chrono	logical	I = '	ıter Tape(s) Specify)_Technology Services	
☐ Bound Book ☐ Video Tape	Geogra	phical	10. Annual	Accumulation	
Other (specify)	Other (specify)			
			⊠ File Dr	awer(s)	
			Microfi	• •	
			`	iter Tape(s)	
			Other (specify)		
11. File is Used		12. File Becom	12. File Becomes Inactive After		
☐ Daily ☐ Weekly ☑ Monthly ☐ Annu	ually	Number	Number		
13. Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices		14. Is Record	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	16. Audit Requirements		
☐ Yes No		⊠ None	□ State □	Federal ☐ Independent	
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recom	mended F	Retention	
☐ Yes		Files are ma	intained for	3 years after all actionable items have been completed,	
		then destroy			
19. Name and Title of Preparer	20 Tolo	ll ohone Number	21. Date		
Alfred B. Jeffery	l	-1600x2781	12/21/10		
Division of Emergency Management	,		12/21/19		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES FORWARD			ELECTRONIC RECORDS INVENTORY		
WITH	JESSUP, MARYLAND 20794		Page 5 7 of 25		
RECORDS RETENTION SCHEDULE (DGS	(410) 799-1930		Page _ <u>3 _ /</u> of <u> /</u>		
550-1) COMAR 14.18.04					
OSMER 14.10.04		· · · · · ·			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
County Commissioners of Calvert County, MD	Public Safety		Emergency Management and Safety		
DEFINITION – Record Series - A group of relation and disposition		d electronically and used as a	unit for reference as well as retention		
-					
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Exercises and After Action Reports					
			2005TOPresent_		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
	4		·		
Electronically Created and Scanned Docume	nts	Improvement, reference a	and research materials		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information			
			purpose and function of the system.		
Documents which are maintain in pre	paration for ai	nd utilized after the exe	ercise to enhance the programs of		
emergency management					
9 POLICY ON ACCESS AND USE - Expla	in or attach conv	if established in writing			
9 FOLIOT ON ACCESS AND USE - Expla	in or attach copy	il established ill writing.			
The access and use of these docume	nts are to ens	sure improvement is co	mpleted and maintain awareness		
of historic planning efforts.					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Files are maintained for three years a	fter all actions	ahle items have heen c	rompleted		
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 cyc	ile.		
Records are maintained on the share					
hard drive of the computer. The serve					
an employee has a computer replace					
leaves, the information is reviewed an	d transferred	to the shared drives if	necessary.		
		·			
12 RECOMMENDED RETENTION Files are maintained for three years after all actionable items have been completed.					
riles are maintained for three years a	ner all actions	able items have been t	ompietea.		
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE		
PREPARER		2024			
John R. Fenwick	410-535-1600	X23U1	September 17. 2014		
16 TITLE OF PREPARER					
Division Chief, Emergency Management and Safety					
DGS 550-6	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	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 68 of 29					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
County Commissioners of Calvert County, MD	Public Safety		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 YEAR1999TOPresent_							
6 INPUT - Identify source of information to I	oe entered	7 OUTPUT - Identify the u	se/s of information generated by system					
Electronically Created and Scanned Docume	nts	Documents which identify utilization of grants.	the application, acquisition and					
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.								
The access and use of these docume historic efforts.	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 performar	ace 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 a	fter all actiona	able items have been o	completed.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE					
John R. Fenwick	410-535-1600	x2301	September 17. 2014					
16 TITLE OF PREPARER Division Chief, Emergency Management and	Safety							
DGS 550-6								

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES				AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION			ISION	25	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			275	25 PAGE 79 OF 24	
	Jessup, Maryland 20794				PAGE OF	
	-	410-79	99-1930			
1 DEPARTMENT/AGENCY	2 DIV	ISION			3 UNIT	
County Commissioners of Calvert County, MD	Public S	•			Emergency Management and Safety	
	d records n	ormally filed a	and used as a	1	erence as well as retention and disposition purposes.	
4. Record Series Title				i	t Year/Latest Year	
Grant Information				199		
				ound in the	series. Include the purpose or function of the series.)	
Documents which identify the application, acquisition	on and utiliz	ation of gran	ls.			
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		
xLetter Size Microfilm		Alphabetical		3 Number		
xLegal Size Computer Tape		☐ Numerical		x File Drawer	r(s)	
☐ Audio Tape ☐ Floppy Disk		x Chronologica	ıl	☐ Microfilm☐ Compute	··	
		x omonologica		Other (speci		
Bound Book Video Tape		☐ Geographi	cal	10, Annual A	accumulation .	
Other (specify)		Other (spe				
				Number		
				x File Drawer	r(s)	
				Microfilm	• •	
				☐ Compute☐ Other (sp		
				Ounce (sp	70017)	
11. File is Used			12. File Becon	nes Inactive Afte	ar .	
Daily x Weekly Monthly Annually			Number Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Calvert County Courthouse, Emergency Management Offices			x Yes No Shared drives on computer and corresponding			
			agency			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements		
Yes 🗹 No					_	
Eresson of miorination Act		None x S	tate x Federa	al Independent		
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended Re	etention	
Yes × No			Maintain until 6 years after the end of the performance period of the grant.			
19. Name and Title of Preparer		20. Telepho	one	21. Date		
John R. Fenwick, Division Chief		Number		Septembe	er 17, 2014	
Emergency Management and Safety		410-535-16	600 x2301			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY				
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	MARYLAND 20794 10) 799-1930	Page 9 16 of 25				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
County Commissioners of Calvert County, MD	Public Safety		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				
			2004 TOPresent_				
6 INPUT - Identify source of information to I	oe entered	7 OUTPUT - Identify the u	use/s of information generated by system				
Electronically Created and Scanned Docume	nts	Documents which are cremeetings.	eated in preparation for and delivery of				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information					
Documents maintained for historical uncounty processes.			purpose and function of the system. rovement and enhancement of				
9 POLICY ON ACCESS AND USE - Explain	n or attach copy	if established in writing.					
The access and use of these docume historic efforts.	nts are to ens	ure projects are comp	leted and maintain awareness of				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM				
Files are maintained.							
11 SPECIFY THE LOCATION AND MEDIA							
ensure the record's retention and usability Records are maintained on the shared							
hard drive of the computer. The serve	er system is b	acked up and is maint	ained at multiple locations. When				
an employee has a computer replaced leaves, the information is reviewed an							
12 RECOMMENDED RETENTION Files are maintained for three years, then destroyed.							
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE				
PREPARER John R. Fenwick	410-535-1600	x2301	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 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			ISION	AGENCY RECORDS INVENTORY 2.5 PAGE_M9_ OF	
1 DEPARTMENT/AGENCY	2 DIV	ISION			3 UNIT	
County Commissioners of Calvert County, MD	Public S	•			Emergency Management and Safety	
	d records n	ormally filed a	and used as a	unit for refe	erence as well as retention and disposition purposes.	
4. Record Series Title				5. Earlies	t Year/Latest Year	
Meeting Sign-In Sheets and Synopses				200	4 toPresent	
6. Record Series Description (Briefly describe the t	ypes of info	rmation/docu	ments/forms	ound in the	series. Include the purpose or function of the series.)	
Sign-in sheets and discussion synopses of meeting	js					
7. Record Series Format(s) List all		8. Record Serie	ac Seguence	9. Volume		
7. Noosia Garios i Giniario, List all		d. Necold Sell	es sequence	9. Volume		
x Letter Size		x Alphabetical		Number		
Legal Size ☐ Computer Tape		☐ Numerical		File Drawer('cl	
				☐ Microfilm	• •	
☐ Audio Tape x Floppy Disk		x Chronologica	ı	☐ Compute	er Tape(s)	
Bound Book 🏻 Video Tape		☐ Geographic	cal	Other (speci	ify)	
- ,			10. Annual Accumulation		ccumulation	
Other (specify)		Other (spe	ecify)1/10 Number		_	
				(Valido)		
				File Drawer(•	
				Microfilm Reel(s) Computer Tape(s)		
					ify)	
11. File is Used			12. File Becomes Inactive After			
Daily Weekly x Monthly Annually			Number Month(s)			
, , , , , , , , , , , , , , , , , , , ,			Tearle)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Calvert County Courthouse, Emergency Management Offices			Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes Vo			16. Audit Req	uirements		
Freedom of Information Act			None St	ate Federal	☐ Independent	
				Notice State redetal Independent		
17. Is an Index System used? If yes, explain briefly and describe r	7. In a large Contract of the					
Yes x No	aquirements			nmended Re		
			Maintain 3	years and d	estroy	
19. Name and Title of Preparer		20. Telepho	one	21. Date		
John R. Fenwick, Division Chief		Number		Septembe	er 17, 2014	
Emergency Management and Safety		410-535-16	600 x2301			

DGS 550-4 (Rev. 1/93)

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		MARYLAND 20794	Page		
RECORDS RETENTION SCHEDULE (DGS	(4	10) 799-1930	Page // // or _ // /		
550-1) COMAR 14.18.04					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
County Commissioners of Calvert County, MD	Public Safety		Emergency Management and Safety		
DEFINITION - Record Series - A group of reland disposition		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIO DECORDO CERIES TITLE					
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Mutual Aid Agreements			2000 TOPresent_		
6 INDUT Identify source of information to	he entered	7 OUTDUT HERE			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identity the u	ise/s of information generated by system		
Electronically Created and Scanned Docume	nts	Document agreements fo Emergency Management	r assistance to Calvert County		
8 ELECTRONIC RECORD SERIES DESCR	IDTION Prior	fly describe the information	/dagumanta/forma		
CELECTRONIC RECORD SERIES DESCR			ourpose and function of the system.		
Documents maintained for historical u					
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	r if established in writing.			
The access and use of these docume	nts are to ens	sure emergency prepar	redness.		
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Files are maintained.					
11 SPECIFY THE LOCATION AND MEDIA					
ensure the record's retention and usability	_				
Records are maintained on the shared	•	•	· · · · · · · · · · · · · · · · · · ·		
hard drive of the computer. The serve	-	•	-		
an employee has a computer replace					
leaves, the information is reviewed an	id transferred	to the shared drives if	necessary.		
12 RECOMMENDED RETENTION	•				
Files are maintained until superseded	maintained!	er two years than doc	troyed		
riies are maintained untii superseded	, maintai neu i	ortwo years, then des	lloyeu.		
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE		
PREPARER					
John R. Fenwick	410-535-1600	x2301	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 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			ISION	PAGE 11 18 OF _ 25	
1 DEPARTMENT/AGENCY	2 DIV	ISION			3 UNIT	
County Commissioners of Calvert County, MD	Public S	Safety			Emergency Management and Safety	
	d records n	ormally filed a	and used as a	unit for refe	rence as well as retention and disposition purposes.	
4. Record Series Title				l	t Year/Latest Year	
Mutual Aid Agreements				200		
Record Series Description (Briefly describe the t	vnes of info	rmation/docu	ments/forms t	<u> </u>	series. Include the purpose or function of the series.)	
Official agreements to provide mutual assistance d			menta/ionina	ound in the	series. Include the purpose of function of the series.)	
omola, agreements to provide mutual assistance a	uning a disc	13161				
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		
xLetter Size		Alphabetical		1/4 Number		
xLegal Size Computer Tape		Numerical		x File Drawer	• *	
☐ Audio Tape ☐ Floppy Disk		x Chronologica	ıl	☐ Microfilm ☐ Compute	• •	
		ļ		Other (speci		
Bound Book		☐ Geographi	cal			
Other (specify)		Other (spe	_:£.A	10. Annual A	ccumulation	
Cities (opening)		Other (spe	Cily)	0 Number		
				, , , , , , , , , , , , , , , , , , , ,		
				x File Drawer	• •	
				Microfilm	• •	
				Compute Other (sp		
			Cities (spe		cony,	
11. File is Used			12. File Becon	nes Inactive Afte	or .	
Daily Weekly Monthly x Annually			Number Month(s) (1) Vers(s)			
Comp (Montally X Admidally			Number Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)						
Calvert County Courthouse, Emergency Management Offices			x Yes	No No	d Elsewhere? (If yes, specify agency or office.) With Mutual Aid agency	
					William Market Agono,	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements		
×Yes ♥ No F reedom of Information Aol						
Trouble of Tribinishor Fot			xNone L	State Fe	deral Independent	
17. Is an Index System used? If yes, explain briefly and describe re	equirements a	,	18. Recom	mended Re	tention	
Yes x No			Maintain ur	ntil supersed	led, retain-two-years, then destroy	
19. Name and Title of Preparer		20. Telepho	L	21. Date		
John R. Fenwick, Division Chief		Number	.		or 17, 2014	
Emergency Management and Safety		410-535-16	00 x2301	Coptombe		

DGS 550-4 (Rev. 1/93)

						
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES				AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION				75	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			275	PAGE 1412 0F 34	
			ryland 20794		PAGEK OF	
		•	99-1930			
Department/Agency	2. Divisio	on			3. Unit	
County Commissioners of Calvert County, MD	Public Sa	afety			Emergency Management and Safety	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Security Sensitive Files & Plans				_2004	to present	
6. Record Series Description (Briefly describe the t	ypes of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Files and plans that non-disclosure statements have	e been sig	ned for.				
7. Record Series Format(s) List all	.]	8. Record Serie	es Sequence	9. Volume		
□ Letter Size □ Microfilm			al	2 Number		
Legal Size Computer Tape		■ Numerical		File Dra	wer(s)	
_	-	_		Microfile	m Reel(s)	
Audio Tape Floppy Disk		☐ Chronologi	cal	Compu		
☐ Bound Book ☐ Video Tape		Geographic	al	Other (s	hther (specify)_Binders	
Other (see sit)					Accumulation	
Other (specify)		Other (spec	cify)	1 Number		
	1			Number		
				⊠ File Dra	wer(s)	
				Microfili	* *	
				Comput	· · · ·	
				Other (s	specify)	
11. File is Used			12. File Becom	es Inactive Aft	er	
☐ Daily ☐ Weekly ☐ Monthly ☒ Ann	ually		Number Month(s) Year(s)		lonth(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Emergency Management Division Chief's Office			x Yes	_ `	w Enforcement and Facility Owner	
Emergency Management Specialist's Office						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No			16. Audit Requ		la contra di con	
✓ Yes			⊠ None	State	Federal 🔲 Independent	
49CRF15 & 1520						
17. Is an Index System used? If yes, explain briefly and describe n	equirements		18. Recommended Retention			
☐ Yes			Kept until superseded by updated version. or 7 years, whichever is a			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
John R. Fenwick Division Chief	410 535 1600 233		00 2201	0/17/201	<u>,</u>	

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			ISION	AGENCY RECORDS INVENTORY 13 25 PAGE 15 OF 27		
1 DEPARTMENT/AGENCY	2 DIV	ISION			3 UNIT		
County Commissioners of Calvert County, MD	Public S				Emergency Management and Safety		
DEFINITION: RECORD SERIES: A group of relate	d records n	ormally filed a	ınd used as a	unit for refe	rence as well as retention and disposition purposes.		
Record Series Title				5. Earlies	t Year/Latest Year		
Pictures				200	2 toPresent		
6. Record Series Description (Briefly describe the t	ypes of into	rmation/docui	ments/forms t	ound in the	series. Include the purpose or function of the series.)		
Pictures of damage, exercises, and training							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
Letter Size Microfilm		x Alphabetical		Number			
Legal Size Computer Tape		Numerical		File Drawer(s)		
				Microfilm	Reel(s)		
☐ Audio Tape x Floppy Disk		x Chronologica	ı	☐ Compute			
_		l		x Other (spec	cify)Technology Services		
Bound Book 🔲 Video Tape		Geographic	cal				
		L_	10. Annual A		ccumulation		
xOther (specify)Computer Drive		Other (spec	(specify)				
			Number				
			File Drawer		• •		
				Microfilm	• •		
			Compute				
				x Other (spe	cify)data on computer		
			12. File Becomes Inactive After				
11. File is Used			12. File Becomes Inactive After				
Delle a Markle Archie			North Marks Divers				
Daily x Weekly Monthly Annually			Number Month(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Calvert County Courthouse, Emergency Management Offices				x No	and a second sec		
, , , , , , , , , , , , , , , , , , , ,							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
Yes No					!		
Freedom of Information Act			None St	ate Federal	☐ Independent		
·							
17. Is an Index System used? If yes, explain briefly and describe i	s an Index System used? If yes, explain briefly and describe requirements			mended Re	etention		
Yes x No	s, explain briefly and describe requirements				,		
_			Maintain pr	ermanently	3 years or supergeded		
					,		
10. Name and Title of Property		20 Tal: 1		24 5 :			
19. Name and Title of Preparer		20. Telepho	one	21. Date			
John R. Fenwick, Division Chief		Number		Septembe	er 17, 2014		
Emergency Management and Safety		410-535-16	600 x2301				
amongonio, managomoni and daloty		1					

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		MARYLAND 20794	- 11/1/2 25		
RECORDS RETENTION SCHEDULE (DGS		10) 799-1930	Page 14 10 of 27		
550-1) COMAR 14.18.04					
COMAR 14.18.04					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
County Commissioners of Calvert County, MD	Public Safety		Emergency Management and Safety		
DEFINITION - Record Series - A group of reland disposition		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE Pictures			5 EARLIEST YEAR/LATEST YEAR		
			2002TOPresent_		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system		
Electronically Created		Documentation of damage	e, exercises and training		
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brie	fly describe the information	/documents/forms		
			ourpose and function of the system.		
Documents maintained for historical u	ise of the info	rmation to ensure appr	opriate response capability		
0 DOLICY ON ACCESS AND USE Finds	: 	. if and a line and in a section of			
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
The access and use of these docume	nts are to ens	sure emergency prepar	redness.		
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Files are maintained					
Files are maintained.					
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	I ECTRONIC DATA EILE	Evaloin the progression established to		
ensure the record's retention and usability					
Records are maintained on the shared	_	•			
hard drive of the computer. The serve					
an employee has a computer replace					
leaves, the information is reviewed an					
	a transferred	to the charca arrect h	necessary.		
12 RECOMMENDED RETENTION	· · · · · · · · · · · · · · · · · · ·	/			
Files are maintained permanently. 3	years or sup.	erseded			
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE		
PREPARER John R. Fenwick	410-535-1600 :	v2201	Sentember 17, 2014		
JOHN IV. I CHWICK	410-333-1600	X2301	September 17. 2014		
16 TITLE OF PREPARER					
Division Chief, Emergency Management and	Safety				
DGS 550-6					

lastructions. Tune or Brint a consusta form for	DEDAG	TMENT OF C	SENIEDAL OF	D) #050	AGENCY RECORDS INVENTORY	
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box				15 25 PAGE 17 OF 24	
,,	Jessup, Maryland 20794			270	PAGEOF	
Department/Agency	2. Divisio		99-1930		3. Unit	
Public Safety		ncy Managem	ent			
		. •				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Emergency Plans				20	04 to2014	
6. Record Series Description (Briefly describe the	types of inf	formation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Plans for events which may extend beyond the loc	al capabilit	ty to mitigate				
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
x Letter Size		Alphabetica	ıl	5 Number	-	
, A DOLLO I GALLO IIII			u	Number		
Legal Size Computer Tape		Numerical		x File Draw	• •	
Audio Tape Floppy Disk		x Chronological	I	☐ Microfil☐ Compu	m кееі(s) iter Tape(s)	
		_			ocify)	
x Bound Book Video Tape		Geographic	cal	10 Appual	Accumulation	
Other (specify)		Other (spec	cify)	0		
				Number		
				x File Draw	ver(s)	
				Microfil	• •	
					ter Tape(s) specify)	
				- Suilar (
11. File is Used			12. File Becom	nes Inactive Af	ter (When superseded by replacement plan or no longer	
☐ Daily x Weekly ☐ Monthly ☐ Annua	ally					
			Number	□ v	nonth(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Calvert County Courthouse, Emergency Management Offices			Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
Yes No			N F] Ot-t- [] :	Fadous Distanced on	
Transfer or mornation Act			x None			
17. Is an Index System used? If yes, explain briefly and describe Tyes x No	requirements		18. Recom			
					until superseded, retain the plan for two- en superseded and then destroy that plan	
			1 -			
				year 5		
19. Name and Title of Preparer		20, Telepho	ll one Number	21. Date		
John R. Fenwick, Division Chief		410-535-16			per 17, 2014	
Emergency Management and Safety			JOS AZOOT GEPTE			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page <u>16 18</u> of		
COMAR 14.18.04					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
County Commissioners of Calvert County, MD	Public Safety		Emergency Management and Safety		
DEFINITION – Record Series - A group of reland disposition		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE Emergency Plans			5 EARLIEST YEAR/LATEST YEAR		
Emergency Fians			2004 TOPresent_		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Electronically Created and Scanned Docume	nts	To ensure preparedness	through exercises and training		
8 ELECTRONIC RECORD SERIES DESCR					
Documents maintained for historical ι		•	purpose and function of the system. ropriate response capability		
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
The access and use of these docume	nts are to ens	ure emergency prepar	redness.		
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Files are maintained.					
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability					
Records are maintained on the share					
hard drive of the computer. The serve	er system is b	acked up and is maint	ained at multiple locations. When		
an employee has a computer replace					
leaves, the information is reviewed ar	id transferred	to the shared drives it	necessary.		
12 RECOMMENDED RETENTION					
Maintain until superseded, retain two-	years and the	n-destroy 7 years			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE		
John R. Fenwick	410-535-1600	x2301	September 17. 2014		
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety					
DGS 550-6					

	••••			***	
Instructions -Type or Print a separate form for	DEPAR	TMENT OF C	SENERAL SEI	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			ISION	17 25
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	17 25 PAGE 19 OF 37
	Jessup, Maryland 20794 410-799-1930				PAGEOF
Department/Agency	2. Divisio	on .			3. Unit
Public Safety	Emerger	ncy Managem	ent		
OFFINITION PEOOPS OFFICE A					
DEFINITION: RECORD SERIES: A group of related purposes.	d records i	normally filed	and used as a	a unit for re	ference as well as retention and disposition
4. Record Series Title				5. Earlie	st Year/Latest Year
Public Information Materials				20	02 toPresent
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the
series.)					
Documents which are maintain in preparation for a	nd utilized	during emerg	ency incident	s and to pre	epare the public for events
, ,		J			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	
xLetter Size Microfilm		Alphabetical		Number	
xLegal Size		Numerical		x File Draw	• •
☐ Audio Tape ☐ Ftoppy Disk		x Chronologica	1	☐ Microfili	m Reel(s) ter Tape(s)
		_		Other (spe	
Bound Book 🔲 Video Tape		Geographic	cal	10. Annual Accumulation	
Other (specify)		Other (spec	cify)	1/10	
	į			Number	
				x File Draw	pr(s)
				☐ Microfile	• •
			☐ Compu		, , ,
				Other (specify)
11. File is Used			12. File Becom	les Inactive Aff	er
			1		
Daily x Weekly Monthly Annually		ı	Number	Mon	th(s) x Year(s)
Current Location(s) (Bldg., Floor, Room) Calvert County Courthouse, Emergency Management Offices			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) x Yes No Shared drives on computer and corresponding		
Seemy			x Yes No Shared drives on computer and corresponding agency		
			-3,		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
Yes No		xNone ☐ State ☐ Federal ☐ Independent			
170000 O BIROTHARIOT ACT					
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes x No			18. Recom		
Tes x №			-Maintain pe	rmanently	- 7 years or superseded
					•
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	
John R. Fenwick, Division Chief		410-535-16	00 x2301	Septemb	per 17, 2014
Emergency Management and Safety					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 18 20 of 25				
COMAR 14.18.04			<u> </u>				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
County Commissioners of Calvert County, MD	Public Safety		Emergency Management and Safety				
DEFINITION - Record Series - A group of relation and disposition	d electronically and used as a	unit for reference as well as retention					
4 ELECTRONIC RECORD SERIES TITLE Public Information Materials			5 EARLIEST YEAR/LATEST YEAR				
		:	2002TOPresent_				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system				
Electronically Created and Scanned Docume		during emergency incider	intain in preparation for and utilized nts and to prepare the public for events				
8 ELECTRONIC RECORD SERIES DESCR							
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	-	•					
Records are maintained on the shared hard drive of the computer. The serve	•						
•	•	•	•				
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 7 years or superseded							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
John R. Fenwick	410-535-1600	x2301	September 17. 2014				
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety							
DGS 550-6							

InstructionsType or Print a separate form for	DEPARTMENT OF GENERAL SI			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION			ISION	. 70	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275				19 2.5 PAGE 0F 211	
	Jessup, Maryland 20794				PAGE OF OF	
	410-799-1930					
1 DEPARTMENT/AGENCY	2 DIV	ISION			3 UNIT	
County Commissioners of Colvert	Dublic 6	Cofob.			Emorgonov Managament and Safaty	
County Commissioners of Calvert County, MD	Public S	salety			Emergency Management and Safety	
	l ed records n	ormally filed a	and used as a	unit for refe	I erence as well as retention and disposition purposes.	
4. Record Series Title				5. Earliest Year/Latest Year		
Regulations and Laws			1976 to2014			
6. Record Series Description (Briefly describe the	types of info	rmation/docu	ments/forms t	ound in the	series. Include the purpose or function of the series.)	
Laws, Ordinances, and Regulation which pertain to						
	J	,	,		3	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
]	+ - 1 -2	3		
xLetter Size		x Alphabetical		Number		
x Legal Size Computer Tape		☐ Numerical		x File Drawe	de)	
x Legal Gize Gonipuler Tape				☐ Microfilm		
☐ Audio Tape ☐ Floppy Disk		x Chronologica	al	☐ Compute	or Tape(s)	
D		l		Other (spec	ify)	
Bound Book		Geographic	cal	10, Annual Accumulation		
Other (specify)		Other (spe	cify)	0	Contraction	
			Number x File Drawer ☐ Microfilm			
					45	
			Compute			
		Other (specify)				
11. File is Used			12 File Becon	nes Inactive Aft	or	
11. File is Used				iles illactive Alt	G1	
x Daily x Weekly Monthly Annua	lly		Number Month(s) Year(s)			
		•				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Calvert County Courthouse, Emergency Management Offices			x Yes No Shared drives on computer			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes No			10. Addit Negaliania			
Freedont of Information Act			xNone ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18 Recommended Retention			
Yes × No	•		18. Recommended Retention			
		Maintain until superseded er-no longer administratively necessary				
19. Name and Title of Preparer		20. Teleph	one	21. Date		
John R. Fenwick, Division Chief	John R. Fenwick, Division Chief Number			Septemb	er 17, 2014	
Emergency Management and Safety 410-535-16			600 x2301			
		<u> </u>		<u> </u>		
DGS 550-4 (Rev. 1/93)						

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY					
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	MARYLAND 20794 10) 799-1930	Page <u>20 36</u> of <u>39</u>					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
County Commissioners of Calvert County, MD	Public Safety		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	5 EARLIEST YEAR/LATEST YEAR							
Laws, Regulations, and Ordinances			1976TOPresent_					
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system					
Electronically Created and Scanned Docume	egulation which pertain to emergency from the federal, state and local							
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information						
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	d and persona	Il drives of the County	server system and locally on the					
hard drive of the computer. The serve an employee has a computer replaced	er system is ba d, the informat	acked up and is mainta tion is transferred to th	ained at multiple locations. When leading at multiple locations.					
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	14 TELEPHOI	NE NUMBER	15 DATE					
John R. Fenwick	410-535-1600 >	(2301	September 17. 2014					
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety								
DGS 550-6								

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275				2) 25 PAGE_ 35 OF 34		
marricoords reconstant constants (200 cos 1)	727			210	PAGE _ OF		
	Jessup, Maryland 20794 410-799-1930						
1 DEPARTMENT/AGENCY	3 DIV	ISION			2 LINIT		
1 DEPARTMENT/AGENCY	2 DIV	ISION			3 UNIT		
County Commissioners of Calvert	Public S	Safety			Emergency Management and Safety		
County, MD	d rosordo n	ormally filed a	and wood oo o	unit for rofe	erence as well as retention and disposition purposes.		
4. Record Series Title	u records n	ormany med a	inu useu as a		erence as well as retention and disposition purposes.		
Safety Inspections				1999 toPresent			
	vnes of info	rmation/docu	ments/forms f		series. Include the purpose or function of the series.)		
Inspections of County buildings and activities, along			mento/iornio i	ound in the	series. Include the purpose of function of the series.)		
mopositions of country buildings and activities, along	9 *******	Citto					
7. Record Series Format(s) List all	.,	8. Record Serie	es Sequence	9. Volume			
				1			
x Letter Size		x Alphabetical		Number			
Legal Size Computer Tape		☐ Numerical		File Drawer	(s)		
☐ Audio Tape x Floppy Disk		x Chronologica		☐ Microfilm	• •		
Mulio Tape x Floppy Disk		x Chronologica	1	Other (spec	• • •		
Bound Book 🔲 Video Tape		☐ Geographic	cal				
Other (specify)		Other (spec	10. Annual A				
., .			Number		-		
			53. 0	File Drawer(s)			
				☐ Microfilm Reel(s)			
				Compute	• •		
		Other (sp		Other (spec	(specify)		
11. File is Used			12. File Becomes Inactive After				
Daily x Weekly Monthly Annually			Number Month(s) Year(s)				
Daily A Wookly Worldly Allidally			Number Month(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Calvert County Courthouse, Emergency Management Offices			Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
`Yes ☑ No							
Freedom of Information Act			None State Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
☐ Yes x No	Yes x No			Maintain 3 years after last action item has been completed and then			
					,		
19. Name and Title of Preparer		20. Telepho	one	21. Date			
John R. Fenwick, Division Chief	Number				er 17, 2014		
Emergency Management and Safety	410-535-1600 x2		600 x2301				

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY					
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 22 34 of 25					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
County Commissioners of Calvert County, MD	Public Safety		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					
Carety mopeonoris			2004TOPresent_					
6 INPUT - Identify source of information to I	oe entered	7 OUTPUT - Identify the u	se/s of information generated by system					
Electronically Created and Scanned Docume	Inspections of County bui investigations	ldings and activities, along with incident						
8 ELECTRONIC RECORD SERIES DESCR		•						
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 Records are maintained on the shared								
hard drive of the computer. The serve	-	•						
an employee has a computer replaced	•	•	•					
leaves, the information is reviewed an	d 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	14 TELEPHO	NE NUMBER	15 DATE					
John R. Fenwick	410-535-1600	x2301	September 17. 2014					
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety								
DGS 550-6								

	···						
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES				AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION				-C		
with Records Retention Schedule (DGS 550-1)					23 Z5 PAGE_25_ OF _27_		
with records retention schedule (DGS 350-1)	7275 Waterloo Road, P.O. Box 275			213	PAGE OF		
	Jessup, Maryland 20794 410-799-1930						
1 DEPARTMENT/AGENCY	2 DIV	ISION			3 UNIT		
County Commissioners of Calvert County, MD	Public S				Emergency Management and Safety		
	d records n	ormally filed a	and used as a		rence as well as retention and disposition purposes.		
4. Record Series Title				5. Earlies	i. Earliest Year/Latest Year		
Payroll Work Reports and Leave Requests					0 to2014		
6. Record Series Description (Briefly describe the	types of info	rmation/docu	ments/forms t	ound in the	series. Include the purpose or function of the series.)		
Time sheets and tan bar report							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
Letter Size Microfilm		Alphabetica	ai	Number	-		
x Legal Size Computer Tape		☐ Numerical		x File Drawer			
☐ Audio Tape ☐ Floppy Disk		x Chronologica	1	Microfilm Compute	• •		
Bound Book	Geographic		cal	Other (spec	(fy)		
				10. Annual A	ccumulation		
Other (specify)	Other (spe		ocify) 1/10		_		
			Number				
				x File Drawe	r(s)		
			☐ Microfilm		• •		
					Computer Tape(s) Other (specify)		
				☐ Other (sp	ecrry)		
11. File is Used			12. File Becomes Inactive After				
☐ Daily x Weekly ☐ Monthly ☐ Annu	ally		Number	Monti	n(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Calvert County Courthouse, Emergency Management Offices			x Yes No Finance and Budget				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes No							
Preedom of information Act			xNone State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
Yes x No				Six Months			
19. Name and Title of Preparer		20. Telepho	one	21. Date			
John R. Fenwick, Division Chief	20. Teleph Number				er 17 2014		
	440 505		September 17, 2014		, 20.,		
Emergency Management and Safety 410-535-16							

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS N 7275 WATERL	OF GENERAL SERVICES IANAGEMENT DIVISION LOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY					
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		, MARYLAND 20794 110) 799-1930	Page 24 24 of 24					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
County Commissioners of Calvert County, MD	Public Safety		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 Req	uests		5 EARLIEST YEAR/LATEST YEAR					
•			2010TOPresent_					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system					
Electronically Created	ave banks and document requests for							
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information						
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	d and persona	al drives of the County	server system and locally on the					
an employee has a computer replaced	er system is b	acked up and is mainta	ained 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	14 TELEPHO	NE NUMBER	15 DATE					
John R. Fenwick	410-535-1600 x2301		September 17. 2014					
16 TITLE OF PREPARER Division Chief, Emergency Management and Safety								
DGS 550-6								

Instructions –Type or Print a separate form for	Instructions –Type or Print a separate form for DEPARTMENT OF G			27.40E6	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward RECORDS MANAC						
with Records Retention Schedule (DGS 550-1)			load, P.O. Box		25 25 PAGE 247 OF 244	
	ı	Jessup, Mar	ryland 20794		PAGEOF	
Department/Agency	2. Divisio		99-1930		3. Unit	
County Commissioners of Calvert County, MD	Public Sa				Emergency Management	
		•				
DEFINITION: RECORD SERIES: A group of related purposes.	1 records in	normally filed	and used as a	a unit for re	eference as well as retention and disposition	
4. Record Series Title					est Year/Latest Year	
Invoice Payments & Check Request Forms				January	1, 2013 to present	
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/doci	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Copies of invoice payments forms and check reques	st forms se	ent to Finance	e & Budget for	r invoice pa	ayment.	
		 				
7. Record Series Format(s) List all	Ì	8. Record Serie	es Sequence	9. Volume		
☑ Letter Size ☐ Microfilm		Alphabetica	le	Number		
Legal Size Computer Tape		Numerical		⊠ File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk			cal	1 —	ster Tape(s)	
☐ Bound Book ☐ Video Tape		Geographic	al			
Other (specify)	Ī	Other (spec	oify)	10. Annual	Accumulation -	
			Number			
	1			☑ File Dra	• •	
			, –		m Reel(s) ter Tape(s)	
				Other (s		
11. File is Used			12. File Become	es Inactive Aft	ter	
│ │ □ Dailly ☑ Weekly ☐ Monthly ☐ Annu:		1	1		_	
	ally	ľ	Number		Month(s) ☑ Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			li		ted Elsewhere? (If yes, specify agency or office.)	
Public Safety Executive Administrative Assistant Office			Yes	⊠ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No.			16. Audit Requirements			
☐ Yes			⊠ None	State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe rec	quirements		18. Recommended Retention			
│ │ │ Yes │ ☑ No			At the comp	eletion of th	ne fiscal year if paid in full.	
19. Name and Title of Preparer John R. Fenwick, Division Chief Emergency Manage		20. Telephor		21. Date		
and Safety	gement 410-535-16		UU X23U1	11/18/20	14	
and Salety						