	DEPARTMENT OF (S	Sc	Schedule No. C1372		
RI	RECORDS MANAGEMENT RECORDS RETENTION AND DISP						of	3
AgencyDivisSt. Mary's County GovernmentComit			/Unit sioners	of St. Mar tration an			matic	on Office
ltem No.		Description					Reter	
1.	Minutes of County Commis	tions and Ordinances and index. The official copies of all ions and ordinances adopted by the County Commissioners.				ate Arch rd copy mediate py for o nsfer di	ives St destroy ly. Re ne (1) gital co	to Maryland andards, then yed tain scanned year, then opy to County te Archives.
2.						ate Arch rd copy stroy. R partmen en transf dated di	for one for one Retain c nt for o fer digi gital in and Sta	ned to Maryland ndards. Retain e (1) year, then ligital copy in ne (1) year, tal copy and dex to County te Archives and ly.
3.	material related to the opera	eles containing correspondence, printed beration of County Government. Files exist terest to the Commissioners.			ist scr fol Sta the acc de de dig an	reen and lowing ate Arch aterial the origin, complis partmen stroy ha	l destro except nives St nat serv develo hments at or its ard copy by to Co Archive	divisions, then y. Transfer ounty Archives es after
	Approved by Department, in Representative.	Agency, So	chedule A	Authorized b	y State /	Archivis	st	
Signature	farel. Juj	Da	ate	12.	14.17			
Typed N	ame: James R. Guy			<u> </u>	7 1			
Title:	Commissioner President	Si	ignature :	- 14	Dat			
DGS 5	50-1							
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REC	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No.C1372Page 2of 3
Agency St. Mary's Co	Division/Unit County Government County Government County Administration and Put	
Item No.	Description	Retention
4.	Action Log. Electronic and paper copies of daily incoming correspondence to the Commissioners with action notes to staff and chronological index.	Scanned to Maryland State Archive Standards and then hard copy is destroyed. Retain electronic copies for one year then destroy.
	Copies of all outgoing correspondence and index: a.) County Commissioners; b.) County Administrator; c.) News Releases from Public Information Office.	a, b and c.)Permanent. Scanned to Maryland State Archives Standards and then hardcopy is destroyed. Retain digital copy for six (6) years, then transfer to County Archives and State Archives.
6.	Commissioner Proclamations. Proclamations issued by the Commissioners of St. Mary's County to citizens, citizen groups, et al in celebration/commemoration of special events and anniversaries, etc.	Scanned to Maryland State Archives Standards and then hardcopy is destroyed. Retain digitally for two (2) years then destroy.
7.	Commissioner Commendations. Commendations issued by Commissioners of St. Mary's County to citizens, citizen groups, organizations, et al in celebration/commemoration of special events, birthdays, anniversaries or general greetings.	Scanned to MD State Archives standards and then hardcopy is destroyed. Retain digital copy for two (2) years then destroy.
8.	Digital Reccrdings. Digital and Analog recordings (audio tapes, video tapes, DVDs, and Video server) of official meetings of all Commissioners of St. Mary's County business meetings, budget work sessions, public forums, and hearings. Policy also extends to Alcohol Beverage Board, Board of Appeals, Planning Commission, and Economic Development Commission.	Permanent. Retain for ten (10) years on site then transfer custody of digital copy to County Archives and State Archives.
9.	Time and Attendance – Time sheets/Leave slips filled out by County employees. Excludes comp time requests.	Retain seven (7) years then destroy.

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. C1372
RE	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 3 of 3
Agency St. Mary's	County Government County Government County Administration	Mary's County, and Public Information Office
ltem No.	Description	Retention
10:	Travel/Training Forms. Documentation on employees' travel expenses or expenses for career training sessions.	Retain five (5) years then destroy:
11.	Non-Executive Correspondence. Internal and external correspondence sent and received during office operation Does not include executive-level correspondence, which documented in #5.	
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DGS -550-1A

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Instructions Type or Print a separate form for		OF GENERAL SERVICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward			· · ·			
with Records Retention Schedule (DGS 550-1)	, 7275 Waterlo	o Road, P.O. Box 275				
		Maryland 20794	PAGE 1 OF 11			
1. Department/Agency	2. Division	110-799-1930	3. Unit			
St. Mary's County Government	Commissioners of	St. Mary's County	Commissioners of St. Mary's County			
DEFINITION: RECORD SERIES: A group of relate	d records normally fi	led and used as a unit for ref	erence as well as retention and disposition purposes.			
4. Record Series Title	· · · * ·		5. Earliest Year/Latest Year			
Minutes of County Commissioner Meetings			1975 to current (paper)			
		1	2000-current (electronic)			
	ypes of information/o	documents/forms found in the	e series. Include the purpose or function of the series.)			
Commissioner Meeting Minutes and index						
	·					
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume			
🕅 Letter Size 🔲 Microfilm		Alphabetical	Number: 1 X File Drawer(s)			
			☐ Microfilm Reel(s)			
🔀 Legal Size 🔲 Computer Tape		Numerical	Computer Tape(s) Other (specify) (electronic computer files)			
Audio ape Floppy Disk		🔀 Chronological				
Bound Book 🔲 Video Tape		, Geographical	10. Annual Accumulation Number: 1			
Other (specify) (electronic computer files)		Other (specify)				
			☐ File Drawer(s) ☐ Microfilm Reel(s)			
			Computer Tape(s)			
			Other (specify) (electronic computer files and 1 bound Book in file drawer)			
11. File is Used		12 Eile Recomes Inactive Affer	•			
TI. File IS USED		12. File Becomes Inactive After <u>1</u>				
🗋 Daily 🖾 Weekly 📋 Monthly 🛄 Anr	ually	Number Month(s) Year(s)				
		· · · ·				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Chesapeake Building, 1st Floor, File Room		Yes No				
41770 Baldridge St., Leonardtown MD 20650 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	The Merice			
☐ Yes						
		🛛 None 🔲 State 🔲 Fede				
17. Is an Index System used? If yes, explain briefly and describe in	requirements	18. Recommended Retention				
Yes X No (filed chronologically)			Maryland State Archives Standards, then hard			
		copy destroyed imme	diately. Retain scanned copy for one (1) year,			
^			of digital copy to County Archives and State			
		Archives.				
19. Name and Title of Preparer		20. Telephone Number	21. Date			
Sharon Ferris, Admin. Asst. to the Commissioners		301-475-4200 x1350	12/1/17			
DGS 550-4 (Rev. 1/93)						

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Instructions –Type or Print a separate form for each new or revi	sed DEPARTMENT O	AGENCY RECORDS INVENTORY
record series. Forward with Records Retention Schedule (DG	S 550- GENERAL SERVIC	ES .
1)	RECORDS MANAGEM	
	DIVISIÓN	PAGE 2 OF 11
	7275 Waterloo Road,	P.O
	Box 275	
	Jessup, Maryland 20 410-799-1930	794
1. Department/Agency	2. Division	3. Unit
St. Mary's County Government	Commissioners of St. M	ary's Commissioners of St. Mary's County
	County	
DEFINITION: RECORD SERIES: A group of related records nor	mally filed and used as a unit for re	erence as well as retention and disposition purposes.
4. Record Series Title		5. Earliest Year/Latest Year
Resolutions, Ordinances and index		1963 to present (paper copies)
		2001 to present (electronic computer files)
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
*⊠ Letter Size ☐ Microfilm	Alphabetical	. Number: <u>1 file drawer</u>
· · · ·		File Drawer(s)
,*⊠ Legal Size 🔲 Computer Tape	🛛 Numerical	Microfilm Reel(s) Computer Tape(s)
Audio Tape 🛛 Floppy Disk	Chronological	 Other (specify) (electronic computer files)
🔀 Bound Book 🛛 🗌 Video Tape	Geographical	10. Annual Accumulation
Other (specify) (electronic computer files)	Other (specify)	Number: one bound book
Prior to 2011, legal size - 2011 to present, letter size		File Drawer(s)
		Microfilm Reel(s) Computer Tape(s)
		Other (specify) Bound Book
11. File is Used	12. File Becomes Inactive Afte	d
🗌 Daily 🛛 Weekly 🔲 Monthly 🔲 Annually	1 Number Mo	nth(s) 🛛 Year(s)
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicate	Elsewhere? (If yes, specify agency or office.)
Chesapeake Building, 1 st Floor, File Room 41770 Baldridge St., Leonardtown MD 20650	🗌 Yes 🖾 No	
4 17 70 Balonoge St., LeonarotoWN ML 20050		
		······
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements	
	🛛 None 🗌 State 🔲	ederal 🔲 Independent
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Re	ention
Yes No (Numerical log noting Resolution or Ordinance number by year, d adopted, and effective date maintained on computer)	Permanent. Scanne	d to Maryland State Archive standards. Retain
	hard copy for one (1) year, then destroy. Retain digital copy in
		e(1) year, then transfer custody of digital copy
		ex to County Archives and State Archives and
10. N	retain permanently	
19 Name and Title of Preparer	20. Telephone Number	21. Date
19. Name and Title of Preparer Sharon Ferris, Admin. Asst. to the Commissioners	301-475-4200 x1350	12/1/17

Instructions – Type or Print a separate form for	DEP	EPARTMENT OF GENERAL		RAL	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward		SERV	/ICES					
with Records Retention Schedule (DGS 550-1)	REG	CORDS M	ANAGEME	ENT				
		DIVISION			PAGE 3 OF 11			
7275 Waterloo 27 Jessup, Maryland			Road, P.O	. Box				
			75					
			d 20794410	-799-1930				
1. Department/Agency	2. Divis				3. Unit			
St. Mary's County Government			of St Mary	'e	Commissioners of St. Mary's County			
St. Mary's County Coveniment	County	missioners of St. Mary's		3	Commissioners of St. Mary's County			
	County	,						
DEFINITION: RECORD SERIES: A group of relate	ed records	s normally	filed and u	sed as a	unit for reference as well as retention and disposition purposes.			
4. Record Series Title				5. Earli	est Year/Latest Year			
General Files				2013	3 to present			
6. Record Series Description (Briefly describe the	types of in	nformation	/document	ts/forms f	ound in the series. Include the purpose or function of the series.)			
Subject files containing correspondence, printed n	naterial re	lated to th	e operatior	n of Coun	ty Government. Files exist for various subjects of interest to the Co			
Commissioners.								
		8. Record S	Series	9. Volum	e			
		Sequence		Number:	2 file drawers			
7. Record Series Format(s) List all		Alphabe	etical	🛛 🖾 File C)rawer(s)			
		C1		Microfilm Ree!(s)				
🗙 Letter Size 🔲 Microfilm		🗌 Numeri	ical ·	- ·	puter Tape(s)			
🛛 Legal Size 🛛 Computer Tape		Chrono	Indical	Diher (specify)				
			10. Annual Accumulation					
🗋 Audio Tape 🛛 Floppy Disk		🗌 Geogra	aphical Number: one file drawer					
🔲 Bound Book 🔄 Video Tape		C Other ((specify) X File Drawer(s)					
				_	rrawer(s) Ifilm Reel(s)			
Other (specify)				_	outer Tape(s)			
			Other (specify .					
11. File is Used			12. File Be	comes Inac	live After			
			1		· ·			
🔀 Daily Weekly 🗌 Monthly 🗌 Annua	ally		Number Month(s) X Year(s)					
					· · · · · · · · · · · · · · · · · · ·			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Chesapeake Building, 1 st Floor, Admin. Assistant's office 41770 Baldridge St., Leonardtown MD 20650			Yes 🛛 No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
🗌 Yes 🛛 No								
•			No 🛛 No	ne 🔲 Sta	te 🔲 Federal 🔲 Independent			
			5 5 5					
	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	requirement	s	18. Red	commenc	led Retention			
17. Is an Index System used? If yes, explain briefly and describe	requirement	S						
	requirement	IS	Retain	for one	e (1) year, then screen and destroy with the following			
	requirement	IS	Retain except	for one	e (1) year, then screen and destroy with the following an to MD State Archives Standards any material that			
	requirement	15	Retain except serves	for one ion: Sc to docu	e (1) year, then screen and destroy with the following an to MD State Archives Standards any material that ument the origin, development and accomplishments o			
	requirement	IS .	Retain except serves the dep	for one ion: Sc to docu partmer	e (1) year, then screen and destroy with the following an to MD State Archives Standards any material that iment the origin, development and accomplishments o at or its divisions, then destroy hard copy. Transfer			
	requirement	20. Tele	Retain except serves the de custod	for one ion: Sc to docu partmer	e (1) year, then screen and destroy with the following an to MD State Archives Standards any material that ament the origin, development and accomplishments on to rits divisions, then destroy hard copy. Transfer gital copy to County Archives after scanning is complete			
☐ Yes ⊠ No			Retain except serves the de custod	for one ion: Sc to docu partmer y of dig	e (1) year, then screen and destroy with the following an to MD State Archives Standards any material that ament the origin, development and accomplishments o at or its divisions, then destroy hard copy. Transfer gital copy to County Archives after scanning is comple- te			
☐ Yes ⊠ No 19. Name and Title of Preparer		20. Tele	Retain except serves the dej custod	for one ion: Sc to docu partmer y of dig 21. Da	e (1) year, then screen and destroy with the following an to MD State Archives Standards any material that ament the origin, development and accomplishments on at or its divisions, then destroy hard copy. Transfer gital copy to County Archives after scanning is comple- te			
☐ Yes ⊠ No 19. Name and Title of Preparer		20. Tele Number 301-475	Retain except serves the dej custod	for one ion: Sc to docu partmer y of dig 21. Da	e (1) year, then screen and destroy with the following an to MD State Archives Standards any material that ament the origin, development and accomplishments o at or its divisions, then destroy hard copy. Transfer gital copy to County Archives after scanning is comple- te			
☐ Yes ⊠ No 19. Name and Title of Preparer		20. Tele Number	Retain except serves the dej custod	for one ion: Sc to docu partmer y of dig 21. Da	e (1) year, then screen and destroy with the following an to MD State Archives Standards any material that ament the origin, development and accomplishments o at or its divisions, then destroy hard copy. Transfer gital copy to County Archives after scanning is comple- te			

DGS 550-4 (Rev. 1/93)		· ·
<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 4 OF 11
1. Department/Agency St. Mary's County Government	2. Division Commissioners of St. Mary's County	3. Unit Commissioners of St. Mary's County
DEFINITION: RECORD SERIES: A group of related records no 4. Record Series Title Action Log 6. Record Series Description (Briefly describe the types of infor Electronic and paper copies of daily incoming correspondence	mation/documents/forms found in the serie	5. Earliest Year/Latest Year <u>2015 to present</u> es. Include the purpose or function of the series.)
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) (electronic computer files)	8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)	9. Volume Number: one (1) book case shelf and electronic ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Electronic/Computer Drive 10. Annual Accumulation Number: one bound book. ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) one (1) Bound Book and Electronic/Computer hard drive
11. File is Used	12. File Becomes Inactive After 1 Number D Month(s)	⊠ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1ª Floor, Reception Office 41770 Baldridge St., Leonardtown MD 20650 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No	14. Is Record Series Duplicated Elsewil ·	here? (If yes, specify agency or office.)
 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No (electronic copies are given an identification/log number a copies are filed by that number) 	Scanned to Maryland S	tate Archive Standards and then hard copy is onic copies for one year then destroy.
19. Name and Title of Preparer Sharon Ferris, Admin. Asst. to the Commissioners	20. Telephone Number 301-475-4200 x1350	21. Date 12/1/17
DGS 550-4 (Rev. 1/93)	<u></u>	L

Instructions –Type or Print a separate form for	DEPARTM	ENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
ich new or revised record series. Forward			SEMENT DIVI				
ith Records Retention Schedule (DGS 550-1)	7275 W	aterloo Ro	oad, P.O. Box	275			
	Je	ssup, Mar	yland 20794		PAGE 5 OF 11		
		410-79	9-1930				
. Department/Agency	2. Division				3. Unit		
St. Mary's County Government		Mary's Count	ý	Commissioners of St. Mary's County			
	County Adm				County Administrator		
	County Adm	Inistrator			Public Information Office		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norm	nally filed a	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Copies of all outgoing correspondence and index				2004	to present		
5. Record Series Description (Briefly describe the	types of inform	ation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Copies of all outgoing correspondence, including e							
a) County Commissioners and indexed ele	ctronically by id	dentificatio	on number				
b) County Administrator							
c) News Releases from Public Information	Ollice						
Record Series Format(s) List all	в.	Record Serie	es Sequence	9. Volume			
					ne (1) file drawer		
Letter Size 🔲 Microfilm		Alphabetica	1	File Dra			
🗌 Legal Size 🛛 Computer Tape		Numerical (by ID number)	—	iter Tape(s)		
				🔀 Other (specify) electronic/computer hard drive		
Audio Tape Floppy Disk		Chronologic			Accumulation		
🛛 Bound Book 🛛 🗌 Video Tape		Geographic			ne (1) bound book		
Other (specify) (electronic computer files); Ernail		Other (spec	Other (specify) [awer(s)		
				Microfil			
					ter Tape(s)		
				Other (specify) (one (1) Bound Book and electronic/hard drive)		
11. File is Used	I		12. File Becom	es Inactive A	ter		
X Daily 🗌 Weekly 🗌 Monthly 🔲 And	Nually		1 Number	Π,	Aonth(s) Xear(s)		
	liany		Number				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
Chesapeake Building, 1st Floor, Reception Office			🗋 Yes 🖾 No				
41770 Baldridge St., Leonardtown MD 20650 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Aufit Pequirements				
Yes No			16. Audit Requirements				
			. 🛛 None	State	Federal 🔲 Independent		
· · · ·							
7. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	tetention		
⊠Yes □ No	abor				nent. Scanned to Maryland State		
Commissioner letters are assigned an electronic identification nun County Administrator letter and news refeases are chronological.	nuer.			-	ds and then hardcopy is destroyed.		
- · · · · · · · · · · · · · · · · · · ·					by for six (6) years, then transfer to		
			County A	Archives	and State Archives.		
	<u>⊸.</u> I			<u></u>			
Name and Title of Preparer		•	one Number	21. Date			
Sharon Ferris, Admin. Asst. to the Commissioners			00 x1350	12/1/17			

				AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each	DEPARTMENT OF (SERVICES		AL			
Retention Schedule (DGS 550-1)	RECORDS MANAG		IT			
	DIVISION			PAGE 6 OF 11		
	7275 Waterloo Road, F					
	Jessup, Marylanc 410-799-1930					
1. Department/Agency	2. Division			3. Unit		
St. Mary's County Government	County Administrator			Public Information Office		
DEFINITION: RECORD SERIES: A group of related rec	l ords normally filed and us	sed as	a unit fo	I preference as well as retention and disposition purposes.		
4. Record Series Title				5. Earliest Year/Latest Year.		
Commissioner Proclamations			•	2014 to present		
6. Record Series Description (Briefly describe the types	of information/documents	s/forms	found i	I		
Proclamations issued by Commissioners of St. Mary's C	County to citizens, citizen	groups	, et al.,	in celebration or commemoration of special events, anniversaries,		
etc.						
7. Record Series Format(s) List all		8. Rec	ord	9. Volume		
Letter Size Microfilm		Series Sequei		Number: one file drawer V File Drawer(s)		
		_	ice	Microfilm Reel(s)		
🛛 Legal Size 🛛 Computer Tape		Alphab	etical	Computer Tape(s) Computer (specify) Electronic/Computer Drive		
🗋 Audio Tape 🔄 Floppy Disk		Numerical				
🔲 Bound Book 🔲 Video Tape				10. Annual Accumulation Number: 1 file folder		
⊠ Other (specify)_Electronic		Chronological		☐ File Drawer(s) ☐ Microfilm Reel(s)		
_				Computer Tape(s)		
		Geographical		Other (specify) Electronic/Computer Drive		
		C Oth				
		(specify)				
11. File is Used			12. Fil	e Becomes Inactive After		
			Number \square Month(s) \boxtimes Year(s).			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Chesapeake Building, 1 st Floor, Reception Office) 41770 Baldridge St., Leonardtown MD 20650			☐ Yes X No			
15: Access Restrictions (If Yes, cite Law(s) & Regulation(s)	· · · · · · · · · · · · · · · · · · ·		16. Audit Requirements			
Yes 🛛 No				None 🔲 State 🔲 Federal 🗌 Independent		
17. Is an Index System used? If yes, explain briefly and describe require	ments		18. Recommended Retention			
Yes 🛛 No				nned to Maryland State Archives Standards and then		
				dcopy is destroyed. Retain digitally for two (2) years a destroy.		
				ruesnoy.		
19. Name and Title of Preparer		20.	1	21. Date		
Tony Jones, Public Information Officer	- -	Telep		12/1/17		
		Numl				
		301-4 4200				
		x134				
DGS 550-4 (Rev. 1/93)						

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Instructions – Type or Print a separate form for	DEPAR		ENERAL SEL	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward		ORDS MANAG					
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275	PAGE 7 OF 11		
		Jessup, Mar 410-79	yland 20794 9-1930				
1. Department/Agency	2. Divisio	n			3. Unit		
St. Mary's County Government	County A	Administrator			Public Information Office		
· · ·							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records I	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title					st Year/Latest Year		
Commissioner Commendations				2014 to	present		
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/docu	uments/forms	1 found in th	e series. Include the purpose or function of the		
series.)	•						
Commendations issued by Commissioners of St. M special events, birthdays, anniversaries or general	-	•	, citizen group	os, organiz	ations, et al. in celebration/commemoration of		
7. Record Series Format(s) List all	J · J-	8. Record Serie	s Sequence	9. Volume			
🛛 Letter Size 📋 Microfilm		Alphabetica	I	Number : le	ess than one file drawer and electronic version saved on drives		
Legal Size Computer Tape		Numerical		🛛 File Dra	swer(s) <u>- less than one</u>		
🗌 Audio Tape 🔄 Floppy Disk		🖄 Chronologia	al	Microfil	m Reel(s) ter Tape(s)		
🗌 Bound Book 🔄 Video Tape		Geographic	al	🛛 Other (:	(specify) Electronic/Computer Drive		
Other (specify)_Electronic		Other (spec	lify)		Accumulation paper folder and electronic		
		1					
			 File Drawer(s) Microfilm Reel(s) 				
· ·				ter Tape(s) specify) (Electronic/Computer Drive)			
11. File is Used			12. File Becomes Inactive After				
			2 years				
📩 🔀 Daily 🛛 Weekly 🖾 Monthly 🖾 Ann	iually		Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1 st Floor, Reception Office)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
41770 Baldridge St., Leonardtown MD 20650			· · · · · · · · · · · · · · · · · · ·				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ				
			None 🛛	🗋 State 📋 Federal 🔲 Independent			
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recom		etention tate Archives standards and then		
					byed. Retain digital copy for two (2)		
			years the				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Tony Jones, Public Information Officer		301-475-42		12/1/17			
DGS 550-4 (Rev. 1/93)		L		·			

Instructions Tupp or Drint a constrate form for each a	DEF	PARTMENT OF GENERAL	AGENCY RECORDS INVENTORY			
Instructions –Type or Print a separate form for each new or		SERVICES				
Schedule (DGS 550-1)	i .	DS MANAGEMENT DIVISION				
		Naterloo Road, P.O. Box 275	PAGE 8 OF 11			
,	J	essup, Maryland 20794 410-799-1930				
1. Department/Agency	2. Divisio		3. Unit			
St. Mary's County Government	County A	dministrator	Public Information Office			
	ormally filed	and used as a unit for reference of	as well as retestion and dispesition purposes			
DEFINITION: RECORD SERIES: A group of related records no 4. Record Series Title	ormally meu	and used as a unit for reference a	5. Earliest Year/Latest Year			
Digital Recordings			2011 to present			
6. Record Series Description (Briefly describe the types of info	rmation/doc	uments/forms found in the series.	Include the purpose or function of the series.)			
Digital & Analog recordings (audio tapes, video tapes, DVDs, 8	& video serv	ers) of official meetings of all Com	missioners of St. Marv's County business meetings.			
budget work sessions, public forums and hearings. Policy als		, –				
Development Commission.						
7. Record Series Format(s) List all		8. Record Series Sequence	9. Votume			
			Number: 314 DVDs			
Letter Size Microfilm		Alphabetical	File Drawer(s)			
🔲 Legal Size 🔄 Computer Tape			Microfilm Reel(s)			
🗌 Audio Tape 🔲 Floppy Disk		Chronological	Computer Tape(s) Other (specify) Computer Hard Drives			
🔲 Bound Book 🛛 Video		Geographical	10. Annual Accumulation			
M Other (appeiñ). Disitel files and audia media and apples media (i.e. audia te		Other (specify)	Number: 114 DVDs			
Other (specify) Digital files and audio media and analog media (i.e. audio ta DVDs)	pes and		File Drawer(s)			
			Microfilm Reel(s)			
•			Computer Tape(s) Other (specify) (computer hard drives)			
11. File is Used		12. File Becomes Inactive After				
🗌 Daily 🛛 Weekly 🔀 Monthly 🗌 Annually		Number I Month(s) Vear(s)				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsawba	ro? (If yos specify geney or office)			
Chesapeake Building, 1st Floor, Video Media Producer's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes				
41770 Baldridge St., Leonardtown MD 20650		16. Audit Bequiremente				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	•	16. Audit Requirements				
		None 🗋 State 🔲 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention	······································			
Yes X No Chronological		Permanent. Retain for ten (10) years on site then transfer custody				
		of digital copy to County	Archives and State Archives.			
10. Nome and Title of Departure		20. Tolophoro Nurshar	21 Data			
19. Name and Title of Preparer Tony Jones, Public Information Officer		20. Telephone Number 301-475-4200 x1342	21. Date 12/1/17			
		001-770-7200 X1042	1601/1/17			
DGS 550-4 (Rev. 1/93)						

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Instructions –Type or Print a separate form for each new					AGENCY RECORDS INVENTORY		
or revised record series. Forward with Records Retention			/ICES				
Schedule (DGS 550-1)	REC		ANAGEME	NT	PAGE 9 OF 11		
			SION				
			pad, P.O. B				
	Je		yland 2079 19-1930	14			
1. Deparment/Agency	2. Divisio				3. Unit		
St. Mary's County Government		Administra	ator		County Administrator		
DEFINITION: RECORD SERIES: A group of related records 4. Record Series:	normally fi	led and u	sed as a ur		rence as well as retention and disposition purposes. est Year/Latest Year		
Time and Attendance					est reginzalest real		
				2012	to present		
6. Record Series Description (Briefly describe the types of inf	formation/c	locument	s/forms fou	nd in the	series Include the nurnose or function of the series)		
County Acministrator's Office retains payroll records/leave fo					series. Include the purpose of function of the series,		
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
Time sheets/leave slips filled out by County employees. Exclu	udes comp	o time rea	uests.				
	-						
	I						
7. Record Series Format(s) List all		8. Record S Sequence	ieries	9. Volume Number:	one file drawer		
🛛 Letter Size 🔲 Microfilm					rawer(s) (previous two years only)		
Legal Size Computer Tape		🔀 Alphabe	ical Comp		film Reel(s)		
		Numeri			er (specify) Electronic/Computer Drive		
🔲 Audio Tape 🔛 Floppy Disk							
Bound Book 🔲 Video Tape		Chrono			al Accumulation 1 folder		
		🔲 Geogra	phical	File D			
Other (specify)_Electronic		Other (s	and the second	_	film Reel(s)		
1			peeny,		uter Tape(s) (specify) Electronic/Computer Drive and paper folder		
11. File is Used	1		12. File Be	comes Inacti	ive After		
			_2	_			
🗋 Daily · 🗌 Weekly 🛛 Monthly 🗍 Annually			Number	Mont []	h(s) 🛛 Year(s)		
13. Current Location(s) (Bldg., Floor, Room)				rd Sariaa Di			
Chesapeake Building, 1 st Floor, Reception Office)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No St. Mary's County Department of Finance				
41770 Baldridge St., Leonardtown MD 20650							
15. Access Frestrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes No	d Codo of A	Annuand	🛛 Noi	ne 🗌 State	e 🗍 Federal 🔲 Independent		
Time Sheets – not restricted	eave slips - §4-311 of the General Provisions Article of the Annotated Code of Maryland						
17. Is an Inde> System used? If yes, explain briefly and describe requirements							
🗋 Yes 🛛 No					ed Retention		
	•		Retain	seven (7) years then destroy.		
19. Name and Title of Preparer		20. Telej		21. Dat			
Rebecca Bclton Bridgett, County Administrator		Number		12/1/1			
		301-475	-4200		··· · · · · · · · · · · · · · · · · ·		
		x1321	.200				
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DGS 550-4 (Rev. 1/93)

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Instructions Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SE	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECO	ORDS MANA	GEMENT DIV	ISION	
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	ad, P.O. Box	275	
			yland 20794		PAGE 10 OF 11
			9-1930		
1. Department/Agency	2. Divisio	n			3. Unit
St. Mary's County Government	County A	dministrator			County Administration.
DEFINITION: RECORD SERIES: A group of relate	ed records n	ormally filed a	ind used as a	unit for refe	erence as well as retention and disposition purposes.
4. Record Series:					t Year/Latest Year
Travel/Training Forms	۶.			· 2014 to	present
	~				· · ·
6. Record Series Description (Briefly describe the	types of info	ormation/docu	ments/forms l	ound in the	series. Include the purpose or function of the series.)
	•				
Documentation on employees' travel expenses or	r expenses fo	or career train	ing sessions.		
					· · ·
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	
					e (1) file drawer
🔀 Letter Size 🔄 . Microfilm		Alphabetica	al	_	
Legal Size Computer Tape		Numerical		File Drav	ver(s) (previous five years only)
				Compute	
Audio Tape 🔲 Floppy Disk		Chronologi	cal	🛛 Other (s	pecify) Electronic/Computer Drive
Bound Book 🔲 Video Tape	×	Geographic	cal	10. Annual A	ccumulation
Other (specify)_Electronic				Number: one	e (1) file folder
			-14 A		
		Other (spec	cify)	File Draw	ver(s)
		Other (spec	cify)	File Draw	
		Other (spec	cify)	Microfilm	Reel(s) er Tape(s)
		Other (spec	cify)	Microfilm	Reel(s)
11. File is Used		Other (spee		Microfilm	Reel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper folder</u>
11. File is Used		Other (spec	12. File Becon	Microfilm	r Reel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper folder</u> er
11. File is Used	Invally	Other (spe	12. File Becon	☐ Microfilm ☐ Compute ⊠Other (sp	Reel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper folder</u>
11. File is Used	nnually	Other (spe	12. File Becon	Microfilm	r Reel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper folder</u> er
11. File is Used	nnually	Other (spec	12. File Becon 2 Number	Microfilm	n Reel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper folder</u> er ⊠ Year(s)
11. File is Used Daily Weekly Monthly Ar 13. Current Location(s) (Bldg., Floor, Room)	nnually	Other (spe	12. File Becon 2 Number 14. Is Record	Microfilm	a Reel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper fotder</u> er ⊠ Year(s) ed Elsewhere? (If yes, specify agency or office.)
11. File is Used ☐ Daily ☐ Weekly ⊠ Monthly ☐ Ar	mually	Other (spec	12. File Becon 2 Number 14. Is Record	Microfilm	n Reel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper folder</u> er ⊠ Year(s)
11. File is Used □ Daily □ Weekly ☑ Monthly □ Ar 13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1 st Floor, Reception Office) 41770 Baldridge St., Leonardtown MD 20650 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	Invally	Other (spec	12. File Becon 2 Number 14. Is Record	Microfilm Compute Other (sp Month(s)	a Reel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper fotder</u> er ⊠ Year(s) ed Elsewhere? (If yes, specify agency or office.)
11. File is Used □ Daily □ Weekly ☑ Monthly □ Ar 13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1 st Floor, Reception Office) 41770 Baldridge St., Leonardtown MD 20650	nnually	Other (spec	12. File Becon _2 Number 14. Is Record ⊠ Yes 16. Audit Req	Microfilm	a Reel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper fotder</u> er ⊠ Year(s) ed Elsewhere? (If yes, specify agency or office.)
11. File is Used □ Daily □ Weekly ☑ Monthly □ Ar 13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1 st Floor, Reception Office) 41770 Baldridge St., Leonardtown MD 20650 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	Inually	Other (spec	12. File Becon _2 Number 14. Is Record ⊠ Yes 16. Audit Req	Microfilm	a Reel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper folder</u> er ☑ Year(s) ed Elsewhere? (If yes, specify agency or office.) y's County Department of Finance
11. File is Used □ Daily □ Weekly ☑ Monthiy □ Ar 13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1 st Floor, Reception Office) 41770 Baldridge St., Leonardtown MD 20650 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ☑ No		Other (spec	12. File Becon _2 Number 14. Is Record ⊠ Yes 16. Audit Req ⊠ None	Microfilm Compute Compute Other (sp Month(s) Series Duplicate No St. Mar uirements State State	I Reel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper folder</u> er ⊠ Year(s) ed Elsewhere? (If yes, specify agency or office.) y's County Department of Finance Federal □ Independent
11. File is Used □ Daily □ Weekly ☑ Monthiy □ Ar 13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1 st Floor, Reception Office) 41770 Baldridge St., Leonardtown MD 20650 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ☑ No 17. Is an Index System used? If yes, explain briefly and described		- Other (spec	12. File Becon _2 Number 14. Is Record ⊠ Yes 16. Audit Req ⊠ None	Microfilm	I Reel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper folder</u> er ⊠ Year(s) ed Elsewhere? (If yes, specify agency or office.) y's County Department of Finance Federal □ Independent
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11. File is Used □ Daily □ Weekly ☑ Monthiy □ Ar 13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1 st Floor, Reception Office) 41770 Baldridge St., Leonardtown MD 20650 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ☑ No 17. Is an Index System used? If yes, explain briefly and described		Other (spec	12. File Becon _2 Number 14. Is Record ⊠ Yes 16. Audil Req ⊠ None 18. Recon Retain f	Microfilm Compute Other (sp Compute Other (sp Month(s) Series Duplicate No St. Mar Urements State State	Preel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper folder</u> er ☑ Year(s) ed Elsewhere? (If yes, specify agency or office.) y's County Department of Finance Federat ☐ Independent etention
11. File is Used □ Daily □ Weekly ☑ Monthly □ Ar 13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1 st Floor, Reception Office) 41770 Baldridge St., Leonardtown MD 20650 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ☑ No 17. Is an Index System used? If yes, explain briefly and describe □ Yes ☑ No 19. Name and Title of Preparer		-	12. File Becon _2 Number 14. Is Record ⊠ Yes 16. Audil Req ⊠ None 18. Recon Retain f	Microfilm Compute Other (sp Compute Other (sp mes Inactive After Month(s) Series Duplicate No St. Mar uirements State State The other of the other of the other o	Preel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper folder</u> er ☑ Year(s) ed Elsewhere? (If yes, specify agency or office.) y's County Department of Finance Federat ☐ Independent etention
11. File is Used □ Daily □ Weekly ☑ Monthly □ Ar 13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1 st Floor, Reception Office) 41770 Baldridge St., Leonardtown MD 20650 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ☑ No 17. Is an Index System used? If yes, explain briefly and describe □ Yes ☑ No		- - 20. Telepho	12. File Becon _2 Number 14. Is Record ⊠ Yes 16. Audit Req ⊠ None 18. Recon Retain f	Microfilm Compute Other (sp Compute Other (sp Month(s) Series Duplicate No St. Mar Urrements State State No St. Mar Vire (5) yee 21. Date	Preel(s) er Tape(s) ecify) <u>Electronic/Computer Drive and one (1) paper folder</u> er ☑ Year(s) ed Elsewhere? (If yes, specify agency or office.) y's County Department of Finance Federat ☐ Independent etention

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uments/forms	ISION 275 PAGE 11 OF 11 3. Unit		
oad, P.O. Box ryland 20794 99-1930 Mary's County and used as a uments/forms f ations. Does es Sequence	275 PAGE 11 OF 11 y 3. Unit Commissioners of St. Mary's County a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year 2013 to present found in the series. Include the purpose or function of the a not include executive-level correspondence, which is 9. Volume Number: Series File Drawer(s) Computer Tape(s) Ø Other (specify) Electronic/Computer Drive and one (1) paper folder 10. Annual Accumulation		
ryland 20794 ^{ap-1930} Mary's County and used as a uments/forms t ations. Does es Sequence t cal cal	PAGE 11 OF 11 y 3. Unit Commissioners of St. Mary's County a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year 2013 to present found in the series. Include the purpose or function of the s not include executive-level correspondence, which is 9. Volume Number: \vee File Drawer(s) \vee Other (specify) Electronic/Computer Drive and one (1) paper folder 10. Annual Accumulation		
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Mary's County and used as a uments/forms i ations. Does es Sequence	y Commissioners of St. Mary's County a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year 2013 to present found in the series. Include the purpose or function of the a not include executive-level correspondence, which is 9. Volume Number: $ riangle File Drawer(s)$ $ riangle Grouputer Tape(s)$ $ riangle Other (specify) Electronic/Computer Drive and one (1) paper folder 10. Annual Accumulation $		
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and used as a uments/forms i ations. Does es Sequence i cal	a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year 2013 to present found in the series. Include the purpose or function of the s not include executive-level correspondence, which is 9. Volume Number: ☑ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Electronic/Computer Drive and one (1) paper folder 10. Annual Accumulation		
uments/forms f ations. Does es Sequence 1 cal	5. Earliest Year/Latest Year 2013 to present found in the series. Include the purpose or function of the a not include executive-level correspondence, which is 9. Volume Number: Year File Drawer(s) Origin Reel(s) Computer Tape(s) Year Other (specify) Electronic/Computer Drive and one (1) paper folder 10. Annual Accumulation		
ations. Does es Sequence 1 cal	2013 to present found in the series. Include the purpose or function of the s not include executive-level correspondence, which is 9. Volume Number: Q File Drawer(s) Microfilm Reel(s) Computer Tape(s) Q Other (specify) Electronic/Computer Drive and one (1) paper folder 10. Annual Accumulation		
ations. Does es Sequence 1 cal	found in the series. Include the purpose or function of the s not include executive-level correspondence, which is 9. Volume Number: Image: Simple File Drawer(s) Image: Display Simple Si		
ations. Does es Sequence 1 cal	9. Volume Number: Image: State in the image of th		
cal	Number: Alter File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Electronic/Computer Drive and one (1) paper folder 10. Annual Accumulation		
cal	☑ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Electronic/Computer Drive and one (1) paper folder 10. Annual Accumulation		
cal	Microfilm Reel(s) Computer Tape(s) Other (specify) Electronic/Computer Drive and one (1) paper folder		
cal	Other (specify) Electronic/Computer Drive and one (1) paper folder 10. Annual Accumulation		
cify)	Number:		
	Number:		
	File Drawer(s)		
	Microfilm Reel(s) Computer Tape(s)		
	Other (specify) Electronic/Computer Drive and one (1) paper folder		
12. File Becom	es Inactive After		
<u>39</u>			
Number	Month(s) Tear(s)		
	Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Yes INO Emails are saved on the County Server for 40 months.			
16. Audit Requirements			
None 🛛	State Federal Independent		
18. Recom	nmended Retention		
Department Custody - Retain for thirty nine (39) months			
	troyed. Business related correspondence that is		
	to a core function of another series should		
	e retention period for that series.		
II	21. Date		
200 x1350			
	⊠ Yes Emails are sav 16. Audit Req ⊠ None 18. Recon Departm then des essential		

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