

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

Schedule No. C1372

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Agency St. Mary's County Government	Division/Unit Commissioners of St. Mary's County, County Administration and Public Information Office
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Item No.	Description	Retention
1.	Minutes of County Commissioners meetings and index.	Permanent. Scan to Maryland State Archives Standards, then hard copy destroyed immediately. Retain scanned copy for one (1) year, then transfer digital copy to County Archives and State Archives.
2.	Resolutions and Ordinances and index. The official copies of all resolutions and ordinances adopted by the County Commissioners.	Permanent. Scanned to Maryland State Archive standards. Retain hard copy for one (1) year, then destroy. Retain digital copy in Department for one (1) year, then transfer digital copy and updated digital index to County Archives and State Archives and retain permanently.
3.	General Files. Subject files containing correspondence, printed material related to the operation of County Government. Files exist for various subjects of interest to the Commissioners.	Retain for one (1) year, then screen and destroy with the following exception: Scan to MD State Archives Standards any material that serves to document the origin, development and accomplishments of the department or its divisions, then destroy hard copy. Transfer digital copy to County Archives and State Archives after scanning is complete.

Schedule Approved by Department, Agency, or Division Representative.
 Date: 1 Dec 2017
 Signature: *James R. Guy*
 Typed Name: James R. Guy
 Title: Commissioner President

Schedule Authorized by State Archivist
 Date: 12.14.17
 Signature: *Tu Bala*

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

Schedule No. C1372

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Agency St. Mary's County Government	Division/Unit Commissioners of St. Mary's County, County Administration and Public Information Office
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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.
5.	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 Recordings. 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.

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

Schedule No. C1372

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Agency St. Mary's County Government	Division/Unit Commissioners of St. Mary's County, County Administration and Public Information Office
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Item 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 operations. Does not include executive-level correspondence, which is documented in #5.	Department custody. Retain for thirty nine (39) months then destroyed. Business related correspondence that is essential to a core function of another series should follow the retention period for that series.

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 11</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Commissioners of St. Mary's County</p>	<p>3. Unit Commissioners of St. Mary's County</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Minutes of County Commissioner Meetings</p>	<p>5. Earliest Year/Latest Year 1975 to current (paper) 2000-current (electronic)</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Commissioner Meeting Minutes and index</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) (electronic computer files)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Number: 1</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) (electronic computer files)</p> <hr/> <p>10. Annual Accumulation Number: 1</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) (electronic computer files and 1 bound Book in file drawer)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 1 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1st Floor, File Room 41770 Baldrige St., Leonardtown MD 20650</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (filed chronologically)</p>	<p>18. Recommended Retention Permanent. Scan to Maryland State Archives Standards, then hard copy destroyed immediately. Retain scanned copy for one (1) year, then transfer custody of digital copy to County Archives and State Archives.</p>	
<p>19. Name and Title of Preparer Sharon Ferris, Admin. Asst. to the Commissioners</p>	<p>20. Telephone Number 301-475-4200 x1350</p>	<p>21. Date 12/1/17</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 2 OF 11</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Commissioners of St. Mary's County</p>	<p>3. Unit Commissioners of St. Mary's County</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Resolutions, Ordinances and index</p>	<p>5. Earliest Year/Latest Year 1963 to present (paper copies) 2001 to present (electronic computer files)</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) The official copy of all resolution and ordinances adopted by the County Commissioners.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) (electronic computer files)</p> <p>*Prior to 2011, legal size – 2011 to present, letter size</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Number: 1 file drawer</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) (electronic computer files)</p> <hr/> <p>10. Annual Accumulation Number: one bound book</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Bound Book</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>1 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1st Floor, File Room 41770 Baldrige St., Leonardtown MD 20650</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes No (Numerical log noting Resolution or Ordinance number by year, date adopted, and effective date maintained on computer)</p>	<p>18. Recommended Retention</p> <p>Permanent. Scanned to Maryland State Archive standards. Retain hard copy for one (1) year, then destroy. Retain digital copy in Department for one (1) year, then transfer custody of digital copy and updated digital index to County Archives and State Archives and retain permanently.</p>	
<p>19. Name and Title of Preparer Sharon Ferris, Admin. Asst. to the Commissioners</p>	<p>20. Telephone Number 301-475-4200 x1350</p>	<p>21. Date 12/1/17</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 3 OF 11</p>	
<p>1. Department/Agency St. Mary's County Government</p>		<p>2. Division Commissioners of St. Mary's County</p>		<p>3. Unit Commissioners of St. Mary's County</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title General Files</p>			<p>5. Earliest Year/Latest Year 2013 to present</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Subject files containing correspondence, printed material related to the operation of County Government. Files exist for various subjects of interest to the County Commissioners.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify)</p> <p>_____</p>		<p>9. Volume Number: <u>2 file drawers</u></p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>	
		<p>10. Annual Accumulation Number: <u>one file drawer</u></p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>			
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1st Floor, Admin. Assistant's office 41770 Baldrige St., Leonardtown MD 20650</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for one (1) year, then screen and destroy with the following exception: Scan to MD State Archives Standards any material that serves to document the origin, development and accomplishments of the department or its divisions, then destroy hard copy. Transfer custody of digital copy to County Archives after scanning is complete.</p>		
<p>19. Name and Title of Preparer Sharon Ferris, Admin. Assistant to the Commissioners</p>		<p>20. Telephone Number 301-475-4200 x1350</p>		<p>21. Date 12/1/17</p>	

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<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Commissioners of St. Mary's County</p>	<p>3. Unit Commissioners of St. Mary's County</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Action Log</p>	<p>5. Earliest Year/Latest Year 2015 to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Electronic and paper copies of daily incoming correspondence the Commissioners with action notes to staff and a chronological index.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) (electronic computer files)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Number: <u>one (1) book case shelf and electronic</u></p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic/Computer Drive</u></p> <p>10. Annual Accumulation Number: <u>one bound book</u></p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>one (1) Bound Book and Electronic/Computer hard drive</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 1 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1st Floor, Reception Office 41770 Baldrige St., Leonardtown MD 20650</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (electronic copies are given an identification/log number and paper copies are filed by that number)</p>	<p>18. Recommended Retention Scanned to Maryland State Archive Standards and then hard copy is destroyed. Retain electronic copies for one year then destroy.</p>	
<p>19. Name and Title of Preparer Sharon Ferris, Admin. Asst. to the Commissioners</p>	<p>20. Telephone Number 301-475-4200 x1350</p>	<p>21. Date 12/1/17</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 5 OF 11</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Commissioners of St. Mary's County County Administrator County Administrator</p>	<p>3. Unit Commissioners of St. Mary's County County Administrator Public Information Office</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Copies of all outgoing correspondence and index</p>	<p>5. Earliest Year/Latest Year 2004 to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies of all outgoing correspondence, including email and index: a) County Commissioners and indexed electronically by identification number b) County Administrator c) News Releases from Public Information Office</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>(electronic computer files); Email</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical (by ID number)</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Number: <u>one (1) file drawer</u></p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>electronic/computer hard drive</u></p> <hr/> <p>10. Annual Accumulation Number: <u>one (1) bound book</u></p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>(one (1) Bound Book and electronic/hard drive)</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1st Floor, Reception Office 41770 Baldrige St., Leonardtown MD 20650</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Commissioner letters are assigned an electronic identification number. County Administrator letter and news releases are chronological.</p>	<p>18. Recommended Retention 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.</p>	
<p>19. Name and Title of Preparer Sharon Ferris, Admin. Asst. to the Commissioners</p>	<p>20. Telephone Number 301-475-4200 x1350</p>	<p>21. Date 12/1/17</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 6 OF 11</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division County Administrator</p>	<p>3. Unit Public Information Office</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Commissioner Proclamations</p>		<p>5. Earliest Year/Latest Year. 2014 to present</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Proclamations issued by Commissioners of St. Mary's County to citizens, citizen groups, et al., in celebration or commemoration of special events, anniversaries, etc.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Number: <u>one file drawer</u></p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic/Computer Drive</u></p> <p>10. Annual Accumulation Number: <u>1 file folder</u></p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic/Computer Drive</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1st Floor, Reception Office 41770 Baldrige St., Leonardtown MD 20650</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Scanned to Maryland State Archives Standards and then hardcopy is destroyed. Retain digitally for two (2) years then destroy.</p>	
<p>19. Name and Title of Preparer Tony Jones, Public Information Officer</p>	<p>20. Telephone Number 301-475-4200 x1342</p>	<p>21. Date 12/1/17</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE 7 OF 11
	1. Department/Agency St. Mary's County Government	2. Division County Administrator	3. Unit Public Information Office
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Commissioner Commendations	5. Earliest Year/Latest Year 2014 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.) 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.			
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume Number : less than one file drawer and electronic version saved on drives <input checked="" type="checkbox"/> File Drawer(s) – <u>less than one</u> <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic/Computer Drive</u> 10. Annual Accumulation Number: 1 paper folder and electronic <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) (Electronic/Computer Drive)	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>2 years</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1 st Floor, Reception Office 41770 Baldrige St., Leonardtown MD 20650	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Scanned to MD State Archives standards and then hardcopy is destroyed. Retain digital copy for two (2) years then destroy.		
19. Name and Title of Preparer Tony Jones, Public Information Officer	20. Telephone Number 301-475-4200 x1342	21. Date 12/1/17	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 8 OF 11</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division County Administrator</p>	<p>3. Unit Public Information Office</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Digital Recordings</p>		<p>5. Earliest Year/Latest Year 2011 to present</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Digital & Analog recordings (audio tapes, video tapes, DVDs, & video servers) 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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Video</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital files and audio media and analog media (i.e. audio tapes and DVDs)</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Number: 314 DVDs</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Computer Hard Drives</p> <hr/> <p>10. Annual Accumulation Number: 114 DVDs</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) (computer hard drives)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u> 1 </u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Chesapeake Building, 1st Floor, Video Media Producer's Office 41770 Baldrige St., Leonardtown MD 20650</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Chronological</p>	<p>18. Recommended Retention</p> <p>Permanent. Retain for ten (10) years on site then transfer custody of digital copy to County Archives and State Archives.</p>	
<p>19. Name and Title of Preparer</p> <p>Tony Jones, Public Information Officer</p>	<p>20. Telephone Number</p> <p>301-475-4200 x1342</p>	<p>21. Date</p> <p>12/1/17</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 9 OF 11</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division. County Administrator</p>	<p>3. Unit County Administrator</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series: Time and Attendance</p>	<p>5. Earliest Year/Latest Year 2012 to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) County Administrator's Office retains payroll records/leave forms).</p> <p>Time sheets/leave slips filled out by County employees. Excludes comp time requests.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Number: one file drawer</p> <p><input checked="" type="checkbox"/> File Drawer(s) (previous two years only)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Electronic/Computer Drive</p> <hr/> <p>10. Annual Accumulation Number: 1 folder</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Electronic/Computer Drive and paper folder</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1st Floor, Reception Office 41770 Baldrige St., Leonardtown MD 20650</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No St. Mary's County Department of Finance</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Leave slips - §4-311 of the <i>General Provisions Article of the Annotated Code of Maryland</i> Time Sheets – not restricted</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain seven (7) years then destroy.</p>	
<p>19. Name and Title of Preparer Rebecca Bclton Bridgett, County Administrator</p>	<p>20. Telephone Number 301-475-4200 x1321</p>	<p>21. Date 12/1/17</p>

<p>* Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 10 OF 11</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division County Administrator</p>	<p>3. Unit County Administration.</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series: Travel/Training Forms</p>	<p>5. Earliest Year/Latest Year 2014 to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Documentation on employees' travel expenses or expenses for career training sessions.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Number: one (1) file drawer</p> <p><input checked="" type="checkbox"/> File Drawer(s) (previous five years only)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic/Computer Drive</u></p> <hr/> <p>10. Annual Accumulation Number: one (1) file folder</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic/Computer Drive and one (1) paper folder</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1st Floor, Reception Office) 41770 Baldrige St., Leonardtown MD 20650</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes No St. Mary's County Department of Finance</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain five (5) years then destroy.</p>	
<p>19. Name and Title of Preparer Rebecca Bolton Bridgett, County Administrator</p>	<p>20. Telephone Number 301-475-4200 x1321</p>	<p>21. Date 12/1/17</p>

<p>Instructions --Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 11 OF 11</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Commissioners of St. Mary's County</p>	<p>3. Unit Commissioners of St. Mary's County</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Non-executive Correspondence.</p>	<p>5. Earliest Year/Latest Year <u>2013 to present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Internal and external correspondence sent and received during office operations. Does not include executive-level correspondence, which is documented in #5.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic; Email</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Number:</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic/Computer Drive and one (1) paper folder</u></p> <p>10. Annual Accumulation Number:</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic/Computer Drive and one (1) paper folder</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>39</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Chesapeake Building, 1st Floor, Admin. Assistant's office 41770 Baldrige St., Leonardtown MD 20650</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Emails are saved on the County Server for 40 months.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Department Custody - Retain for thirty nine (39) months then destroyed. Business related correspondence that is essential to a core function of another series should follow the retention period for that series.</p>	
<p>19. Name and Title of Preparer Sharon Ferris, Admin. Assistant to the Commissioners</p>	<p>20. Telephone Number 301-475-4200 x1350</p>	<p>21. Date 12/1/17</p>