	DEPARTMENT OF GENERAL SERVICES	Schedule No. C1392
F	RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Page 1 of 8
Agency:	Howard County Government Division/Unit: Recreation	on and Parks
Item No.	Description	Retention
	THIS SUPERSEDES SCHEDULE C-1086	
- *		
<	"The issuance of a legal hold by the Office of Law overrides any portion of this record retention policy or schedule that	a n
а 1 а	otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released	5
	by the Office of Law. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if	5 2 <b>8</b> 8
-	the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record	2
18. 1.1	must ascertain whether a litigation hold applies to the record before doing so."	8
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	Approved by Department, Agency, or Representative -	nty Records Management
Signature	me: John Byrd Date: 11. 15. 2016	n Mati
	Bighature. 7 ( gor be 0	(·///white
Date:	Authorized by State Archivist - 3 - 7 - 17	n a
Signature:	100 Daving	
DGS 55	)-1 (Rev. 08/13) - 11/10/2016	● 2 ₽ ₩

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Agency: Howard County Government Division/Unit: Recreation and Parks						
ltem No.	Description	Retention				
1	<u>ADMINISTRATIVE</u> - Correspondence pertaining to and arising from the normal and routine administrative functioning of the policies, · programs, services, and projects of department or agencies.	Review annually. Retain in office 3 years, then destroy.				
2	<u>READERFILES</u> – Chronological order letters and document created by an individual or current director.	Retain until separation of the individual with whom the files are associated, then screen and destroy with the following exception: transfer any records bearing historical value to the Maryland State Archives.				
3	<u>MINUTES</u> - Accounts of the proceedings and actions of the Recreation and Parks Advisory Board and the Golf Advisory Committee.	Retain in office for 5 years then forward to Maryland State Archives (MSA) for permanent retention.				
4	INDIVIDUAL FULL EMPLOYEE PERSONNEL FILES – The Department of Recreation and Parks unofficial personnel files which are maintained on each employee (Human Resources retains the official files).	Retain in office for 3 years after employment, then destroy.				
5	<u>PERSONNEL FILES/PART-TIME EMPLOYEES</u> - The Department of Recreation and Parks is the designated official record keeper. Also, part-time volunteer applications and paperwork.	Retain in office for 3 years after employment, then destroy.				
6	EMPLOYEE APPEAL CASE FILES AND RECLASSIFICATION FILES – Employee files on appeals cases and reclassifications.	Retain in office for 2 years after resolution and then destroy.				
7	<u>LEAVE REQUESTS</u> - Requests, reports, summaries, authorization, schedules and similar records relating to sick, vacation and other types of authorized leave for Department of Recreation and Parks employees. These requests are approved by their supervisors.	Retain in office for 2 years, then destroy.				
8	<u>OFFICIAL LEAVE REQUESTS</u> - Requests and authorization <i>for travel</i> by Howard County employees. These requests must be approved by the County Administrator's Office.	Retain in office for 2 years after fiscal year of request, then destroy.				

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em lo.	Description	Retention
9	<u>PERSONNEL REQUISITIONS</u> - Copies of full-time positions requested by the Department of Recs and Parks and submitted to Howard County Human Resources department.	Retain for 2 years in office, and then destroy.
10	<u>JOB ANNOUNCEMENTS</u> - Forpart-time staff. Howard County Human Resources office retains the full-time job announcements and Rec and Park retains the part-time.	Retain for 1 year in office, and then destroy.
11	<u>RESULTS OF JOB INTERVIEW FILES</u> - Applicant job interview results.	Retain in locked file cabinet in the Department for 3 years, and then destroy.
12	<u>ACCOUNTS PAYABLE RECORDS</u> - Copies of Purchase Orders, Procurement card statements and receipts, Sub-Orders, Direct Payment Claims, and Employee Expense Claims. (Department of Finance is official record holder)	Retain for 3 years, and then destroy.
13	BUREAU OF PARKS AND BUREAU OF RECREATION ACCIDENT/INCIDENT REPORTS - Reports of accidents, injury, personal injury, property damage, vandalism, participants in County sponsored programs, activities, sports, events, parks, etc.	Retain for 5 years, then destroy.
	Note: Critical reports are faxed to HC Risk Management office	
14	PAYROLL RECORDS - Part-time staff time cards	Retain for 2 calendar years of employment of hiring staff, then destroy.
15	<u>FULL TIME PAYROLL TIME SHEETS</u> - Employees time sheets	Retain for 3 years, then destroy.
16	<u>LEASE AGREEMENTS</u> - Department of Recreation and Parks is official record holder.	Retain until agreement expires, plus 3 years after expiration date and then destroy.

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tem Io.	Description	Retention
17	<u>CONTRACTS WITH INDEPENDENT CONTRACTORS</u> <u>FOR PROGRAMS</u> - Independent contractor records.	Retain until contract expires plus 2 years after expiration date and then destroy.
18	<u>INTERNAL AUDIT REPORTS</u> - Internal audit reports of current contracts.	Retain until contract expires plus 2 years after expiration date and then destroy.
19	<u>PAVILION RENTAL</u> - Copy of application and payment received. Also any other permits or related records.	Retain for 5 fiscal years, and then destroy.
20	<u>SPORTS FIELDS</u> - Application any payment received for youth and adult groups.	Retain for 5 fiscal years, and then destroy.
21	<u>LIGHT FEES</u> - Payment received broken down to youth and adult groups.	Retain for 5 fiscal years, and then destroy.
22	<u>ALL OTHER RENTALS</u> - Camp fire ring, horse ring, conference rooms, etc. Payment receipts and applications.	Retain for 5 fiscal years, and then destroy.
23	<u>VAN MAINTENANCE</u> - Schedule of van maintenance and application and staff cost to use.	Retain for 5 fiscal years, and then destroy.
24	<u>WAREHOUSE RECORDS</u> - Internal transitions for warehouse storage including Department Requisitions and Purchase Orders.	Retain for 1 fiscal year, the destroy.
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	(Continuation Sheet)	Page 5 of 8
Agency:	Howard County Government Division/Unit: Recreation	on and Parks
ltem No.	Description	Retention
25	FIXED ASSET INVENTORY CONTROL SYSTEM (FAICS) TAG INFORMATION - Track FAICS tag numbers and purchases.	Retain in office for the life of the asset plus 3 years and then destroy.
26	<u>COMMUNITY SERVICE RECORDS</u> - Names, addresses and time of service.	Retain for 5 years and then destroy.
27	LOG-IN and LOG-OUT BOOKS - Records of when purchases are purchased and received.	Retain for 5 years and then destroy.
28	<ul> <li><u>REGISTRATION FORMS</u> - <ul> <li>(a) Forms completed by the registrants when enrolling in programs; payments are accepted by cash; check and credit cards.</li> <li>(b) Class registration listings for all programs. Contract for all RLC (Recreation Licensed Child Care) registrants.</li> </ul> </li> </ul>	(a-b) All records must be maintained for 7 years due to IRS requirements, then destroyed.
29	<ul> <li><u>FINANCIAL FORMS</u> - <ul> <li>(a) Paymentreceived listing – A record of the daily data entry for all programs.</li> <li>(b) Refund reports for credit card, check and direct payment claims.</li> <li>(c) Refund ledger maintains a listing of all refund checks that are issued by the Department.</li> <li>(d) Records of every credit card to customers' accounts. Return check listing all checks returned to the customers.</li> <li>(e) Receipt book - Receipts given to registrants for cash payment or upon request for payment by check.</li> </ul> </li> </ul>	(a-e) All records must be maintained for 7 years due to IRS requirements, then destroyed.

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tem No.	Description	Retention
30	<u>CHILDCARE PROGRAM ACCIDENT &amp; INCIDENT REPORTS</u> - Contains copies of accident and incident reports written on children enrolled in the program. ( <b>Note:</b> Critical reports are faxed to HC Risk Management office)	Retain for 7 years, then destroy.
31	<u>RATIO LOGS</u> - Contains number of children and staff present each day at the program and required in case of lawsuit, per Risk Management policy.	Retain for 21 years, and then destroy.
32	<u>CHILDREN'S FILES</u> - Contains emergency information, physical and immunization forms on each child in the program.	Retain until child is 21, and then destroy.
33	<u>EMPLOYEE ON-SITE FILES</u> - Contains licensing paperwork on employee per the Office of Child Care guidelines.	Retain in office 3 years and then destroy.
34	<u>ATTENDANCE SHEETS</u> - Contains names of children and days they attend the program.	Retain in office 7 years and then destroy.
35	<u>SIGN-IN/SIGN-OUT SHEETS</u> - Contains a record of who drops off & picks up a child in the program.	Retain in office 7 years and then destroy.
36	<u>TRAINING ATTENDANCE &amp; AGENDA</u> - Contains record of staff participating in training and agenda.	Retain in office 3 years and then destroy.
37	STAFFING PATTERNS FOR FULL DAY - Contains staff assigned to work optional full day program.	Retain for 16 years, and then destroy.
38	<u>PROGRAM PLANS</u> - <u>C</u> ontains daily scheduled activities for each program.	Retain for 5 years, and then destroy.
39	<u>PARENT &amp; STAFF MANUALS/COUPON</u> – Rec and Parks manuals and coupon books that are distributed to parents and staff.	Retain in office for 3 years, and then destroy.
40	BUDGET RECORDS - Annual and Seasonal budgets.	Retain for 5 years, and then destroy.

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Agency: Howard County Government Division/Unit: Recreation and Parks							
lem lo.	Description	Retention					
41	<u>CENTER FILES</u> - Contains copy of license, staffing patterns, and inspection checklists.	Retain for 2 years and ther destroy.					
42	<u>COMPREHENSIVE LAND PRESERVATION AND</u> <u>RECREATION PLANS</u> - Long range master plan for park acquisition and facility development, as well as policies and plans for programming, funding, operations and maintenance.	Retain for 5 years, and then transfer to MSA.					
43	<u>CAPITAL PROJECT FILES AND CAPITAL PROJECT</u> <u>FINANCIAL FILES</u> - Records include the planning, design and construction of park facilities, purchasing documents, contracts, invoices and payment vouchers and other capital improvements managed by the Department of Recreation and Parks.	Retain for 20 years after completion of the project, and then destroy.					
44	<u>LAND ACQUISITION FILES</u> - Files categorized by former property owners and containing a chronology of actions from owner notification through deed recordation.	Retain until the County no longer owns the property, then, transfer to MSA.					
45	<u>PROGRAM OPEN SPACE GRANT FILES</u> - Documents pertaining to State funding of park planning, design, acquisition and construction.	Retain for 20 years after completion of the project, and then destroy.					
46	<u>ANNUAL BUDGETS</u> - Copy of Annual Department of Recreation and Parks Budget. The Howard County Budget Office is the official records custodian for budget documents.	Retain in office for 3 years, then destroy.					
47	<u>BUDGET WORKING PAPERS</u> - Records created exclusively for and used in the preparation of the Annual Department of Recreation and Parks budget including budgets requests and revenue estimates.	Retain in office for 3 years, then destroy.					

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tem No.	Description	Retention
48	GRANT DEVELOPMENT AND FINANCIAL FILES - Grant	Retain in office for 3 years,
	proposals and financial records for state and federal grants. Files include the final grant proposal and invoices developed to reimburse the Department of Recreation and Parks for expenses.	then destroy.
49	<u>THERAPEUTIC RECREATION/ACCOMMODATION</u> <u>SERVICES ASSESSMENTS</u> - Contains confidential information about the specific disability, medical condition or other condition that would require a type of accommodation or therapeutic recreation service.	Retain in office for 7 years after last participation or until a child is 21, whicheve is sooner, then destroy.
50	<u>THERAPEUTIC PROGRAMS ACCIDENT/INCIDENT</u> <u>REPORTS</u> - Contains copies of accident and incident reports written on children and adults enrolled in therapeutic recreation programs or receiving accommodation services.	Retain in office for 7 years after last participation or until a child is 21, whicheve is sooner, then destroy.
51	<u>CRIMINAL BACKGROUND INVESTIGATIONS</u> - State and Federal Criminal History records on part-time, benefitted, and contingent workers.	Retain for 3 years beyond end of employment, then destroy.
52	<u>ENFORCEMENT</u> - Contains confidential information about Forest Conservation and Park regulation enforcement such as warning notices, civil citations and parking citations.	Retain in office for as long as the County owns the land and then destroy.
es <sup></sup>		

	and the Rest of the Article					
Instructions – Type or Print a separate form	DEPARTMENT C	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MANAGEMENT DIV		ISION			
Forward with Records Retention Schedule	7275 Waterloo Road			22		
(DGS 550-1)	P.O. Box 275			Page 1 OF 52		
2 × 1	Jessup, Maryland 20794			Seguration (1997)		
1. Department/Agency	2. Division			3. Unit		
Howard County Government	Recreation a	and Dorke				
Howard County Government	Recleation a	inu raiks				
DEFINITION: Records Series- A group of relat	filed and used a	s a unit for	reference as well as retention and disposition purposes.			
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services, and projects of department or agence	les.			18 1		
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13. Current Location(s) (Bldg., Floor, Roor	n)	14. Is Record	Series Dup	plicated Elsewhere? (If yes, specify Agency or Office.)		
7120 Oakland Mills Road		Yes	No No			
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Yes X No	Yes 🛛 No		State Fee	deral Independent		
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17 Is an Index System used? If use explain h	riefly and	18. Recomm	ended Reta	ntion		
17. Is an Index System used? If yes, explain briefly and		TO. RECORDIN	Chucu Nele	mon		
describe requirements	¥.	Rev	view annuall	ly. Retain in office 3 years and then destroy.		
Yes No		2	2年	5		
19. Name and Title of Preparer	20. Telep	phone Number		21. Date		
Dawn Poholsky, Engineering Support Technici	an	410-313-1677		February 8, 2017		
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Howard County Government	DEPARTMENT OF GENERAL SERVIC RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794 2. Division Recreation and Parks			AGENCY RECORDS INVENTORY Page OF52 3. Unit
DEFINITION: Records Series- A group of rela	ated records norma	ly filed and used a	as a unit for	reference as well as retention and disposition purposes.
4. Record Series Title READER FILES			5. Earlie	st Year/Latest Year 2009 toPresent
<ol> <li>Record Series Description (Briefly describ <u>READER FILES</u> – Chronological</li> </ol>				I in the series. Include the purpose or function of the series.)
7. Record Series Format(s) List all	8. Reco	ord Series	9. Volum	e
7. Record Series Format(s)       List all       8. Record         ⊠ Letter Size       Microfilm       □ Alphabeti         □ Legal Size       Computer Tape       □ Numerica         □ Audio Tape       □ Floppy Disk       □ Chronolog         □ Bound Book       □ Video Tape       □ Geograph         □ Other (specify)_Binders per year       □ Other (specify)_Binders per year       □ Other (specify)         11. File is Used       □ Daily       □ Weekly       ☑ Monthly       □ Annually		nCE betical rical ological aphical (specify)	9. Volume2 Number  Secomes Inactive After	
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13. Current Location(s) (Bldg., Floor, Ro 7120 Oakland Mills Road	om)		d Series Dup ⊠ №	olicated Elsewhere? (If yes, specify Agency or Office.)
15. Access Restrictions (If Yes, cite Law(s) & □ Yes ⊠ №	16. Audit Rec		deral 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ⊠ №		screen and de	eparation of estroy with t	ntion the individual with whom the files are associated, then he following exception: transfer any records bearing ryland State Archives.
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic		ephone Number 3-1677	2	21. Date February 8, 2017

Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Howard County Government DEFINITION: Records Series- A group of relation	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794 2. Division Recreation and Parks ed records normally filed and used as a un		SION	AGENCY RECORDS INVENTORY Page 3 OF 52 3. Unit reference as well as retention and disposition purposes.		
4. Record Series Title MINUTES		5. Earlies	st Year/Latest Year 2013toPresent			
<ol> <li>Record Series Description (Briefly described MINUTES - Accounts of the proceedings and the proceedings are proceedin</li></ol>				I in the series. Include the purpose or function of the series.) V Board and the Golf Advisory Committee.		
7. Record Series Format(s) List all          I Letter Size       Microfilm         Legal Size       Computer Tape         Audio Tape       Floppy Disk	Sequence	Alphabetical		wer(s) I Reel(s) er Tape(s)		
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17. Is an Index System used? If yes, explain describe requirements ☐ Yes ⊠ №			years then forward to Maryland State Archives (MSA) for			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	0.00000 000000000	none Number 677		21. Date February 8, 2017		

Instructions –Type or Print a separate form	DEPART	TMENT O	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
for each new or revised record series.	RECO	RDS MAN	NAGEMENT DIV	ISION		
Forward with Records Retention Schedule	7275 Waterloo Road					
(DGS 550-1)	P.O. Box 275				Page4 OF52	
		Jessup, N	Varyland 20794	¥	T.	
1. Department/Agency	2. Divisio	n		1	3. Unit	
Howard County Government	Rec	creation a	nd Parks			
DEFINITION Becords Pariso A static of rais	te d recordo		flad and used a	e e unit for	reference as well as retention and disposition purposes.	
4. Record Series Title	lited records	snormally	med and used a	1	st Year/Latest Year	
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INDIVIDUAL FULL EMIFLUTEE PERSUNN						
6. Record Series Description (Briefly describe	e the types of	of informa	tion/documents/	forms found	d in the series. Include the purpose or function of the series.)	
INDIVIDUAL FULL EMPLOYEE PERSONNEI	L FILES - TH	he Departi	ment of Recreat	ion and Par	rks unofficial personnel files which are maintained on each	
employee (Human Resources retains the offic	cial files).				к. с.	
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7. Record Series Format(s) List all		8. Record	Series	9. Volumi	e	
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15. Access Restrictions (If Yes, cite Law(s) &	Regulation	I(S)	16. Audit Rec	quirements		
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17. Is an Index System used? If yes, explain I	briefly and		18. Recomme			
describe requirements			Ret	ain in office	e for 3years after employment, then destroy.	
🗋 Yes 🛛 No					71	
	81				,	
19. Name and Title of Preparer	3	20. Telep	hone Number		21. Date	
Dawn Poholsky, Engineering Support Technic	ian 4	410-313-1	677		February 8, 2017	
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for each new or revised record series.         Forward with Records Retention Schedule         (DGS 550-1)         1. Department/Agency         Howard County Government         DEFINITION: Records Series- A group of related reference         4. Record Series Title				AGENCY RECORDS INVENTORY Page 5 OF 52 3. Unit reference as well as retention and disposition purposes. st Year/Latest Year		
6. Record Series Description (Briefly describe the	ypes of informa					
7. Record Series Format(s) List all	8. Record Series Sequence Alphabetical Numerical Chronological Geographical		12    Number     Microfilm     Compute     Other (sp    )     10. Annua    Number     Kile Draw     Microfilm	Number         Ø File Drawer(s)         Omputer Tape(s)         Other (specify)		
11. File is Used				12. File Becomes Inactive After <u>3</u> Number Inactive After Year(s)		
<ul> <li>13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road</li> <li>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s) ☐ Yes ⊠ No</li> </ul>		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)         □ Yes       ☑ No         16. Audit Requirements         ☑ None       □ State       □ Federal         □ Independent				
17. Is an Index System used? If yes, explain briefly describe requirements			Recommended Retention Retain in office for 3 years after employment, then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Teleph 410-313-16	one Number 677		21. Date February 8, 2017		

Instructions – Type or Print a separate form         for each new or revised record series.         Forward with Records Retention Schedule         (DGS 550-1)         1. Department/Agency         Howard County Government         DEFINITION: Records Series- A group of rela         4. Record Series Title         EMPLOYEE APPEAL CASE FILES AN	7275 V P.C Jessup, I 2. Division Recreation a ted records normally	NAGEMENT DIV Vaterloo Road D. Box 275 Maryland 20794 nd Parks filed and used a	'ISION s a unit for r	AGENCY RECORDS INVENTORY Page 6 OF 52 3. Unit reference as well as retention and disposition purposes. st Year/Latest Year 2015 to Present		
6. Record Series Description (Briefly describe EMPLOYEE APPEAL CASE FILES AND R				in the series. Include the purpose or function of the series.)		
7. Record Series Format(s) List all	Sequence	Alphabetical		9. Volume        2		
<ul> <li>11. File is Used</li> <li>Daily Weekly Monthly I Monthly</li> <li>13. Current Location(s) (Bldg., Floor, Roo 7120 Oakland Mills Road</li> </ul>	12. File Becomes Inactive After        2         Number       □ Month(s)         Identified       Year(s)         14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)         □ Yes       ☑ No					
☐ Yes ⊠ № 17. Is an Index System used? If yes, explain b describe requirements ☐ Yes ⊠ №	7. Is an Index System used? If yes, explain briefly and escribe requirements		<ul> <li>16. Audit Requirements</li> <li>None □ State □ Federal □ Independent</li> <li>*</li> <li>18. Recommended Retention Retain in office for 2 years after resolution and then destroy.</li> </ul>			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	20. Telepho 410-313-167			21. Date February 8, 2017		

Instructions – Type or Print a separate form	DEPARTMENT O	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MAI 7275 V P.C	NAGEMENT DIV Vaterloo Road D. Box 275 Maryland 20794		Page7 OF52		
1. Department/Agency Howard County Government	2. Division Recreation a	nd Parks		3. Unit		
DEFINITION: Records Series- A group of relat	ed records normally	filed and used a	as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title LEAVE REQUESTS			5. Earlie	5. Earliest Year/Latest Year to Present		
	ummaries, authoriza	tion, schedules	and similar r	in the series. Include the purpose or function of the series.) records relating to sick, vacation and other types of pproved by their supervisors.		
7. Record Series Format(s) List all	8. Record Sequence	Series	9. Volume <u>2</u> Number	e		
Legal Size Computer Tape     Audio Tape Floppy Disk     Bound Book Video Tape     Other (specify)	☐ Numerical ☐ Chronolog ☐ Geographi	Alphabetical  Numerical  Chronological  Geographical  Other (specify)		<ul> <li>➢ File Drawer(s)</li> <li>➢ Microfilm Reel(s)</li> <li>➢ Computer Tape(s)</li> <li>○ Other (specify)</li> <li>10. Annual Accumulation</li> <li>_2</li> <li>Number</li> <li>➢ File Drawer(s)</li> <li>➢ Microfilm Reel(s)</li> <li>○ Computer Tape(s)</li> </ul>		
			□ Other (specify)       12. File Becomes Inactive After      2       Number     □ Month(s)			
13. Current Location(s) (Bldg., Floor, Roor 7120 Oakland Mills Road	* * *	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)         □ Yes       ☑ No				
	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ №		16. Audit Requirements ⊠ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain b describe requirements □ Yes ⊠ No	nents		18. Recommended Retention Retain in office for 2 years, then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technici		none Number 577		21. Date February 8, 2017		

Instructions       –Type or Print a separate form         for each new or revised record series.         Forward with Records Retention Schedule         (DGS 550-1)         1. Department/Agency         Howard County Government         DEFINITION: Records Series- A group of related         4. Record Series Title				AGENCY RECORDS INVENTORY Page 8 OF 52 3. Unit reference as well as retention and disposition purposes. st Year/Latest Year		
OFFICIAL LEAVE REQUESTS 6. Record Series Description (Briefly describe		orms found	2015 to Present in the series. Include the purpose or function of the series.) employees. These requests must be approved by the County			
7. Record Series Format(s) List all	8. Record Series Sequence		2 Number ⊠ File Draw ☐ Compute ☐ Other (sp 10. Annua 2 Number ⊠ File Draw ☐ Microfilm	Number   File Drawer(s)  Microfilm Reel(s)  Other (specify)   10. Annual Accumulation  _2 Number  File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)		
13. Current Location(s) (Bldg., Floor, Roo 7120 Oakland Mills Road	dg., Floor, Room)		12. File Becomes Inactive After			
<ul> <li>15. Access Restrictions (If Yes, cite Law(s) &amp;</li> <li>Yes ⊠ №</li> <li>17. Is an Index System used? If yes, explain I describe requirements</li> <li>Yes ⊠ №</li> </ul>	⊠ None □ briefly and 18. Recomm		udit Requirements         None       State       Federal       Independent         lecommended Retention         Retain in office for 2 years after fiscal year of request, then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	2253-225031 LOPO200	ephone Number I-1677	21. Date February 8, 2017			

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Instructions – Type or Print a separate form	DEP	ARTMENT C	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MANAGEMENT DIVIS			ISION			
Forward with Records Retention Schedule	7275 Waterloo Road						
(DGS 550-1)	P.O. Box 275				Page 9 OF 52		
2 50 y2 €.	Jessup, Maryland 20794				1		
1. Department/Agency	2. Div	ision			3. Unit		
Howard County Government		Recreation a	nd Parks		S. Offic		
Howard County Government		Recreationa	nu Faiks		9 K		
DEFINITION: Records Series- A group of rela	ited reco	ords normally	filed and used a	is a unit for	reference as well as retention and disposition purposes.		
4. Record Series Title				5. Earlies	st Year/Latest Year		
PERSONNEL REQUISITIONS				a *	2015 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							
	f full tim		requested by th	o Donactory	ant of Ross and Rocks and submitted to Howard County		
	or run-un	le positions	requested by th	e Departme	ent of Recs and Parks and submitted to Howard County		
Human Resources department.							
14		9					
7. Record Series Format(s) List all		8. Record	Series	9. Volume	e		
		Sequence		_1			
Letter Size 🔲 Microfilm			10 W	Number			
Legal Size Computer Tape		Alphabeti	cal	File Drav	wer(s)		
		Numerica	1	Microfilm Reel(s)			
Audio Tape 🔲 Floppy Disk				Computer Tape(s) Other (specify)			
Bound Book Video Tape		Chronolog					
		Geograph			al Accumulation		
Other (specify)							
			sciry)	Number	*		
	s			File Drav			
R			90	Microfilm			
			Other (specify)				
		942 (142	u				
11. File is Used			12. File Becomes Inactive After				
🗌 Daily 🛛 Weekly 🗌 Monthly 🗌	Annually		<u>2</u>				
			Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Roc			14 In Record Series Duplicated Electropera? (If you applie Access of Office )				
7120 Oakland Mills Road	лтт <i>)</i>		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
1120 Ganand Willis Rudu			Yes 🛛 No				
15. Access Restrictions (If Yes, cite Law(s) &	Regulat	tion(s)	16. Audit Red	uirements			
	Jugaia						
TENEN LUMINO CETTURINO			None 🗌	State D Fee	deral 🔲 Independent		
			8 <sup>32</sup>				
17. Is an Index System used? If yes, explain	briefly a	nd	18. Recomm	ended Rete	ntion		
describe requirements		2					
Yes 🛛 No		с <u>В</u>	Ret	ain for 2 ye	ars in office, and then destroy.		
				ು ಮಾಡಲಾಗಿದ್ದ ಸಂಸ್ಥೆ ಅವರ ಅವರ ಸಂಸ್ಥೆಯಲ್ಲಿ ಸೇವಿ ಕೊಡಲು ಸಂಸ್ಥೆಯಲ್ಲಿ ಸಿಂದ ಸಂಸ್ಥೆಯಲ್ಲಿ ಸೇವಿ ಕೊಡಲು ಸೇವಿ ಕೊಡಲು ಸಿಂದ ಕೊಡಲ ಸ್ಥೆ ಸಿಂದ ಸಿಂದ ಸಿಂದ ಸಿಂದ ಸಿಂದ ಸಿಂದ ಸಿಂದ ಸಿಂದ			
19. Name and Title of Preparer		20 Tolon	none Number	12	21. Date		
Dawn Poholsky, Engineering Support Technic	ian	410-313-1			February 8, 2017		
Sam Fonoisty, Engineening Support reching		-10-010-1			- obidary 0, 2017		

<ol> <li>Record Series Title JOB ANNOUNCEMENTS</li> <li>Record Series Description (Briefly describ)</li> </ol>	RECORDS M/ 7275 P. Jessup 2. Division Recreation ated records normall	y filed and used a ation/documents/	/ISION as a unit for 5. Earlie forms found	AGENCY RECORDS INVENTORY Page 10 OF 52 3. Unit reference as well as retention and disposition purposes. st Year/Latest Year 2016 to Present d in the series. Include the purpose or function of the series.) a retains the full-time ich appropriements and Rec and			
JOB ANNOUNCEMENTS - Forpart-time staff. Howard County Human Resources office retains the full-time job announcements and Rec and Park retains the part-time.							
7. Record Series Format(s) List all	8. Record		9. Volum	e			
Letter Size Microfilm	Sequence	3	Number				
Legal Size Computer Tape	Alphabet		Light an a sub-	File Drawer(s) Microfilm Reel(s)			
Audio Tape Floppy Disk			Computer Tape(s) Other (specify) Email, website				
Bound Book 🔲 Video Tape	Chronold	gical					
Other (specify)Email, website		Geographical		10. Annúal Accumulation 			
*							
11. File is Used		12. File Becc	mes Inactiv	re After			
🗌 Daily 🗌 Weekly 🛛 Monthly [	Annually	1 Number ☐ Month(s) ⊠ Year(s)					
13. Current Location(s) (Bldg., Floor, Roo 7120 Oakland Mills Road	om)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
15. Access Restrictions (If Yes, cite Law(s) 8 ☐ Yes ⊠ No	ns (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
17. Is an Index System used? If yes, explain describe requirements ☐ Yes	briefly and	18. Recomm		ntion ar in office, and then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic		li hone Nümber 1677	đ	21. Date February 8, 2017			

Instructions – Type or Print a separate form	DEPARTMENT C	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY			
for each new or revised record series.	RECORDS MANAGEMENT DIVISION						
Forward with Records Retention Schedule	7275 Waterloo Road						
(DGS 550-1)	P.O. Box 275			Page 11 OF 52			
	Jessup, Maryland 20794			los destruction file			
1. Department/Agency	2. Division			3. Unit			
Howard County Government	Recreation a	nd Parks					
	ricoroddon d						
DEFINITION: Records Series- A group of relate	ed records normally	filed and used a	is a unit for	reference as well as retention and disposition purposes.			
4. Record Series Title			5. Earlie	st Year/Latest Year			
RESULTS OF JOB INTERVIEW FILES				2014 to Present			
j.							
6. Record Series Description (Briefly describe	he types of informa	ation/documents/	forms found	in the series. Include the purpose or function of the series.)			
	plicant ich intonvia	w roculte					
RESULTS OF JOB INTERVIEW FILES - Applicant job interview results.							
7. Record Series Format(s) List all	8. Record S	eries	9. Volum	e			
	Sequence		_1				
Letter Size 🔲 Microfilm	_		Number  File Drawer(s)  Kicrofilm Reel(s)				
Legal Size 🔲 Computer Tape	Alphabetica	1					
	Numerical						
Audio Tape Floppy Disk	10000		Computer Tape(s) Other (specify)				
Bound Book Video Tape	Chronologic	al					
	Geographic	al	10. Annual Accumulation				
Other (specify)			<u> </u>				
14 H	Other (spec	ify)	<ul> <li>➢ File Drawer(s)</li> <li>➢ Microfilm Reel(s)</li> </ul>				
×			Computer Tape(s)				
11. File is Used		12. File Becc	mes Inactiv	e After			
		3		т			
Daily Weekly Monthly 🛛	Annually	Number Month(s) Xear(s)					
13. Current Location(s) (Bldg., Floor, Roon	1)	14. Is Record	Series Dup	plicated Elsewhere? (If yes, specify Agency or Office.)			
7120 Oakland Mills Road		☐ Yes	No No				
		a presi contractores de la					
15. Access Restrictions (If Yes, cite Law(s) & F	Regulation(s)	16. Audit Red	quirements				
Yes 🛛 No		None 🗆	State T Fee	deral 🔲 Independent			
17. Is an Index System used? If yes, explain br	iefly and	18. Recomm	ended Poto	ntion			
describe requirements	ieny anu	ro. Recomm	chueu riele	nuon			
If GATADATING DESIGNED		Retain in	locked file	cabinet in the Department for 3 years, and then destroy.			
Yes No							
19. Name and Title of Preparer	20. Telepho	one Number		21. Date			
Dawn Poholsky, Engineering Support Technicia	n 410-313-167	77		February 8, 2017			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794 2. Division			AGENCY RECORDS INVENTORY Page 12 OF 52 3. Unit		
Howard County Government	Recreation a	and Parks		·		
DEFINITION: Records Series- A group of rela	ated records normally	filed and used a	s a unit for i	reference as well as retention and disposition purposes.		
4. Record Series Title ACCOUNTS PAYABLE RECORDS			5. Earlies	st Year/Latest Year 2015 toPresent		
	es of Purchase Orde	ers, Procurement	144	in the series. Include the purpose or function of the series.) nents and receipts, Sub-Orders, Direct Payment Claims, and		
7. Record Series Format(s) List all	8. Record Sequence		9. Volume	3		
Letter Size     Microfilm     Legal Size     Computer Tape     Audio Tape     Floppy Disk     Bound Book     Video Tape     Other (specify)	Alphabeti Numerica Chronolo Geograph	Sequence		Number         File Drawer(s)         Microfilm Reel(s)         Computer Tape(s)         Other (specify)         10. Annual Accumulation            Number         Visit File Drawer(s)         Microfilm Reel(s)         Computer Tape(s)         Other (specify)		
11. File is Used ☑ Daily ☐ Weekly ☐ Monthly [	Annually	12. File Becomes Inactive After 3 Number ☐ Month(s) ⊠ Year(s)				
13. Current Location(s) (Bldg., Floor, Rod 7120 Oakland Mills Road	om)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) □ Yes ⊠ No			
15. Access Restrictions (If Yes, cite Law(s) 8 ☐ Yes ⊠ №	aw(s) & Regulation(s)		16. Audit Requirements □ None ⊠ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain describe requirements □ Yes ⊠ №	briefly and	0	Recommended Retention Retain for 3 years, and then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	a la seconda de la	hone Number 677		21. Date February 8, 2017		

4. Record Series Title	7275 W P.C Jessup, I 2. Division Recreation a ated records normally	NAGEMENT DIV Vaterloo Road D. Box 275 Maryland 20794 nd Parks filed and used a	rision	AGENCY RECORDS INVENTORY Page 13 OF 52 3. Unit reference as well as retention and disposition purposes. st Year/Latest Year			
BUREAU OF PARKS AND BUREAU OF R damage, vandalism, participants in County	e the types of informa	ation/documents/	ENT REPOR				
Management office.  7. Record Series Format(s) List all  Letter Size I Microfilm  Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	8. Record Series Sequence Alphabetical Numerical Chronological Geographical		9. Volume        4				
	rrent Location(s) (Bldg., Floor, Room)			12. File Becomes Inactive After        5         Number       ☐ Month(s)         Year(s)         14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)         Yes       □ No         Critical reports are faxed to Risk Management office			
<ul> <li>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)</li> <li>□ Yes ⊠ №</li> <li>17. Is an Index System used? If yes, explain briefly and describe requirements</li> <li>□ Yes ⊠ №</li> </ul>		<ul> <li>16. Audit Requirements</li> <li>None □ State □ Federal □ Independent</li> <li>18. Recommended Retention</li> <li>Retain for 5 years, then destroy.</li> </ul>					
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	10045 Webberkine	none Number 677	*	21. Date February 8, 2017			

Instructions Tune or Brint a concrete form	DEDADTA		F GENERAL SE	DVICES	AGENCY RECORDS INVENTORY			
Instructions – Type or Print a separate form for each new or revised record series.			F GENERAL SE NAGEMENT DIV					
Forward with Records Retention Schedule	7275 Waterloo Road							
(DGS 550-1)		P.O. Box 275			Page 14 OF 52			
	3	Jessup, Maryland 20794						
		25		e)				
1. Department/Agency	2. Division				3. Unit			
Howard County Government	Recr	eation a	nd Parks					
DEFINITION: Records Series- A group of relation	ted records r	normally	filed and used a	s a unit for	reference as well as retention and disposition purposes.			
4. Record Series Title				5. Earlies	st Year/Latest Year			
PAYROLL RECORDS					2015 to Present			
×12								
6. Record Series Description (Briefly describe	the types of	f informa	tion/documents/	forms found	I in the series. Include the purpose or function of the series.)			
PAYROLL RECORDS - Part-time s	taff time care	ds						
					л			
7. Record Series Format(s) List all		8. Reco	ord Series	9. Volume	e			
		Sequer	nce	<u>3</u> Number				
Letter Size 🔲 Microfilm	÷	Alpha	betical	200.00	nder			
Legal Size Computer Tape				File Drav				
		Numerical		Microfilm				
Audio Tape Floppy Disk		Chror	nological Other (sp		pecify)			
Bound Book Video Tape		-	1000 - 20					
Other (specify)		Geographical 10. An			al Accumulation			
	C Other		Other (specify) Number					
			0	-				
				File Drav				
				Compute				
				Dther (sp	pecify)			
11. File is Used			12. File Beco	mes Inactiv	e After			
			2		A			
Daily 🛛 Weekly 🗌 Monthly	Annually		Number Month(s) X Year(s)					
13. Current Location(s) (Bldg., Floor, Roo	m)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)					
7120 Oakland Mills Road			Yes	No No				
15. Access Restrictions (If Yes, cite Law(s) &	Pogulation/s	c)	16. Audit Rec					
Yes ⊠ No	i legulation(s	5)		1 CHICHIS				
			None 🗌	State 🗌 Fee	deral 🔲 Independent			
9								
17. Is an Index System used? If yes, explain t	priefly and		18. Recomme	ended Rete	ntion			
describe requirements		81. 	Retain for 2	alandar va	ars of employment of hiring staff, then destroy.			
Yes 🛛 No				Jalenuar ye	als of employment of himing stan, then desuby.			
		100						
19. Name and Title of Preparer		20. Te	l Iephone Number		21. Date			
Dawn Poholsky, Engineering Support Technici	ian	410-31			February 8, 2017			

Instructions – Type or Print a separate form	DEPARTMENT C	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MA	NAGEMENT DIV	ISION			
Forward with Records Retention Schedule	7275 V	Vaterloo Road		5 P.B.		
(DGS 550-1)		D. Box 275		Page 15 OF 52		
(2000000)		Maryland 20794				
1. Department/Agency	2. Division			3. Unit		
Howard County Government	Recreation a	ind Parks		2. The second		
DEFINITION: Records Series- A group of relat	DEFINITION: Records Series- A group of related records normally			reference as well as retention and disposition purposes.		
4. Record Series Title			T	st Year/Latest Year		
FULL TIME PAYROLL TIME SHEETS			8 8	2015 to Present		
		3				
6. Record Series Description (Briefly describe	the types of informa	ation/documents/	forms found	I in the series. Include the purpose or function of the series.)		
FULL TIME PAYROLL TIME SHEETS - Employees time sheets						
7. Record Series Format(s) List all	8. Record	Series	9. Volum	e		
	Sequence		<u>3</u>			
🖾 Letter Size 🔲 Microfilm	71	¥.	Number			
Legal Size Computer Tape	Alphabetic	cal	File Drawer(s)			
	Numerical	I	<ul> <li>☐ Microfilm Reel(s)</li> <li>☐ Computer Tape(s)</li> <li>☑ Other (specify)_computer file_</li> </ul>			
Audio Tape 🛛 Floppy Disk						
Bound Book 🔲 Video Tape	Chronolog	Chronological				
	Geograph	ical	10. Annua	al Accumulation		
Other (specify)		Other (specify) Number				
	Other (spe			mber		
			File Drav	wer(s)		
		Microfilm		Microfilm Reel(s)		
				iputer Tape(s) er (specify)computer file		
11. File is Used	2	12. File Becomes Inactive After				
	1. ·	<u>3</u>				
🗌 Daily 🛛 Weekly 🗌 Monthly 🗌	Annually	Number Month(s) X Year(s)				
	20	and an areas	Weaver the Letters			
13. Current Location(s) (Bldg., Floor, Root	n)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
7120 Oakland Mills Road		Yes 🛛 No				
	5 1 5 4 5	The set of				
15. Access Restrictions (If Yes, cite Law(s) & ☐ Yes ⊠ No	Regulation(s)	16. Audit Red	quirements			
		None	State E Fee	deral 🔲 Independent		
17. Is an Index System used? If yes, explain t	priefly and	18. Recomm	ended Rete	ntion		
describe requirements	440 <b>*</b> 0					
UDI DI DI		Ret	ain for 3 ye	ears, then destroy.		
Yes No						
24 K)						
19. Name and Title of Preparer	20. Teleph	none Number		21. Date		
Dawn Poholsky, Engineering Support Technici				February 8, 2017		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL SERV RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794 2. Division			AGENCY RECORDS INVENTORY Page 16 OF 52 3. Unit		
Howard County Government	Recreation a	nd Parks				
DEFINITION: Records Series- A group of relat	ed records normally	filed and used a	l used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title LEASE AGREEMENTS	2010-mark Storage Storage Strengther - 2010 Storage			st Year/Latest Year		
6. Record Series Description (Briefly describe	the types of informa	ation/documents/	forms found	I in the series. Include the purpose or function of the series.)		
LEASE AGREEMENTS - Departm	ent of Recreation a	and Parks is offi	cial record	holder.		
7. Record Series Format(s) List all	8. Record	Series	9. Volume	e <sup>-</sup>		
Letter Size Microfilm			_ <u>2</u> Number			
🖾 Legal Size 🔄 Computer Tape			⊠ File Drawer(s) ☐ Microfilm Reel(s)			
Audio Tape 🛛 Floppy Disk	Numerical		Computer Tape(s)			
Bound Book Video Tape	Chronolog	lical	al Other (specify)computer file			
Other (specify)Binders	Geographi		10. Annual Accumulation 2 Number Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)computer file			
11. File is Used		12. File Becc	omes Inactiv	e After		
Daily 🗌 Weekly 🖾 Monthly 🗌	Annually	Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Roor 7120 Oakland Mills Road	n)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) □ Yes				
15. Access Restrictions (If Yes, cite Law(s) & ☐ Yes ⊠ №	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ No		16. Audit Requirements			
17. Is an Index System used? If yes, explain b	riefly and	18. Recomm	ended Reter	ntion		
describe requirements	e requirements		Retain until agreement expires, plus 3 years after expiration date an then destroy.			
19. Name and Title of Preparer	20. Teleph	none Number		21. Date		
Dawn Poholsky, Engineering Support Technicia	an 410-313-16	577		February 8, 2017		

4. Record Series Title CONTRACTS WITH INDEPENDENT PROGRAMS	RECORD Je 2. Division Recrea ated records no r CONTRACT	TORS FOR	/ISION as a unit for 5. Earlies forms found	AGENCY RECORDS INVENTORY Page17OF52 3. Unit reference as well as retention and disposition purposes. st Year/Latest Year2015toPresent I in the series. Include the purpose or function of the series.) ependent contractor records.	
7. Record Series Format(s) List all          I Letter Size       Microfilm         Legal Size       Computer Tape         Audio Tape       Floppy Disk         Bound Book       Video Tape         Other (specify)	8. Record Series Sequence Alphabetical Numerical Chronological Geographical		9. Volume         _1         Number         Ø File Drawer(s)         Omputer Tape(s)         Other (specify)		
<ul> <li>11. File is Used</li> <li>□ Daily ⊠ Weekly □ Monthly □</li> <li>13. Current Location(s) (Bldg., Floor, Rod 7120 Oakland Mills Road</li> <li>15. Access Restrictions (If Yes, cite Law(s) &amp; □ Yes ⊠ No</li> <li>17. Is an Index System used? If yes, explain describe requirements</li> <li>□ Yes ⊠ No</li> </ul>	Annually		State Federal Independent		
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	ap	II 0. Telephone Number 10-313-1677		21. Date February 8, 2017	

Instructions – Type or Print a separate form	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MA	NAGEMENT DIV	ISION			
Forward with Records Retention Schedule	7275 \	Waterloo Road				
(DGS 550-1)	P.0	O. Box 275		Page 18 OF 52		
	Jessup,	Maryland 20794		2		
1. Department/Agency	2. Division			3. Unit		
Howard County Government	Recreation a	and Parks		*		
DEFINITION: Records Series- A group of relat	ted records normally	filed and used a	s a unit for i	reference as well as retention and disposition purposes.		
4. Record Series Title		19	5. Earlies	st Year/Latest Year		
INTERNAL AUDIT REPORTS				_2015_to_Present		
6. Record Series Description (Briefly describe	the types of information	ation/documents/	forms found	I in the series. Include the purpose or function of the series.)		
INTERNAL AUDIT REPORTS - Internal audit reports of current contracts.						
				6		
7. Record Series Format(s) List all	8. Record	d Series	9. Volume	9		
	Sequenc	e	· <u>1</u>			
Letter Size Microfilm	Alphabe	0 - 1	Number	ər		
Legal Size Computer Tape		nical	N. SALEF	file Drawer(s)		
	Numeric	al	10000 N. P. C. S. D.	Microfilm Reel(s) Computer Tape(s)		
Audio Tape Floppy Disk	Chronol	Ological Other (spe				
Bound Book Video Tape	10,000					
Other (specify)	Geograf	phical	10. Annual Accumulation			
	Other (s	pecify)	Number			
		2		8		
			File Drav			
			Compute			
		10 A	Other (sp	pecify)		
11. File is Used		12. File Beco	mes Inactiv	e After		
		2		1 <sup>2</sup> 2		
🗋 Daily 🗌 Weekly 🖾 Monthly 🗌	] Annually	Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Roon	m) -	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
7120 Oakland Mills Road		□ Yes ⊠ No				
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Requirements				
Yes 🛛 No						
<i>2</i>		None	None State Federal Independent			
17. Is an Index System used? If yes, explain t	briefly and 18. Reco		ended Reter	ntion		
describe requirements	Potoinu		ntil contract	t expires plus 2 years after expiration date and then		
🗌 Yes 🛛 No		destroy.		cospiros pido z yours aller expiration date and then		
		destroy.				
19. Name and Title of Preparer	20. Tele	n phone Number		21. Date		
Dawn Poholsky, Engineering Support Technici	an 410-313-	1677		February 8, 2017		
				2		

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Instructiong-Type or Print a separate form for each new or revised records Retention Schedule (DGS 550-1)       DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 2. Dobised P.O. Box 275 Jassup, Maryland 20794       AGENCY ECORDS MANAGEMENT P.O. Box 275 Jassup, Maryland 20794         1. Department/Agency Howard County Government       2. Division Recreation and Parks       3. Unit         DEFINITION: Records Series - A group of related records normally field and used as a unit for reference as well as releation and daposition purposes.       3. Unit         4. Record Series Title PAVILION Rentrat_ - Cancer Genese A group of related records normality field and used as a unit for reference as well as releation and daposition purposes.       5. Endiest YearLatest Year 					1	
Forward with Records Retention Schedule (DGS 536-1)         7275 Waterico Road P.O. Box 275 P.O. Box 275         Page _19_ OF _52	Instructions – Type or Print a separate form	DEPARTMENT C	F GENERAL SEI	RVICES	AGENCY RECORDS INVENTORY	
IDEG 56:0-1)         P.O. Box 275 Jacssp. Maryland 20794         Page190F52	for each new or revised record series.	RECORDS MA	NAGEMENT DIVI	ISION		
1. Department/Agency         2. Division         3. Unit           1. Movinad County Government         2. Division         3. Unit           DEFINITION: Records Series A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.         6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.)           PAVILION RENTAL         5. Earliest Year/Latest Year           PAVILION RENTAL         5. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.)           PAVILION RENTAL         8. Record Series         9. Volume           Querce Type         9. Volume         Name:           Querce Type         9. Volume         Name:           Querce Type         9. Volume         Name:           Querce Type         9. Volume         10. Annual Accumulation           Querce Type         10. Annual Accumulation         Name:           Querce Type         <	Forward with Records Retention Schedule	7275 V	Vaterloo Road			
1. Department/Agency Howard County Government     2. Division Recreation and Parks     3. Unit       DEFINITION: Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.     5. Earliest Year	(DGS 550-1)	P.C	D. Box 275		Page 19 OF 52	
Howard County Government       Recreation and Parks         DEFINITION: Records 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 Trile		Jessup,	Maryland 20794			
DEFINITION: Records Series - A group of reliated records normally filed and used as a unit for reference as well as retention and disposition purposes.       4. Record Series Tester         4. Record Series Description (Birleft) describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)       5. Earliest Year         2013. to Present       6. Record Series Description (Birleft) describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)         7. Record Series Format(s)       Lata all       8. Record Series       9. Volume         2. Later Size       Divertion Series       9. Volume       Mandar         2. Later Size       Divertion Series       9. Volume       Mandar         2. Audo Tape       Proportions       9. Volume       Pre Deaver(s)         2. Audo Tape       Proportions       0. One (perch)       Computer File (Online System)         2. Other (perch)       Computer File       10. Annual Accumulation         3. Other (perch)       Computer File       10. Recourde	1. Department/Agency	2. Division			3. Unit	
4. Record Series Title       5. Earliest Year/Latest Year         PAVILION RENTAL       2013_ 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.)         PAVILION RENTAL       - Copy of application and payment received. Also any other permits or related records.         7. Record Series Format(s)       List all         8. Record Series       9. Volume	Howard County Government	Recreation a	nd Parks			
4. Record Series Title       5. Earliest Year/Latest Year         PAVILION RENTAL       2013_ 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.)         PAVILION RENTAL       - Copy of application and payment received. Also any other permits or related records.         7. Record Series Format(s)       List all         8. Record Series       9. Volume		-			192 <sup>16</sup>	
PAVILION RENTAL	DEFINITION: Records Series- A group of rela	ted records normally	filed and used as	s a unit for i	reference as well as retention and disposition purposes.	
6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.)         PAVULION RENTAL - Copy of application and payment received. Also any other permits or related records.         7. Record Series Format(s) List all       8. Record Series         Querce       Number         Lagat Size       Computer Tape         Audo Tape       Aphaeetical         Data Tape       Aphaeetical         Chromologial       Other (specify)         Other (specify)       Computer Tape         Other (specify)       Computer Tap	4. Record Series Title			5. Earlies	st Year/Latest Year	
PAVILION RENTAL - Copy of application and payment received. Also any other permits or related records.         7. Record Series Format(s)       List all       8. Record Series       9. Volume         Q Later Size       Microlim	PAVILION RENTAL	1. E			2013 to Present	
PAVILION RENTAL - Copy of application and payment received. Also any other permits or related records.         7. Record Series Format(s)       List all       8. Record Series       9. Volume         Q Later Size       Microlim	6 Record Series Description (Priofly describe	the hunge of informs	tion/documents/f	arma faund		
7. Record Series Format(s)       List all       8. Record Series       9. Volume         Q Letier Size       Meredim       Aphaeotical       Immber         Legal Size       Computer Tape       Aphaeotical       Immerical         Audo Tape       Ploppy Dak       Other (specify)       Computer Tape(s)         Bound Book       Vatio Tape       Other (specify)       Computer Tape(s)         Other (specify)       Computer Time       0 Other (specify)       Computer Tape(s)         Other (specify)       Computer Time       10. Annual Accumulation         Other (specify)       Computer Tape(s)       Mercetim         Other (specify)       Mercetin       Number       Number         11. File is Used       12. File Becornes Inactive After       Number         Number       Independent       Independent       Independent         12. O Calland Mills Road       14. Is Record Series Duplicated Elsewhere? (If yes, specify A	6. Record Series Description (Briefly describe	the types of informa	ation/documents/f	orms tound	In the series. Include the purpose or function of the series.)	
Sequence      MA	PAVILION RENTAL - Copy of application and payment received. Also any other permits or related records.					
Sequence      MA	14 CH					
Sequence      MA	7 Record Series Format(s) List all	8 Record	Series	9 Volum	a	
I Letter Size       I Microfilm       I Alphabetical       I Piopy Disk         I Legal Size       Computer Tape       I Alphabetical       I Piopy Disk         I Audo Tape       Piopy Disk       I Chronobigical       I Chronobigical       I Chronobigical         I Bound Book       Vraiso Tape       O Geographical       10. Annual Accumulation         I Other (specify)       Computer File       I Computer File (Online System)         I File Is Used       I Chronobigical       I Computer File (Online System)         I File Is Used       I State Geody       Computer File (Online System)         I S. Current Location(s)       (Bidg, Floor, Room)       I S. Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)         I S. Access Restrictions (If Yes, cite Law(s) & Regulaton(s)       I S. Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)         I Yes       No         I S. an Index System used? If yes, explain briefly and describer requirements       I S. Record Series I undependent         I Yes       No         I No       No         I New is No       I S. Record Series Jupicated Retention         Retain for 5 fiscal years, and then destroy.       Retain for 5 fiscal years, and then destroy.         I Yes       No         I Nea and Titits of Preparer       20. Telephone		1 NEW CONSERVATION	19-190 (2016)		-	
Legal Size       Computer Tape       □ Mumifcal       □ Mumifcal         △ Audio Tape       Floopy Disk       □ Chronological       □ Computer Tape(s)         □ Bound Book       □ viseo Tape       □ Chronological       □ Computer Tipe(s)         □ Other (specify) <u>Computer File</u> 10. Annual Accumulation         □ Other (specify) <u>Computer File</u> 0. Marchine Resits         □ Daily       Weekly       Monthly       Annually         11. File Is Used       12. File Becomes Inactive After <u>5</u> Number       Number         13. Current Location(s)       (Bidg., Floor, Room)       14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)         □ Yes<	Letter Size 🔲 Microfilm	54 L		Number		
Legis 326		Alphabetic	al	File Drav	ver(s)	
Audio Tape       Poppy Disk       □ Chronological       □ Chronol	Legal Size Computer Tape	Numerical		A CONTRACTOR OF A CONTRACT OF		
□ Bound Book       Urdeo Tape       □ Geographical       10. Annual Accumulation         □ Other (specify)       Computer File       10. Annual Accumulation         □ Other (specify)	Audio Tape Floppy Disk					
□ Geographicat       10. Annual Accumulation         □ Other (specify)		Chronolog	jical	Computer File (Online System)		
□ Other (specify)		Geograph	ical	10. Annua	al Accumulation	
Image: Sector Secto	Other (specify) Computer File			<u>NA</u>		
Image: Section of the section of t		Other (spe	ecify)	Number		
□ Computer Tape(s)       □ Computer Tape(s)         □ Computer Tape(s)       □ Other (specify]Computer File (Online System)         11. File is Used       12. File Becomes Inactive After         □ Daily       □ Weekly       □ Monthly       □ Annually         13. Current Location(s)       (Bidg, Floor, Room)       □ Number       □ Month(s)       ☑ Year(s)         13. Current Location(s)       (Bidg, Floor, Room)       □ Yes       ☑ No         14. Is Record Series Duplicated Elsewhere?       (If yes, specify Agency or Office.)         □ Yes       ☑ No         15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)       □ Yes       ☑ No         15. Access Restrictions (If Yes, explain briefly and describe requirements       □ Yes       ☑ No         17. Is an Index System used? If yes, explain briefly and describe requirements       □ None       □ State       □ Federal       Independent         18. Recommended Retention Retain for 5 fiscal years, and then destroy.       □ Yeas       ☑ No       □ Yeas       □ Yeas       □ Yeas       □ Yeas         19. Name and Title of Preparer       20. Telephone Number       21. Date       21. Date				🗌 File Drav	ver(s)	
11. File is Used       12. File Becomes Inactive After         Daily       Monthly       Annually         13. Current Location(s)       (Bldg., Floor, Room)         7120 Oakland Mills Road       14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)         Is. Access Restrictions (If Yes, cite Law(s) & Regulation(s)       16. Audit Requirements         Image: None       Image: State       Federal         Independent       18. Recommended Retention         Retain for 5 fiscal years, and then destroy.       Retain for 5 fiscal years, and then destroy.         19. Name and Title of Preparer       20. Telephone Number       21. Date		8				
11. File is Used				2000 A A A A		
□ Daily       ⊠ Weekly       □ Monthly       □ Annually						
□ Daily       ☑ 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.)         7120 Oakland Mills Road       □ Yes       ☑ No         15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)       □ Yes       ☑ No         □ Yes       ☑ No       □ Audit Requirements       ☑ None □ State □ Federal □ Independent         17. Is an Index System used? If yes, explain briefly and describe requirements       □ No       □ No         □ Yes       ☑ No       18. Recommended Retention       Retain for 5 fiscal years, and then destroy.         19. Name and Title of Preparer       20. Telephone Number       21. Date	11. File is Used		12. File Becor	mes Inactiv	e After	
13. Current Location(s)       (Bidg., Floor, Room)         7120 Oakland Mills Road       14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)         15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)       16. Audit Requirements         17. Is an Index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         17. Is an Index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         19. Name and Title of Preparer       20. Telephone Number       21. Date		Annually				
7120 Oakland Mills Road       □ Yes ⊠ No         15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ⊠ No       16. Audit Requirements         17. Is an Index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         17. Is an Index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         19. Name and Title of Preparer       20. Telephone Number       21. Date		1,444,024,1	Number Month(s) X Year(s)			
7120 Oakland Mills Road       □ Yes ⊠ No         15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ⊠ No       16. Audit Requirements         17. Is an Index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         17. Is an Index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         19. Name and Title of Preparer       20. Telephone Number       21. Date	13 Current Location(s) (Pldg Eloor Pag	m)	14 la Dagard Sarias Duplicated Elegunhers? (15 and and if Access of Office)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)       16. Audit Requirements         Yes       ⊠ No         17. Is an Index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         Yes       ⊠ No         19. Name and Title of Preparer       20. Telephone Number       21. Date		,				
□ Yes       No         17. Is an Index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         □ Yes       No         19. Name and Title of Preparer       20. Telephone Number       21. Date	T20 Oakland Willis Road		Yes D	X No	. 1	
□ Yes       No         17. Is an Index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         □ Yes       No         19. Name and Title of Preparer       20. Telephone Number       21. Date	15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Rea	uirements		
17. Is an Index System used? If yes, explain briefly and describe requirements     18. Recommended Retention       □ Yes     №       19. Name and Title of Preparer     20. Telephone Number     21. Date			1		2	
describe requirements     Retain for 5 fiscal years, and then destroy.       □ Yes     ⊠ No       19. Name and Title of Preparer     20. Telephone Number     21. Date			None 🗌 :	State 🗌 Fee	deral Independent	
describe requirements     Retain for 5 fiscal years, and then destroy.       □ Yes     ⊠ No       19. Name and Title of Preparer     20. Telephone Number     21. Date					2	
□ Yes     No       19. Name and Title of Preparer     20. Telephone Number       21. Date	17. Is an Index System used? If yes, explain t	briefly and 18. Recommended Re			ntion	
□ Yes     No       19. Name and Title of Preparer     20. Telephone Number     21. Date	describe requirements	Retain for 5 fisca			ears, and then destroy.	
	Yes 🛛 No					
Dawn Poholsky, Engineering Support Technician 410-313-1677 February 8, 2017	19. Name and Title of Preparer	20. Telept	none Number		21. Date	
	Dawn Poholsky, Engineering Support Technic	an 410-313-10	677		February 8, 2017	

Instructions – Type or Print a separate form	DEPARTMENT C	OF GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794		0	Page OF	
1. Department/Agency Howard County Government	2. Division Recreation a	and Parks		3. Unit	
DEFINITION: Records Series- A group of rela	ted records normally	filed and used a	as a unit for i	I reference as well as retention and disposition purposes.	
4. Record Series Title SPORTS FIELDS	1	a	5. Earlies	st Year/Latest Year 2013 toPresent	
6. Record Series Description (Briefly describe SPORTS FIELDS - Application and				I in the series. Include the purpose or function of the series.) s.	
7. Record Series Format(s)       List all         Image: Letter Size       Microfilm         Legal Size       Computer Tape         Audio Tape       Floppy Disk         Bound Book       Video Tape         Other (specify)	Annually <u>5</u> Number		9. Volume         _1		
<ul> <li>7120 Oakland Mills Road</li> <li>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s) <ul> <li>Yes</li> <li>No</li> </ul> </li> <li>17. Is an Index System used? If yes, explain briefly and describe requirements <ul> <li>Yes</li> <li>No</li> </ul> </li> </ul>		16. Audit Red	<ul> <li>□ Yes ⊠ No</li> <li>16. Audit Requirements</li> <li>□ None □ State □ Federal □ Independent</li> <li>18. Recommended Retention Retain for 5 fiscal years, and then destroy.</li> </ul>		
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic		hone Number 677	5	21. Date February 8, 2017	

Instructions – Type or Print a separate form	DEPARTMENT C	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road P.O. Box 275			Page OF		
	Jessup,	Maryland 20794				
1. Department/Agency Howard County Government	2. Division Recreation a	and Parks	×	3. Unit		
DEFINITION: Records Series- A group of relat	ed records normally	filed and used a	is a unit for	I reference as well as retention and disposition purposes.		
4. Record Series Title LIGHT FEES	1941 A		5. Earliest Year/Latest Year			
LIGHT FEES			×*	2013 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.) <u>LIGHT FEES</u> - Payment received broken down to youth and adult groups.						
7. Record Series Format(s) List all	8. Record S Sequence	Series	9. Volum	e		
Letter Size Microfilm		d	1 Number			
Legal Size Computer Tape	Numerical					
Audio Tape Floppy Disk	Chronologic	al				
Bound Book Video Tape	Geographic	al	10. Annual Accumulation			
Other (specify)	Other (spec		1 Number			
			<ul> <li>➢ File Drawer(s)</li> <li>➢ Microfilm Reel(s)</li> <li>➢ Computer Tape(s)</li> <li>➢ Other (specify)</li> </ul>			
11. File is Used		12. File Becc	nes Inactiv	ve After		
🗋 Daily 🛛 Weekly 🗌 Monthly 🗌	Annually	5 Number ☐ Month(s) ⊠ Year(s)				
13. Current Location(s) (Bldg., Floor, Room 7120 Oakland Mills Road	n)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) □ Yes ⊠ No				
15. Access Restrictions (If Yes, cite Law(s) & ☐ Yes ⊠ No	Regulation(s)	15-00	16. Audit Requirements ⊠ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain b describe requirements ☐ Yes ⊠ No			18. Recommended Retention Retain for 5 fiscal years, and then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technici	20. Telepho an 410-313-16			21. Date February 8, 2017		

	DEPARTMENT OF GENERAL SEF RECORDS MANAGEMENT DIVI 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794 2. Division			AGENCY RECORDS INVENTORY Page 22 OF 52 3. Unit	
Howard County Government	Recreation a	nd Parks			
DEFINITION: Records Series- A group of relate	ed records normally	filed and used a	s a unit for	reference as well as retention and disposition purposes.	
4. Record Series Title			5. Earlie	st Year/Latest Year	
ALL OTHER RENTALS			50	_2013_to_Present	
6. Record Series Description (Briefly describe	the types of informa	ation/documents/	forms found	I in the series. Include the purpose or function of the series.)	
ALL OTHER RENTALS - Camp fire ring, horse ring, conference rooms, etc. Payment receipts and applications.					
7. Record Series Format(s)       List all         Image: Legal Size       Microfilm         Legal Size       Computer Tape         Audio Tape       Floppy Disk         Bound Book       Video Tape         Other (specify)       Computer File         11. File is Used       Daily         Daily       Weekly       Monthly         13. Current Location(s)       (Bldg., Floor, Roon 7120 Oakland Mills Road	Annually5		NA		
<ul> <li>15. Access Restrictions (If Yes, cite Law(s) &amp; F</li> <li>Yes ⊠ No</li> <li>17. Is an Index System used? If yes, explain b</li> </ul>	-	16. Audit Requirements         ⊠ None       State         Federal       Independent         18. Recommended Retention			
describe requirements	21	Retain fo	or 5 fiscal ye	ears, and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technicia	20. Telepho an 410-313-167		1951 Q	21. Date February 8, 2017	

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 SERV RECORDS MANAGEMENT DIVISI 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794		NG M/HET-175.85	AGENCY RECORDS INVENTORY Page 23 OF 52	
1. Department/Agency Howard County Government	2. Division Recreation a	and Parks		3. Unit	
DEFINITION: Records Series- A group of rela	ted records normally	filed and used as	s a unit for i	l reference as well as retention and disposition purposes.	
4. Record Series Title VAN MAINTENANCE	3. 21		5. Earlies	st Year/Latest Year 2013toPresent	
6. Record Series Description (Briefly describe				in the series. Include the purpose or function of the series.)	
7. Record Series Format(s) List all	8. Record Series Sequence Alphabetical Numerical Chronological Geographical		9. Volume         _1		
<ul> <li>11. File is Used</li> <li>□ Daily ⊠ Weekly □ Monthly □</li> <li>13. Current Location(s) (Bldg., Floor, Roc 7120 Oakland Mills Road</li> </ul>	12. File Becomes Inactive After        5         Number       Month(s)         Year(s)         14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ No		☐ Yes       ⊠ No         16. Audit Requirements         ☑ None       ☐ State         ☐ Federal       ☐ Independent         18. Recommended Retention			
17. Is an Index System used? If yes, explain describe requirements				rears, and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	in the second	ne Number 77		21. Date February 8, 2017	

Instructions       –Type or Print a separate form         for each new or revised record series.         Forward with Records Retention Schedule         (DGS 550-1)         1. Department/Agency         Howard County Government         DEFINITION: Records Series- A group of relation         4. Record Series Title         WAREHOUSE RECORDS				AGENCY RECORDS INVENTORY Page 24 OF 52 3. Unit reference as well as retention and disposition purposes. st Year/Latest Year 2016 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 <u>WAREHOUSE RECORDS</u> - Internal transitions for warehouse storage including Department Requisitions and Purchase Orders.					
7. Record Series Format(s) List all	8. Record Series Sequence Alphabetical Numerical Chronological Geographical		9. Volume         _1         Number         Ø File Drawer(s)         ☐ Computer Tape(s)         ☐ Other (specify)		
11. File is Used ☑ Daily □ Weekly □ Monthly [ 13. Current Location(s) (Bldg., Floor, Roc	12. File Becomes Inactive After    1 Number □ Month(s) ⊠ Year(s)   14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
7120 Oakland Mills Road 15. Access Restrictions (If Yes, cite Law(s) & □ Yes ⊠ № 17. Is an Index System used? If yes, explain	Regulation(s)	□ Yes       ☑ No         16. Audit Requirements       ☑ None         ☑ State       □ Federal         □ Independent         18. Recommended Retention			
describe requirements	Retain for 1 fis			ear, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	and the succession of the second	one Number 77		21. Date February 8, 2017	

Instructions – Type or Print a separate form	DEPARTMENT (	OF GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.		NAGEMENT DIV	ISION			
Forward with Records Retention Schedule (DGS 550-1)		Waterloo Road O. Box 275		Page 25 OF 52		
		Maryland 20794				
1. Department/Agency	2. Division			3. Unit		
Howard County Government	Recreation a	and Parks	20			
DEFINITION: Records Series- A group of rela	ted records normally	filed and used a	s a unit for r	reference as well as retention and disposition purposes.		
4. Record Series Title		1	5. Earlies	st Year/Latest Year		
FIXED ASSET INVENTORY CONTROL SY	STEM (FAICS) TAG	016		_2015 to Present		
INFORMATION				5		
6. Record Series Description (Briefly describe	e the types of information	ation/documents/	l forms found	I in the series. Include the purpose or function of the series.)		
FIXED ASSET INVENTORY CONTROL SYSTEM (FAICS) TAG INFORMATION - Track FAICS tag numbers and purchases.						
			¥.			
7. Record Series Format(s) List all	8. Record	Series	9. Volume	e		
	Sequence		NA Number	-		
Letter Size 🔲 Microfilm	Alphabeti	cal				
Legal Size Computer Tape	Numerica	1	2	File Drawer(s) Microfilm Reel(s)		
Audio Tape 🛛 Floppy Disk			Computer Tape(s) Other (specify) Database			
Bound Book 🔲 Video Tape		gical				
Other (specify)	Geograph	nical	10. Annual Accumulation			
	Cther (sp	ecify)	Number			
			File Draw	ver(s)		
19 <sup>-62</sup>			Microfilm Reel(s) Computer Tape(s)			
			Other (specify) Database			
11. File is Used		12. File Becc	mes Inactiv	e After		
Daily 🛛 Weekly 🗌 Monthly	Annually	<u>3</u>				
		Number	Month Month	(s) 🛛 Year(s)		
13. Current Location(s) (Bldg., Floor, Roc	om)	14. Is Record	ord Series Duplicated Elsewhere? (If yes, specify Agency or Office.)			
7120 Oakland Mills Road		🗌 Yes				
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Red				
	(cgulation(s)		ā.	_		
		None	State E Feo	deral 🔲 Independent		
17. Is an Index System used? If yes, explain	briefly and	18. Recomme	ended Reter	ntion		
describe requirements	N L	Retain in	office for th	ne life of the asset plus 3 years and then destroy.		
Yes No						
	Sebeler Linkstower	Norman a grad de casa de servicio	ίμ.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	1.000	hone Number		21. Date February 8, 2017		
Dawn Futurary, Engineening Support rechnic	aati 410-013-1			1 60/04/y 0, 2017		

Instructions – Type or Print a separate form	DEPARTMENT O	F GENERAL SE	GENERAL SERVICES		
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 V P.C	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794		Page <u>26</u> OF <u>52</u>	
1. Department/Agency Howard County Government	2. Division Recreation a	nd Parks	2	3. Unit	
DEFINITION: Records Series- A group of rela	ted records normally	filed and used a	s a unit for	reference as well as retention and disposition purposes.	
4. Record Series Title COMMUNITY SERVICE RECORDS			5. Earlie	st Year/Latest Year 2013 toPresent	
6. Record Series Description (Briefly describe				I in the series. Include the purpose or function of the series.)	
7. Record Series Format(s) List all	8. Record S Sequence	ieries	9. Volum	e	
Letter Size     Microfilm     Legal Size     Computer Tape	Alphabetica	I.	Number		
Audio Tape Floppy Disk	Numerical	al	Microfilm	er Tape(s)	
Bound Book Video Tape	Geographic:		10. Annu:	al Accumulation	
	Other (spec	ify)	Number  File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)		
11. File is Used	] Annually	12. File Becomes Inactive After5 Number			
13. Current Location(s) (Bldg., Floor, Roc 7120 Oakland Mills Road	m)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) □ Yes ⊠ No			
15. Access Restrictions (If Yes, cite Law(s) & ☐ Yes ⊠ №	ite Law(s) & Regulation(s)		16. Audit Requirements ⊠ None □ State □ Federal ⊡ Independent		
17. Is an Index System used? If yes, explain describe requirements			18. Recommended Retention Retain for 5 years and then destroy.		
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	20. Telepho ian 410-313-167			21. Date February 8, 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Howard County Government DEFINITION: Records Series- A group of rela 4. Record Series Title	RECORDS MAI 7275 V P.C Jessup, I 2. Division Recreation a	filed and used as a ur	N nit for r	AGENCY RECORDS INVENTORY Page 27 OF 52 3. Unit reference as well as retention and disposition purposes. st Year/Latest Year		
LOG-IN and LOG-OUT BOOKS 6. Record Series Description (Briefly describe LOG-IN and LOG-OUT BOOKS - Records				2013 to Present in the series. Include the purpose or function of the series.)		
7. Record Series Format(s) List all          Letter Size       Microfilm         Legal Size       Computer Tape         Audio Tape       Floppy Disk         Bound Book       Video Tape         Ø Other (specify)_Book	8. Record Series Sequence Alphabetical Numerical Chronological Geographical		9. Volume         _2         Number         Ø File Drawer(s)         Microfilm Reel(s)         Computer Tape(s)         Other (specify)			
<ul> <li>11. File is Used</li> <li>□ Daily ⊠ Weekly □ Monthly □</li> <li>13. Current Location(s) (Bldg., Floor, Roomer Contemport Location)</li> </ul>	Daily 🛛 Weekly 🗌 Monthly 🗌 Annually			12. File Becomes Inactive After        5		
7120 Oakland Mills Road 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ №		□ Yes     ☑ No       16. Audit Requirements       ☑ None     □ State       □ Federal     □ Independent       18. Recommended Retention       Retain for 5 years and then destroy.				
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	20. Telepho ian 410-313-167			21. Date February 8, 2017		

Instructions – Type or Print a separate form	DEPARTMENT O	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.		NAGEMENT DIV	ISION			
Forward with Records Retention Schedule		Vaterioo Road		Dec. 00 05 50		
(DGS 550-1)	14170 000	). Box 275 Maryland 20794		Page <u>28</u> OF <u>52</u>		
54						
1. Department/Agency Howard County Government	2. Division Recreation a	nd Parks		3. Unit		
Howard County Government	Recleation a	IN FAINS				
DEFINITION: Records Series- A group of rela	ted records normally	filed and used a	s a unit for	reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earlies	st Year/Latest Year		
REGISTRATION FORMS				2011 to Present		
6 Record Series Description (Briefly describe	the types of informa	tion/documents/	forms found	I in the series. Include the purpose or function of the series.)		
REGISTRATION FORMS	the types of informa	nion/documents/	Ionns Iound	in the series. Include the purpose of function of the series.)		
(a) Forms completed by the registrants when enrolling in programs; payments are accepted by cash; check and credit cards.						
(b) Class registration listings for all prog	grams. Contract for a	all RLC (Recreat	ion License	d Child Care) registrants.		
7. Record Series Format(s) List all	8. Record S	eries	9. Volume	8		
	Sequence		4 Number			
Letter Size Microfilm	Alphabetical	с ÷		2 B-		
Legal Size Computer Tape	Numerical		⊠ File Drawer(s) ☐ Microfilm Reel(s)			
Audio Tape 🔲 Floppy Disk	Numerican		Computer Tape(s)			
Bound Book Video Tape	Chronologic	al	Other (specify) <u>Computer File</u>			
	Geographica	al	10. Annua	al Accumulation		
Other (specify)	Other (speci	ify)	4 Number			
	r i			201		
			File Drav			
			Compute			
			Other (sp	pecify) Computer File		
11. File is Used		12. File Becc	mes Inactiv	e After		
🛛 Daily 🗌 Weekly 🔲 Monthly 🗌	Annually	7		n(s) X Year(s)		
		Number Month(s) Xear(s)				
13. Current Location(s) (Bldg., Floor, Roo	m)	14. Is Record	Series Dur	plicated Elsewhere? (If yes, specify Agency or Office.)		
7120 Oakland Mills Road	e2					
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Red	16. Audit Requirements			
Yes 🛛 No		None	State Fee	deral Independent		
			13	5.		
17. Is an Index System used? If yes, explain t	priefly and	18. Recomm	ended Rete	ntion		
describe requirements		(a-b) All recor	rds must be	maintained for 7 years due to IRS requirements, then		
Yes 🛛 No		destroyed.		en en la construcción de la constru		
19. Name and Title of Preparer	20. Telepho	one Number		21. Date		
Dawn Poholsky, Engineering Support Technic	an 410-313-167	77		February 8, 2017		

Instructions – Type or Print a separate form	DEPARTMENT O	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MAN	NAGEMENT DIV	ISION	El .		
Forward with Records Retention Schedule		Vaterloo Road		328		
(DGS 550-1)		). Box 275		Page <u>29</u> OF <u>52</u>		
	Jessup, I	Maryland 20794				
1. Department/Agency	2. Division			3. Unit		
Howard County Government	Recreation a	nd Parks		50 °		
DEFINITION: Records Series- A group of relate	ed records normally	filed and used a	d and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title		5. Earliest Year/Latest Year				
FINANCIAL FORMS	U			2011 to Present		
FINANCIAL FORMS – (a) Payment received payment claims. (c) Refund ledger maintains customer's accounts. Return check listing al	l listing – a record o a listing of all refur	f the daily date e nd checks that a	entry for all p re issued by	I in the series. Include the purpose or function of the series.) programs. (b) Refund reports for credit card, check and direct r the Department. (d) Records of every credit card to book – Receipts given to registrants for cash payment or		
upon request for payment by check.						
7. Record Series Format(s) List all	8. Record S	eries	9. Volume	9		
Letter Size Microfilm	Sequence		Number			
	Alphabetical		File Drav	File Drawer(s)		
Legal Size Computer Tape	Numerical		The second se	Microfilm Reel(s)		
Audio Tape 🔲 Floppy Disk	Chronological		Computer Tape(s) Cother (specify)			
Bound Book 🔲 Video Tape			10. Annual Accumulation			
Other (specify)	. Geographical					
i kala Al Al Andre	Other (speci	fy)	Number			
			File Drawer(s)			
			Microfilm Reel(s) Computer Tape(s)			
			Other (specify)			
11. File is Used		12. File Beco	mes Inactiv	e After		
Daily 🗌 Weekly 🗌 Monthly 🗍	Annually	Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Room 7120 Oakland Mills Road	1)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
		Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & F	Regulation(s)	16. Audit Rec	quirements			
Yes No		None 🗆	State Fer	deral 🔲 Independent		
5						
17. Is an Index System used? If yes, explain br	iefly and	18. Recomm	18. Recommended Retention			
describe requirements		(a-e) All recor	ds must be	maintained for 7 years due to IRS requirements, then		
🗌 Yes 🛛 No		destroyed.				
		nen er fælk v				
- 1 - B				-		
19. Name and Title of Preparer	20. Telepho	ne Number		21. Date		
Dawn Poholsky, Engineering Support Technicia			$\sim 10^{-10}$	February 8, 2017		
		:	s .			

Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794 2. Division			AGENCY RECORDS INVENTORY Page 30 OF 52 3. Unit		
Howard County Government	Recreation a	nd Parks				
DEFINITION: Records Series- A group of rela	ted records normally	filed and used a	as a unit for	reference as well as retention and disposition purposes.		
4. Record Series Title CHILDCARE PROGRAM ACCIDENT &	NCIDENT REPORTS		5. Earlie	st Year/Latest Year 2011 to <u>Present</u>		
6. Record Series Description (Briefly describe	the types of information	ation/documents/	forms found	I in the series. Include the purpose or function of the series.)		
CHILDCARE PROGRAM ACCIDENT & INC	DENT REPORTS - Co	ontains copies of a	accident and	incident reports written on children enrolled in the program.		
(Note: Critical reports are faxed to HC Risk	Management office)	1.				
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volum	8		
Letter Size 🔲 Microfilm	Alphabetical		4 Number			
Legal Size Computer Tape	Numerical		File Drav			
Audio Tape 🔲 Floppy Disk	Chronological	Chronological		Computer Tape(s) Cother (specify) 10. Annual Accumulation		
Bound Book Video Tape	Geographical					
Other (specify)	Other (specify	/)	_4 Number			
63						
а с				<ul> <li>➢ File Drawer(s)</li> <li>➢ Microfilm Reel(s)</li> <li>➢ Computer Tape(s)</li> </ul>		
ал Са. — 38 I			Other (s	Other (specify)		
11. File is Used		12. File Becc	omes Inactiv	e After		
🛛 Daily 🗌 Weekly 🗌 Monthly 📋	Annually	Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Roc 7120 Oakland Mills Road	m)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) □ Yes ⊠ No				
15. Access Restrictions (If Yes, cite ⊾aw(s) &	Regulation(s)	16. Audit Requirements ⊠ None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain	oriefly and	18. Recomm	ended Rete	ntion		
describe requirements		Ret	ain for 7 yea	rs, then destroy.		
19. Name and Title of Preparer	20. Telephor	ne Number		21. Date		
Dawn Poholsky, Engineering Support Technic	a construction and the second second			February 9, 2017		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Howard County Government	DEPARTMENT OF GENERAL SEP RECORDS MANAGEMENT DIV 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794 2. Division Recreation and Parks			AGENCY RECORDS INVENTORY Page 31 OF 52 3. Unit	
DEFINITION: Records Series- A group of related records normally filed and used         4. Record Series Title         RATIO LOGS         6. Record Series Description (Briefly describe the types of information/document <u>RATIO LOGS</u> - Contains number of children and staff present each day at the prog			5. Earlies	tyear/Latest Year <u>1996</u> to <u>Present</u> in the series. Include the purpose or function of the series.)	
7. Record Series Format(s) List all          Itel Letter Size       Microfilm         Legal Size       Computer Tape         Audio Tape       Floppy Disk         Bound Book       Video Tape         Other (specify)	8. Record Series Sequence Alphabetical Numerical Chronological Geographical		9. Volume        15         Number         □ File Drawer(s)         □ Microfilm Reel(s)         □ Computer Tape(s)         ☑ Other (specify)cold storage/boxes         10. Annual Accumulation        15         Number         □ File Drawer(s)         □ Microfilm Reel(s)         □ Computer Tape(s)         □ Other (specify)cold storage/boxes		
11. File is Used          Image: State of the second state of th		12. File Becomes Inactive After			
7120 Oakland Mills Road         15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)         □ Yes       ☑ No         17. Is an Index System used? If yes, explain briefly and describe requirements         □ Yes       ☑ No		16. Audit Rec ⊠ None □ 18. Recomme	Yes ⊠ No      16. Audit Requirements		
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technici	Contraction of the March	one Number		21. Date February 9, 2017	

DGS 550-4 (Revised 1/93)

Instructions – Type or Print a separate form	DEPARTMENT C	OF GENERAL SE	RVICES	AGENCY RECORDS INVENTORY			
for each new or revised record series.	RECORDS MANAGEMENT DIVISION						
Forward with Records Retention Schedule	7275 Waterloo Road						
(DGS 550-1)	P.0	O. Box 275		Page 32 OF 52			
Manada Manada Antonio De	Jessup, Maryland 20794						
1. Department/Agency	2. Division			3. Unit			
Howard County Government	Recreation a	and Parks					
	0.000						
DEFINITION: Records Series- A group of relate	d records normally	filed and used a	as a unit for i	reference as well as retention and disposition purposes.			
4. Record Series Title			5. Earlies	st Year/Latest Year			
CHILDREN'S FILES				1996 to Present			
		1.5		*			
6. Record Series Description (Briefly describe t	ne types of informa	ation/documents/	forms found	in the series. Include the purpose or function of the series.)			
CHILDRENS FILES - Contains emergency information, physical and immunization forms on each child in the program.							
CHILDRENS FILES - Contains emergency in	ormation, physical	andiminunization	normson ea	ach child in the program.			
7. Record Series Format(s) List all	8. Record S	Series	9. Volume	e			
	Sequence		<u>15</u>				
Letter Size I Microfilm -	Alphabetica		Number				
Legal Size Computer Tape		41					
	Numerical		<ul> <li>Microfilm Reel(s)</li> <li>□ Computer Tape(s)</li> <li>☑ Other (specify) cold storage/boxes</li> </ul>				
Audio Tape Floppy Disk							
Bound Book Video Tape							
1	Geographic	al	10. Annual Accumulation				
Other (specify)	Other (spec	fy) Number					
			Number				
			<ul> <li>File Drawer(s)</li> <li>Microfilm Reel(s)</li> <li>Computer Tape(s)</li> </ul>				
		2000-01 (c)		specify) _cold storage/boxes			
11. File is Used		12. File Becc	omes Inactiv	e After			
Daily Weekly Monthly	nnually						
		Number Month(s) Year(s)					
13. Current Location(s) (Bldg., Floor, Room		14 le Pocore	A Sories Dur	blicated Elsewhere? (If yes, specify Agency or Office.)			
7120 Oakland Mills Road	/	30000.000000000000000000000000000000000		Sincated Lisewinere? (If yes, specify Agency of Office.)			
7120 Cakland Mills Road		Yes	Yes No				
15. Access Restrictions (If Yes, cite Law(s) & F	equilation(s)	16. Audit Rec	quiremente				
	egulatori(e)		-un ornonta				
united another substantial (MAC)		None	State 🗌 Fee	deral Independent			
17. Is an Index System used? If yes, explain br	efly and	18. Recomm	ended Reter	ntion			
describe requirements		Pot	ain until chil	d is 21, and then destroy.			
Yes No	18	Ret	an unu chi	a lo z 1, and then destroy.			
	01	0	2				
19. Name and Title of Preparer	20. Telepho	II one Number		21. Date			
Dawn Poholsky, Engineering Support Technicia	1715-1410 1.100-0900 4-2 125-			February 9, 2017			
Dawn Fonoisky, Engineering Support rechinica		10.10 <sup>2</sup>					

Instructions       -Type or Print a separate form for each new or revised record series.         Forward with Records Retention Schedule (DGS 550-1)       (DGS 550-1)         1. Department/Agency       Howard County Government         DEFINITION: Records Series- A group of related to the series of t	7275 V P.C Jessup, 2. Division Recreation a	NAGEMENT DIV Vaterloo Road D. Box 275 Maryland 20794 Ind Parks	ISION	AGENCY RECORDS INVENTORY Page 33 OF 52 3. Unit reference as well as retention and disposition purposes. st Year/Latest Year 2015 to Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of <u>EMPLOYEE ON-SITE FILES</u> - Containslicensingpaperwork on employee per the Office of Child Care guidelines.						
7. Record Series Format(s) List all	Sequence Alphabetica Numerical Chronologic Geographic	Alphabetical		9. Volume         _1         Number         Ø File Drawer(s)         Omputer Tape(s)         Other (specify)		
<ul> <li>11. File is Used</li> <li>☑ Daily □ Weekly □ Monthly □ Annually</li> <li>13. Current Location(s) (Bldg., Floor, Room)</li> <li>7120 Oakland Mills Road</li> </ul>		12. File Becomes Inactive After				
15. Access Restrictions (If Yes, cite Law(s) & ☐ Yes ⊠ №	Regulation(s)		16. Audit Requirements			
17. Is an Index System used? If yes, explain describe requirements ☐ Yes ⊠ No	2		ommended Retention Retain in office 3 years, then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	20. Telepho cian 410-313-16		P	21. Date February 9, 2017		

Instructions – Type or Print a separate form	DEPARTMENT C	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MA	NAGEMENT DIV	/ISION			
Forward with Records Retention Schedule	7275 V	Vaterloo Road		2 2 2		
(DGS 550-1)	P.0	D. Box 275		Page 34 OF 52		
	Jessup,	Maryland 20794				
1. Department/Agency	2. Division			3. Unit		
Howard County Government	Recreation a	nd Parks		Loop Petrology		
DEFINITION: Records Series- A group of relate	d records normally	filed and used a	as a unit for	reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earlie	5. Earliest Year/Latest Year		
ATTENDANCE SHEETS				2010 to Present		
				- ×		
6. Record Series Description (Briefly describe	he types of informa	ation/documents/	forms found	in the series. Include the purpose or function of the series.)		
ATTENDANCE SHEETS - Contains names	of children and day	s they attend the r	rogram			
ATTENDATOL OTILLTO - Softains harres	or crimerent and day	Surey allond the	orogram.			
			1			
7. Record Series Format(s) List all	8. Record S	eries	9. Volum	e		
	Sequence		1 Number	1 1		
Letter Size Microfilm	Alphabetica	I.	1.1.1			
Legal Size Computer Tape	422417.4		File Drav	2372/00/1411		
	Numerical		at a first starting	Microfilm Reel(s) Computer Tape(s)		
Audio Tape Floppy Disk	Chronologic	al	Other (s	pecify)		
Bound Book 🔲 Video Tape			10. Annual Accumulation			
Other (specify)	Geographic	al				
	Other (specify)		Number			
· · · · · · · · · · · · · · · · · · ·			1000 1000 1000 1000 1000 1000 1000 100	File Drawer(s)         Microfilm Reel(s)         Computer Tape(s)         Other (specify)		
			and the second state			
			Other (s			
11. File is Used		12. File Becc	mes Inactiv	ve After		
		7				
🛛 Daily 🗌 Weekly 🗌 Monthly 📄	Annually	Number Month(s) Vear(s)				
13. Current Location(s) (Bldg., Floor, Room	)	14. Is Record	d Series Dup	plicated Elsewhere? (If yes, specify Agency or Office.)		
7120 Oakland Mills Road		Yes 🛛 No				
8						
15. Access Restrictions (If Yes, cite Law(s) & F	legulation(s)	16. Audit Red	quirements	lu -		
Yes No			a			
		None	State _ Fe	deral Independent		
17. Is an Index System used? If yes, explain bi	ieny and	18. Recomm	ended Rete	nuon		
describe requirements	а 2	Ret	ain in office	7 years, then destroy.		
Yes 🛛 No	1			0		
19. Name and Title of Preparer	20. Telepho			21. Date		
Dawn Poholsky, Engineering Support Technicia	n 410-313-167	77		February 9, 2017		
8						

Instructions       –Type or Print a separate form         for each new or revised record series.         Forward with Records Retention Schedule         (DGS 550-1)         1. Department/Agency         Howard County Government         DEFINITION: Records Series- A group of related         4. Record Series Title         SIGN-IN/SGN-OUT SHEETS	7275 V P.C Jessup, 2. Division Recreation a	NAGEMENT DIV Vaterloo Road D. Box 275 Maryland 20794 nd Parks	/ISION	AGENCY RECORDS INVENTORY Page 35 OF 52 3. Unit reference as well as retention and disposition purposes. st Year/Latest Year 2010 to Present	
6. Record Series Description (Briefly describe SIGN-IN/SONOUT SHEETS - Contains a re			2	I in the series. Include the purpose or function of the series.) gram.	
7. Record Series Format(s) List all	8. Record Series Sequence Alphabetical Numerical Chronological Geographical		9. Volume1	ver(s) Preel(s) Provention Provention ver(s) Reel(s) Provention Provent	
11. File is Used ⊠ Daily □ Weekly □ Monthly □	] Annually	12. File Becomes Inactive After 7 Number ☐ Month(s) ⊠ Year(s)			
7120 Oakland Mills Road	7120 Oakland Mills Road		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)         □ Yes       ⊠ No         16. Audit Requirements         ☑ None       □ State       □ Federal         □ Independent		
17. Is an Index System used? If yes, explain describe requirements ☐ Yes ⊠ №			Retain in office 7 years and then destroy.		
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	20. Telepho ian 410-313-167			21. Date February 9, 2017	

Instructions – Type or Print a separate form	DEPARTMENT C	F GENERAL SE	RVICES AGENCY RECORDS INVENTORY			
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 V P.C	NAGEMENT DIV Vaterloo Road D. Box 275	ISION	Page <u>36</u> OF <u>52</u>		
1. Department/Agency Howard County Government	Jessup, 2. Division Recreation a	Maryland 20794		3. Unit		
	tod records sormally	filed and used a		of cropped as well as retention and dispessition surgeous		
4. Record Series Title	aled records normally		d and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year			
TRAINING ATTENDANCE & AGENDA				2015 to Present		
<ol> <li>Record Series Description (Briefly describ <u>TRAINING ATTENDANCE &amp; AGENDA</u> - Co</li> </ol>				in the series. Include the purpose or function of the series.) genda.		
7. Record Series Format(s) List all	8. Record Series Sequence		9. Volume <u>1</u> <sub>Number</sub>	9		
Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape	Alphabetica	cal	File Drav	m Reel(s) ler Tape(s)		
Other (specify)		Geographical		Number  Second S		
11. File is Used ☐ Daily ☐ Weekly ☐ Monthly [	12. File Becomes Inactive After 3 Number ☐ Month(s) ⊠ Year(s)					
13. Current Location(s) (Bldg., Floor, Roo 7120 Oakland Mills Road	. (mc	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) □ Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ №		16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and     18. Reco       describe requirements     □ Yes			18. Recommended Retention Retain in office 3 years, then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	20. Telepho cian 410-313-167			21. Date February 9, 2017		

Instructions – Type or Print a separate form	DEPARTMENT C	F GENERAL SE	RVICES AGENCY RECORDS INVENTORY			
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 V P.C	NAGEMENT DIV Vaterloo Road D. Box 275 Maryland 20794	VISION	Page <u>37</u> OF <u>52</u>		
1. Department/Agency Howard County Government	2. Division Recreation a	ind Parks	17	3. Unit		
DEFINITION: Records Series- A group of rela	ted records normally	filed and used a	s a unit for i	reference as well as retention and disposition purposes.		
4. Record Series Title STAFFING PATTERNS FOR FULL DA	λY	0	5. Earlies	st Year/Latest Year 2001 to Present		
6. Record Series Description (Briefly describe STAFFING PATTERNS FOR FULL DAY -				in the series. Include the purpose or function of the series.) ogram.		
7. Record Series Format(s)       List all         Image: Letter Size       Microfilm         Legal Size       Computer Tape         Audio Tape       Floppy Disk         Bound Book       Video Tape         Other (specify)	Sequence	Alphabetical  Numerical  Chronological  Geographical  Other (specify)		9. Volume        4		
<ul> <li>13. Current Location(s) (Bldg., Floor, Roc 7120 Oakland Mills Road</li> <li>15. Access Restrictions (If Yes, cite Law(s) &amp; Yes ⊠ No</li> <li>17. Is an Index System used? If yes, explain describe requirements</li> <li>□ Yes ⊠ No</li> </ul>	Regulation(s)	☐ Yes 16. Audit Rec ⊠ <sup>None</sup> ☐ 18. Recomme	<ul> <li>14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) <ul> <li>Yes</li> <li>No</li> </ul> </li> <li>16. Audit Requirements <ul> <li>None</li> <li>State</li> <li>Federal</li> <li>Independent</li> </ul> </li> <li>18. Recommended Retention <ul> <li>Retain for 16 years, then destroy.</li> </ul> </li> </ul>			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	a i contractor na	none Number 677		21. Date February 9, 2017		

				T		
Instructions – Type or Print a separate form	DEPARTMENT C	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MA	NAGEMENT DIV	ISION			
Forward with Records Retention Schedule	7275 V	Vaterloo Road				
(DGS 550-1)		). Box 275		Page 38 OF 52		
		Maryland 20794				
	1977). 					
1. Department/Agency	2. Division			3. Unit		
Howard County Government	Recreation a	nd Parks				
DEFINITION: Records Series. A group of rela	ted records normally	filed and used a	es a unit for	reference as well as retention and disposition purposes.		
4. Record Series Title	ted records normally		1	st Year/Latest Year		
4. Record Series The			J. Lame	2013 to Present		
PROGRAM PLANS			S			
6. Record Series Description (Briefly describe	e the types of information	ation/documents/	forms found	in the series. Include the purpose or function of the series.)		
PROGRAM PLANS - Contains daily scheduled activities for each program.						
		G		an <sup>an a</sup> a a <sup>a</sup> a a		
			а Г			
7. Record Series Format(s) List all	8. Record S	eries	9. Volum 2	8		
Letter Size Microfilm	Sequence		Number			
	Alphabetica	r.	-			
Legal Size Computer Tape	N		· · · · · · · · · · · · · · · · · · ·			
🗌 Audio Tape 🛛 Floppy Disk	Numerical		Contraction and the second			
Audio Tape Floppy Disk		al	Other (specify)  10. Annual Accumulation2 Number			
Bound Book 🔲 Video Tape						
	Geographic	al				
Other (specify)	Other (spec	ify)				
e (*			1 (State 2000) State 25, 955 (1)	File Drawer(s)         Microfilm Reel(s)         Computer Tape(s)         Other (specify)		
			AC - 63			
		1991	<ul> <li>Statistics</li> </ul>			
11. File is Used		12. File Becc	mes Inactiv	e After		
Daily 🗌 Weekiy 🗌 Monthly	Annually	5 Number □ Month(s) ⊠ Year(s)				
		Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Roo	m)	14 In Depart Series Duplicated Flagurbare? //functionality Access Office				
7120 Oakland Mills Road		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
, 120 Oakialiu Willis Kudu		Yes No				
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(c)	16. Audit Requirements				
15. Access Restrictions (if Yes, Gie Law(s) & ☐ Yes	Negulation(5)	TO. AUGUNE	Annennenns			
		🛛 None 🗌	State 🗌 Fee	deral Independent		
125						
17. Is an Index System used? If yes, explain	briefly and	18. Recomm	ended Rete	ntion		
describe requirements	85			and an entry framework		
10-200 Paratives				ars, then destroy.		
Yes 🛛 No						
10 Name and Title of Deserves	00 7-1	no Number		21 Data		
19. Name and Title of Preparer	20. Telepho			21. Date		
Dawn Poholsky, Engineering Support Technic	ian 410-313-167			February 9, 2017		
	N					

Instructions – Type or Print a separate form	DEPARTMENT C	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MA	NAGEMENT DIV	ISION/			
Forward with Records Retention Schedule	7275 V	Vaterloo Road				
(DGS 550-1)	P.C	). Box 275		Page <u>39</u> OF <u>52</u>		
	Jessup,	Maryland 20794				
1. Department/Agency	2. Division			3. Unit		
Howard County Government	Recreation a	nd Parks				
DEFINITION: Records Series- A group of relat	ed records normally	filed and used a	as a unit for	s a unit for reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earlie	st Year/Latest Year		
PARENT & STAFF MANUALS/COUF	ON		1	2015 to Present		
				n, 18		
6. Record Series Description (Briefly describe	the types of informa	ation/documents/	forms found	I in the series. Include the purpose or function of the series.)		
PARENT & STAFF MANUALS/COUPON	- Rec and Parks n	nanuals and cou	upon books	that are distributed to parents and staff.		
	1		12			
7. Record Series Format(s) List all	8. Record S	eries	9. Volume	9		
	Sequence		2			
Letter Size Dicrofilm			Number			
Legal Size Computer Tape	Alphabetical		<ul> <li>➢ File Drawer(s)</li> <li>➢ Microfilm Reel(s)</li> <li>➢ Computer Tape(s)</li> </ul>			
A server accommentation and a server provide server of the						
Audio Tape Floppy Disk		al	Char (appa)(4)			
Bound Book Video Tape		2000-00 201	10 400	al Accumulation		
Other (specify)	Geographic					
	Other (specify)		Number			
			Computer Tape(s)			
11. File is Used		688	12. File Becomes Inactive After			
🛛 Daily 🗌 Weekly 🗌 Monthly 🗌	Annually	Number Month(s) X Year(s)				
	0					
13. Current Location(s) (Bldg., Floor, Room	n)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
7120 Oakland Mills Road,		Yes No				
15. Access Restrictions (If Yes, cite Law(s) &	Pogulation(s)	16. Audit Red	uiremente			
Yes No	Cegulation(s)	TO. AUGILINE	quirernerns			
ethiar Shudi.	E	None	State 🗌 Fee	deral Independent .		
17. Is an Index System used? If yes, explain t	riefly and	18. Recomm	ended Rete	ntion		
describe requirements				e for 3 years, then destroy.		
Yes 🛛 No						
19. Name and Title of Preparer	20. Telepho	ne Number		21. Date		
Dawn Poholsky, Engineering Support Technici				February 9, 2017		
	1	1920		Second Seco		

Instructions       -Type or Print a separate form         for each new or revised record series.         Forward with Records Retention Schedule         (DGS 550-1)         1. Department/Agency         Howard County Government         DEFINITION: Records Series- A group of relation	7275 V P.C Jessup, I 2. Division Recreation a	NAGEMENT DIV Vaterloo Road D. Box 275 Maryland 20794 nd Parks	ISION	AGENCY RECORDS INVENTORY Page 40 OF 52 3. Unit reference as well as retention and disposition purposes.		
4. Record Series Title			r	st Year/Latest Year		
BUDGET RECORDS				_2013 to Present		
<ol> <li>Record Series Description (Briefly describe <u>BUDGET RECORDS</u> - Annual and Sease</li> </ol>	11	ition/documents/		I in the series. Include the purpose or function of the series.)		
7. Record Series Format(s) List all	8. Record S	eries	9. Volum	e		
Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	Numerical	Alphabetical		3 Number Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation 3 Number		
*			File Drav	n Reel(s) er Tape(s)		
11. File is Used □ Daily ⊠ Weekly □ Monthly □	] Annually	12. File Becomes Inactive After				
		Number Denth(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Roo 7120 Oakland Mills Road,	m)	14. Is Record Series Duplicated Elsewhere?       (If yes, specify Agency or Office.)         ☑ Yes       □ No       County budget office and online				
15. Access Restrictions (If Yes, cite Law(s) & ☐ Yes ⊠ №	<ul> <li>Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)</li> <li>☐ Yes ⊠ No</li> </ul>		16. Audit Requirements			
17. Is an Index System used? If yes, explain t describe requirements ☐ Yes ⊠ №	quirements		18. Recommended Retention Retain for 5 years, and then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technici	20. Telepho an 410-313-167		05	21. Date February 8, 2017		

Instructions – Type or Print a separate form	DEPARTMENT O	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MAI	NAGEMENT DIV	ISION			
Forward with Records Retention Schedule	7275 Waterloo Road			2		
(DGS 550-1)	P.O. Box 275			Page 41 OF 52		
()	Jessup, Maryland 20794					
1. Department/Agency	2. Division	-		3. Unit		
Howard County Government	Recreation a	nd Parks				
	ed records normally	filed and used a	1	reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earlies	st Year/Latest Year		
CENTER FILES				_2015 to Present		
6. Record Series Description (Briefly describe	the types of informa	tion/documents/	forms found	I in the series. Include the purpose or function of the series.)		
CENTER FILES - Contains copy of licens	e, staffing patterns,	and inspection	checklists.			
10 C		02 U				
7. Record Series Format(s) List all	8. Record S	eries	9. Volume	e		
	Sequence		<u>1</u>			
Letter Size D Microfilm	Alphabetical	÷	Number			
Legal Size Computer Tape			File Drav			
Audio Tape 🔲 Floppy Disk	Numerical			Microfilm Reel(s) Computer Tape(s)		
	Chronologic	al	10. Annual Accumulation			
Bound Book Video Tape	Geographica					
Other (specify)						
	Other (specify)		Number			
			File Drav	ver(s)		
			Microfilm Reel(s)     Computer Tape(s)			
			Computer Tape(s) Other (specify)			
11. File is Used		12. File Becomes Inactive After				
Daily 🗌 Weekly 🗌 Monthly	Annually	2 Number □ Month(s) ⊠ Year(s)				
13. Current Location(s) (Bldg., Floor, Roo	m)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
7120 Oakland Mills Road,	204 27					
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Red	quirements			
Yes 🖾 No		None	State Fee	deral 🔲 Independent		
		2				
17. Is an Index System used? If yes, explain t	priefly and	18. Recomm	ended Rete	ntion		
describe requirements	(a.)	Ret	ain for 2 ve	ars and then destroy.		
Yes 🛛 No	-	1.01	ann for 2 ye	are and then destroy.		
A277-1 22-61						
19. Name and Title of Preparer	20. Telepho	ne Number		21. Date		
Dawn Poholsky, Engineering Support Technic	an 410-313-167	77		February 8, 2017		
14						

Instructions – Type or Print a separate form	DEPARTMENT O	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.		NAGEMENT DIV	ISION			
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road P.O. Box 275			Page 42 OF 52		
	Jessup, Maryland 20794					
1. Department/Agency	2. Division			3. Unit		
Howard County Government	Recreation a	nd Parks		21 C.		
DEFINITION: Records Series- A group of rela	ted records normally	filed and used a	s a unit for	I reference as well as retention and disposition purposes.		
4. Record Series Title		27	5. Earlie	st Year/Latest Year		
COMPREHENSIVE LAND PRESERVA	TION AND RECREA	ATION PLANS		to Present		
6. Record Series Description (Briefly describe	the types of information	ation/documents/	forms found	I in the series. Include the purpose or function of the series.)		
COMPREHENSIVE LAND PRESERVATIO	N AND RECREATION	ON PLANS - Long	g range ma	ster plan for park acquisition and facility development, as well		
as policies and plans for programming, funding, operations and maintenance.						
7. Record Series Format(s) List all	8. Record S Sequence	eries	9. Volume	e		
🛛 Letter Size 🔲 Microfilm		6 <del>9</del>	Number			
Legal Size Computer Tape	Alphabetica		2000 A 100 A 10	File Drawer(s)		
Audio Tape 🔲 Floppy Disk	Numerical		Microfilm Reel(s) Computer Tape(s) Other (specify)_online			
🛛 Bound Book 🔲 Video Tape						
Other (specify)	Geographica	al	10. Annual Accumulation			
	Other (speci	ify)	Number  File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)online			
ю.						
<i>9</i> .						
<i>n</i>						
11. File is Used		12. File Beco	mes Inactiv	ve After		
🗌 Daily 🗌 Weekly 🛛 Monthly 🚺	Annually	Number Month(s) X Year(s)				
Hallond Di Kotto Zé trans Ver, etc						
13. Current Location(s) (Bldg., Floor, Roo	m)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
7120 Oakland Mills Road	2	Tyes No				
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Rec	uirements			
Yes 🛛 No		None	State 🗌 Fe	deral Independent		
			84250			
17. Is an Index System used? If yes, explain	oriefly and	18. Recomme	ended Rete	ntion		
describe requirements	á.	Reta	ain for 5 yea	ars, and then transfer to MSA.		
Yes No						
19. Name and Title of Preparer	20. Telepho	ne Number		21. Date		
Dawn Poholsky, Engineering Support Technic	ian 410-313-167	77		February 8, 2017		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Howard County Government	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794 2. Division Recreation and Parks			AGENCY RECORDS INVENTORY Page 43 OF 52 3. Unit		
<ol> <li>Record Series Title</li> <li>CAPITAL PROJECT FILES AND CAPITION</li> <li>Record Series Description (Briefly describe CAPITAL PROJECT FILES AND CAPITAL</li> </ol>	TAL PROJECT FINA the types of informa PROJECT FINANC	ad used as a unit for reference as well as retention and disposition purposes.         5. Earliest Year/Latest Year         1996       to Present         currents/forms found in the series. Include the purpose or function of the series.)         ES       - Records include the planning, design and construction of park facilities, other capital improvements managed by the Department of Recreation and				
Parks. 7. Record Series Format(s) List all  Letter Size   Microfilm Legal Size   Computer Tape Audio Tape   Floppy Disk Bound Book   Video Tape Other (specify)	8. Record Series Sequence Alphabetical Numerical Chronological Geographical		9. Volume        21         Number         Ø File Drawer(s)         □ Computer Tape(s)         □ Other (specify)			
	Daily & Weekly Monthly Annually		12. File Becomes Inactive After			
<ul> <li>15. Access Restrictions (If Yes, cite Law(s) &amp; Yes ⊠ No</li> <li>17. Is an Index System used? If yes, explain be describe requirements</li> <li>Yes ⊠ No</li> </ul>			<ul> <li>16. Audit Requirements</li> <li>☑ None □ State □ Federal □ Independent</li> <li>18. Recommended Retention</li> <li>Retain for 20 years after completion of the project, and then destroy.</li> </ul>			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technici	20. Telepho an 410-313-167			21. Date February 8, 2017		

Instructions – Type or Print a separate form	DEPARTMENT C			AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule		NAGEMENT DIV Vaterloo Road	ISION			
(DGS 550-1)		). Box 275		Page44OF52		
		Maryland 20794				
1. Department/Agency Howard County Government	2. Division Recreation a	nd Parks		3. Unit		
Howard County Government	Recreation a	nu Faiks				
DEFINITION: Records Series- A group of relat	ed records normally	filed and used a	is a unit for	reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earlie	st Year/Latest Year		
LAND ACQUISITION FILES				1959 to Present		
6. Record Series Description (Briefly describe	the types of informa	ation/documents/	forms found	in the series. Include the purpose or function of the series.)		
LAND ACQUISITION FILES - Files categorized by former property owners and containing a chronology of actions from owner notification through						
deed recordation.						
7. Record Series Format(s) List all	8. Record S	eries	9. Volum	e		
🛛 Letter Size 🔲 Microfilm	Sequence		20 Number	e		
	Alphabetica	I.	File Drav	X File Drawer(s)		
Legal Size Computer Tape	Numerical		Microfilm Reel(s)			
Audio Tape Floppy Disk	Chronologic	al	Computer Tape(s)			
Bound Book Video Tape			10. Annual Annual Mar			
Other (specify)	Geographic	al	10. Annual Accumulation			
	Other (spec	ify)	Number	Number		
10 A			<ul> <li>➢ File Drawer(s)</li> <li>☐ Microfilm Reel(s)</li> <li>☐ Computer Tape(s)</li> <li>☐ Other (specify)</li></ul>			
11. File is Used		12. File Becc	i mes Inactiv	e After		
🗌 Daily 🛛 Weekly 🔲 Monthly 🗍	Annually	<u>NA</u>				
	, animony	Number Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Roor	n)	14. Is Record	4. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)			
7120 Oakland Mills Road		🛛 Yes	🗌 No 🛛 Real	Estate Services		
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Requirements				
Yes XNo	<b>.</b> . , /					
		None	None State Federal Independent			
17. Is an Index System used? If yes, explain b	riefly and	18. Recomm	18. Recommended Retention			
describe requirements		Ret	ain until the	County no longer owns the land, then, transfer to MSA.		
🗌 Yes 🛛 No				*		
19. Name and Title of Preparer	20. Telepho	ne Number		21. Date		
Dawn Poholsky, Engineering Support Technicia				February 8, 2017		

4. Record Series Title	5. E			AGENCY RECORDS INVENTORY Page 45 OF 52 3. Unit reference as well as retention and disposition purposes. st Year/Latest Year 1997 to Present	
PROGRAM OPEN SPACE GRANT FILES     6. Record Series Description (Briefly describe the types of information/doc <u>PROGRAM OPEN SPACE GRANT FILES</u> - Documents pertaining to S					
7. Record Series Format(s) List all	8. Record Series Sequence Alphabetical Numerical Chronological Geographical		9. Volume 3		
<ul> <li>11. File is Used</li> <li>□ Daily ⊠ Weekly □ Monthly □</li> <li>13. Current Location(s) (Bldg., Floor, Roor</li> <li>7120 Oakland Mills Road</li> </ul>	12. File Becomes Inactive After        20         Number       □ Month(s)         Id. Is Record Series Duplicated Elsewhere?         (If yes, specify Agency or Office.)         □ Yes         No				
<ul> <li>15. Access Restrictions (If Yes, cite Law(s) &amp; Yes ⊠ No</li> <li>17. Is an Index System used? If yes, explain b describe requirements ☐ Yes ⊠ No</li> </ul>	ndex System used? If yes, explain briefly and equirements		<ul> <li>16. Audit Requirements</li> <li>☑ None □ State □ Federal □ Independent</li> <li>18. Recommended Retention</li> <li>Retain for 20 years after completion of the project, then destroy.</li> </ul>		
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technicia	20. Telepho an 410-313-167			21. Date February 8, 2017	

<u></u>	1			The second se		
Instructions – Type or Print a separate form	DEPARTMENT C	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MA	NAGEMENT DIV	ISION			
Forward with Records Retention Schedule	7275 V	Vaterloo Road				
(DGS 550-1)	P.C	). Box 275		Page 46 OF 52		
A man man and and a state		Maryland 20794				
				A 11/2		
1. Department/Agency	2. Division			3. Unit		
Howard County Government	Recreation a	nd Parks				
DEFINITION: Records Series- A group of rela	ated records normally	filed and used a	s a unit for	reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earlie	st Year/Latest Year		
				2015 to Present		
ANNUAL BUDGETS						
6 Report Series Depaription (Briefly deparit	a tha hunar of informe	tion/decumente/	forma found	I in the series. Include the purpose or function of the series.)		
6. Record Series Description (Briefly describ	e the types of monta	auon/uocuments/		in the series. Include the purpose of function of the series.)		
	partment of Recreati	on and Parks Bu	dget. The H	loward County Budget Office is the official records		
custodian for budget documents.						
7. Record Series Format(s) List all	8. Record S	eries	9. Volum	e		
	Sequence		<u>3</u>			
Letter Size 🔲 Microfilm			Number	Number		
Legal Size Computer Tape	Alphabetica		File Drawer(s)			
	Numerical		Microfilm Reel(s)			
Audio Tape 🔲 Floppy Disk			Computer Tape(s)			
Bound Book 🔲 Video Tape	Chronologic	al				
	Geographic	al	10. Annua	al Accumulation		
Other (specify)	Other (spec	16 A	3 Number			
3		(y)	1 Juli Del			
			File Drawer(s)			
			Microfilm Reel(s) Computer Tape(s)			
			Other (s			
11. File is Used		12. File Becomes Inactive After				
Daily 🛛 Weekly 🗌 Monthly	Annually	Number Month(s) X Year(s)				
		Number (Month(s) (Year(s)				
13. Current Location(s) (Bldg., Floor, Ro	om)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
7120 Oakland Mills Road						
		Yes [	No Count	y Budget Office		
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Rec	uirements			
□ Yes	en en en samt en en la falle de la fall					
		None 🗌	State E Fee	deral 🗌 Independent		
	1. Sec. 1. Sec. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.					
17. Is an Index System used? If yes, explain	briefly and	18. Recomme	ended Rete	ntion		
describe requirements		Ret	ain in office	for 3 years, then destroy.		
🗋 Yes 🛛 No						
19. Name and Title of Preparer	20. Telepho	ne Number		21. Date		
Dawn Poholsky, Engineering Support Technic	cian 410-313-167	77		February 8, 2017		

Instructions – Type or Print a separate form	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECOR		NAGEMENT DIV	ISION			
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road P.O. Box 275				Page 47 OF 52		
	3	Jessup, Maryland 20794					
1. Department/Agency	2. Division	 1			3. Unit		
Howard County Government	Rec	reation ar	nd Parks				
DEFINITION: Records Series- A group of rela	ited records	normally	filed and used a	s a unit for	reference as well as retention and disposition purposes.		
4. Record Series Title				5. Earlies	st Year/Latest Year		
BUDGET WORKING PAPERS					2015 to Present		
6 Record Series Description (Briefly describe	the types o	of informa	tion/documents/	forms found	I in the series. Include the purpose or function of the series.)		
BUDGET WORKING PAPERS - Records created exclusively for and used in the preparation of the Annual Department of Recreation and Parks							
budget including budgets requests and revenue estimates.							
7. Record Series Format(s) List all		8. Record		9. Volume	e		
	5	Sequence	)	4 Number			
1.19959999406464222204066662222046422220464242422	ſ	Alphabeti	ical	File Drav	File Drawer(s)		
Legal Size 🔲 Computer Tape	0	Numerica	al	Microfilm Reel(s)			
Audio Tape Floppy Disk	Chronological		Other (specify)				
Bound Book Video Tape	Г	Geograpi	hical	10. Annua	al Accumulation		
Other (specify)		Other (sp		4 Number			
	, E		(ecity)				
				File Drav			
				Computer Tape(s) Other (specify)			
11. File is Used			12. File Becomes Inactive After				
🗌 Daily 🖾 Weekly 🗌 Monthly [	Annually		Number Dear(s)				
13. Current Location(s) (Bldg., Floor, Roo	) )		14 Is Record	14 Is Record Series Duplicated Elevelose 2 // Array 2//			
7120 Oakland Mills Road	ary		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) □ Yes ⊠ No				
<ol> <li>Access Restrictions (If Yes, cite Law(s) &amp;</li> <li>Yes</li></ol>	Regulation(	(s)	16. Audit Rec	quirements			
in the second			🛛 None 🗌	State 🗌 Fee	deral Independent		
17 Jo on Index Sustem used of twee evilation	briefly and		18. Recomm	anded Data	ption		
17. Is an Index System used? If yes, explain describe requirements	Drieny and		1. 2016. one sole to 4 14 15 15				
🗌 Yes 🛛 No			Ret	ain in office	for 3 years, then destroy.		
	5 						
19. Name and Title of Preparer			hone Number		21. Date		
Dawn Poholsky, Engineering Support Technic	an 4	10-313-1	6//	a	February 8, 2017		
				1			

Instructions – Type or Print a separate form	DEPARTMEN	T OF GENERAL SE	ERVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule		MANAGEMENT DI	VISION			
(DGS 550-1)	12	P.O. Box 275		Page <u>48</u> OF <u>52</u>		
	Jess	up, Maryland 20794				
1. Department/Agency	2. Division	a and Dadys		3. Unit		
Howard County Government	Recreation	n and Parks				
	ted records norm	ally filed and used a		reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earlie	st Year/Latest Year 2015 to Present		
GRANT DEVELOPMENT AND FINAN	CIAL FILES					
6. Record Series Description (Briefly describe	the types of info	rmation/documents	/forms found	d in the series. Include the purpose or function of the series.)		
GRANT DEVELOPMENT AND FINANCIAL FILES - Grant proposals and financial records for state and federal grants. Files include the final grant						
proposal and invoices developed to reimbu	irse the Departm	ent of Recreation a	nd Parks for	expenses.		
7. Record Series Format(s) List all	8 Rec	ord Series	9. Volum	۵		
7. Record Series Format(s) List an	Seque		<u>2</u>			
Letter Size Microfilm			Number	Number		
Legal Size Computer Tape	Alphabetical		The second se	File Drawer(s)		
Audio Tape 🔲 Floppy Disk	Numerical		Computer Tape(s)			
Bound Book 🔲 Video Tape	Chronological					
Other (specify)	Geog	aphical	10. Annual Accumulation			
	Other	(specify)	Number			
			File Drawer(s)			
			Microfilm Reel(s) Computer Tape(s)			
			Other (specify)			
11. File is Used		12. File Bec	omes Inactiv	ve After		
🗋 Daily 🔲 Weekly 🛛 Monthly 🗌	Annually	<u>3</u> Number				
13. Current Location(s) (Bldg., Floor, Roo	m)	14. Is Recor	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)			
7120 Oakland Mills Road		Yes	Yes Xo			
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Re	quirements			
Yes X No		None 🔽	State 🏳 Fe	deral 🔲 Independent		
17. Is an Index System used? If yes, explain	oriefly and	18. Recomm	nended Rete	ntion		
describe requirements		Re	tain in office	for 3 years, then destroy.		
🗋 Yes 🛛 No			¥			
19. Name and Title of Preparer	20. Te	ephone Number		21. Date		
Dawn Poholsky, Engineering Support Technic	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	New York and All Strategy and All Strate		February 8, 2017		

Instructions – Type or Print a separate form	DEP	ARTMENT O	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVI 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794			ISION	Page <u>49</u> OF <u>52</u>	
1. Department/Agency Howard County Government	2. Div	rision Recreation a	nd Parks		3. Unit	
DEFINITION: Records Series- A group of rela	ated reco	ords normally	filed and used a	is a unit for i	reference as well as retention and disposition purposes.	
4. Record Series Title THERAPEUTIC RECREATION/ACCOMMODATION SERVICES ASSESSMENTS			5. Earliest Year/Latest Year 			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series <u>THERAPEUTIC RECREATION/ACCOMMODATION SERVICES ASSESSMENTS</u> - Contains confidential information about the specific disability, medical condition or other condition that would require a type of accommodation or therapeutic recreation service.					ns confidential information about the specific disability,	
7. Record Series Format(s) List all	8. Record Series Sequence			9. Volume	e	
Letter Size Microfilm     Legal Size Computer Tape	Alphabetical		<ul> <li>➢ File Drawer(s)</li> <li>➢ Microfilm Reel(s)</li> <li>➢ Computer Tape(s)</li> <li>➢ Other (specify)</li></ul>			
Audio Tape Floppy Disk						
Other (specify)		Geographical Other (specify)		10. Annual Accumulation 3 Number		
				<ul> <li>➢ File Drawer(s)</li> <li>☐ Microfilm Reel(s)</li> <li>☐ Computer Tape(s)</li> <li>☐ Other (specify)</li></ul>		
11. File is Used ☐ Daily ☐ Weekly ☐ Monthly [	Annually	, ,	12. File Becomes Inactive After <u>7</u> Number Month(s) X Year(s)			
<ol> <li>Current Location(s) (Bldg., Floor, Rod 7120 Oakland Mills Road</li> </ol>	om)			cord Series Duplicated Elsewhere? (If yes, specify Agency or Office.)		
15. Access Restrictions (If Yes, cite Law(s) & ☐ Yes ⊠ No	(s) & Regulation(s) 16		16. Audit Requirements ⊠ None  □ State  □ Federal  □ Independent			
17. Is an Index System used? If yes, explain describe requirements □ Yes	Reta			mended Retention etain in office for 7 years after last participation or until a child is 21, hichever is sooner, then destroy.		
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technic	cian	20. Teleph 410-313-16	none Number		21. Date February 9, 2017	

Instructions – Type or Print a separate form	DEPARTMENT O	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule		NAGEMENT DIV Vaterloo Road	ISION			
(DGS 550-1)	P.C	). Box 275		Page <u>50</u> OF <u>52</u>		
	Jessup, I	Maryland 20794		5		
1. Department/Agency	2. Division Recreation a	nd Darka		3. Unit		
Howard County Government	Recreation a	nu Faiks		-		
	ted records normally	filed and used a		reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earlies	st Year/Latest Year 2011 to Present		
THERAPEUTIC PROGRAMS ACCIDE	NT/INCIDENT REPO	ORTS				
6. Record Series Description (Briefly describe	the types of information	tion/documents/	forms found	I in the series. Include the purpose or function of the series.)		
THERAPEUTIC PROGRAMS ACCIDENT/INCIDENT REPORTS - Contains copies of accident and incident reports written on children and adults						
enrolled in therapeutic recreation programs or receiving accommodation services.						
7. Record Series Format(s) List all	8. Record S Sequence	eries	9. Volume	9		
🖾 Letter Size 🛛 Microfilm			Number			
Legal Size Computer Tape	Alphabetical	1	1	File Drawer(s)		
Audio Tape 🔲 Floppy Disk	Numerical	30 S	Microfilm Reel(s) Computer Tape(s) Other (specify)			
	Chronologic	al				
Bound Book Video Tape	Geographica	al	10. Annua	10. Annual Accumulation		
Other (specify)	Other (specify)		<u>3</u> Number			
(87.)			<ul> <li>File Drawer(s)</li> <li>Microfilm Reel(s)</li> <li>Computer Tape(s)</li> <li>Other (specify)</li></ul>			
20 20						
		8				
11. File is Used		12. File Becc	mes Inactiv	e After		
	- 1000 - 101	<u>7</u>				
🛛 Daily 🗌 Weekly 🔲 Monthly 🗌	] Annually	Number Donth(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Roo	m)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
7120 Oakland Mills Road,		□ Yes ⊠ No				
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Requirements				
Yes 🖾 No						
2		None 🗌	State L Fee	deral 🗌 Independent		
17. Is an Index System used? If yes, explain	oriefly and	18. Recomm	18. Recommended Retention			
describe requirements		Retain in offic	e for 7 years	s after last participation or until a child is 21, whichever is		
🗌 Yes 🛛 No		sooner, then o		-		
19. Name and Title of Preparer	20, Telepho	ne Number		21. Date		
Dawn Poholsky, Engineering Support Technic	- Constant and Constant			February 9, 2017		

Instructions – Type or Print a separate form	DEPARTMENT O	F GENERAL SE	RVICES AGENCY RECORDS INVENTORY			
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISI 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794			Page <u>51</u> OF <u>52</u>		
1. Department/Agency Howard County Government	2. Division Recreation a	nd Parks		3. Unit		
DEFINITION: Records Series. A group of relat	ed records normally	filed and used a	s a unit for	reference as well as retention and disposition purposes.		
4. Record Series Title				st Year/Latest Year		
CRIMINAL BACKGROUND INVESTIG	TIONS			2015 to Present		
6. Record Series Description (Briefly describe	the types of informa	ition/documents/	l forms found	I in the series. Include the purpose or function of the series.)		
CRIMINAL BACKGROUND INVESTIGATIO	NS - State and Fed	eral Criminal His	(2) = 1	s on part-time, benefitted, and contingent workers.		
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume	9		
🛛 Letter Size 🔲 Microfilm	Alphabetical		2 Number			
Legal Size Computer Tape	Numerical			File Drawer(s)		
🗌 Audio Tape 🛛 Floppy Disk	Chronological Geographical Other (specify)		Compute	Microfilm Reel(s)     Computer Tape(s)     Other (specify)		
Bound Book Video Tape			10. Annual Accumulation <u>2</u> Number			
Other (specify)						
			File Drav	n Reel(s) er Tape(s)		
11. File is Used		12. File Becc	omes Inactiv	e After		
🗌 Daily 🛛 Weekly 🗌 Monthly 🗌	Annually	3 Number ☐ Month(s) ⊠ Year(s)				
13. Current Location(s) (Bldg., Floor, Roon 7120 Oakland Mills Road,	n)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) □ Yes				
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Requirements				
Yes XNo		🛛 None 🔲 State 🔲 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain t	riefly and	18. Recommended Retention				
describe requirements	Retain for 3 years beyond end of employment, then destroy.					
10 Nome and Title of Deserve	00 T-l	Number		24 Date		
19. Name and Title of Preparer- Dawn Poholsky, Engineering Support Technici	20. Telephor an 410-313-1677			21. Date February 8, 2017		

Instructions – Type or Print a separate form for each new or revised record series.	DEPARTMENT O RECORDS MAI	F GENERAL SE NAGEMENT DIV	N=2512-1774	AGENCY RECORDS INVENTORY		
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794			. Page <u>52</u> OF <u>52</u>		
1. Department/Agency Howard County Government	2. Division Recreation and Parks			3. Unit		
	ted records normally	filed and used a	s a unit for r	reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earlies	st Year/Latest Year		
ENFORCEMENT				to Present		
6. Record Series Description (Briefly describe	the types of information	ation/documents/	forms found	in the series. Include the purpose or function of the series.)		
ENFORCEMENT - Contains confidential information about Forest Conservation and Park regulation enforcement such as warning notices, civil citations and parking citations.						
7. Record Series Format(s) List all	8. Record S	eries	9. Volume	3		
🛛 Letter Size 🔲 Microfilm	Sequence		20 Number	(m) (1		
	Alphabetica	li -	<ul> <li>➢ File Drawer(s)</li> <li>➢ Microfilm Reel(s)</li> <li>➢ Computer Tape(s).</li> <li>➢ Other (specify)</li></ul>			
Legal Size Computer Tape	Numerical					
Audio Tape Floppy Disk	Chronologic	al				
Bound Book Video Tape						
Other (specify)	Geographic					
	Other (spec	ify)				
			<ul> <li>➢ File Drawer(s)</li> <li>☐ Microfilm Reel(s)</li> <li>☐ Computer Tape(s)</li> </ul>			
			Other (sp	(specify)		
11. File is Used		12. File Beco	mes Inactiv	e After		
🛛 Daily 🗌 Weekly 🗌 Monthly 🗍	Annually	<u>NA</u>				
	] ,	Number	Month	(s) Xear(s)		
13. Current Location(s) (Bldg., Floor, Roo	m)	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
7120 Oakland Mills Road	100200	□ Yes ⊠ No				
		Sec. 22				
15. Access Restrictions (If Yes, cite Law(s) & ☐ Yes ⊠ No	Regulation(s)	16. Audit Rec	quirements			
		None	State 🗌 Fee	deral 🔲 Independent		
17. Is an Index System used? If yes, explain I	priefly and	18. Recomm	ended Reter	ntion		
describe requirements	2	Ret	ain in office	for as long as the County owns the land and then destroy.		
🗋 Yes 🛛 No						
19. Name and Title of Preparer	20. Telepho	ne Number		21. Date		
Dawn Poholsky, Engineering Support Technic				February 8, 2017		
14						

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