	DEPARTMENT OF GENERAL SE	Schedule No. C1287	
R	RECORDS MANAGEMENT DIV RECORDS RETENTION AND DISPOSA	Page 1 of 4	
Agency County	Commissioners of Calvert County, MD	- Administrative	
Item No.	Description		Retention
l 1A	"The issuance of a legal hold by the Co overrides any portion of this record re schedule that otherwise calls for the di destruction of records subject to the ho been released by the County Attorney is subject to a legal hold may be altere transferred, or destroyed, even if the s date has passed. Any person preparin transfer, or destroy a record must asce litigation hold applies to the record be Email Transitory Correspondence Incoming and outgoing correspondence re term interest. Transmittal correspondence departments or external parties containin financial or policy information. This cor impact agency functions. When resolved or purpose.	etention policy or isposal, transfer, or old, until the hold has 's Office. No record that ed, disposed of, scheduled destruction ag to alter, dispose of, ertain whether a fore doing so."	Retain for 1 year and until administrative need ends and then destroy.
or Division	Representative.	hedule Authorized by State	Archivist 2-18
Signature (Julian M. Willi	Ling	HD.R.
Гуреd Name	e <u>J. Mark Willis</u> Sig	gnature WO	- C. J. C. Jan
fitle <u>Direc</u>	tor, Planning & Zoning		

DGS 550-1

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DEPARTMENT OF GENERAL SERVICES DECORDS MANAGEMENT DIVISION	Schedule No. C1287				
RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 2 of 4				
Division/UnitCommissioners of Calvert County, MDPlanning & Zoning - Al	dministrative				
Description	Retention				
Administrative Correspondence					
Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated series should follow the associated retention period.	Retain for 1 year then purge from email system.				
Executive Correspondence					
Incoming and outgoing business-related correspondence that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. The executive decision maker is the agency director.	Permanent. Retain for 1 year then transfer to the State Archives.				
Development Map Files					
Files contain maps and drawings of subdivisions, site plans. Also includes copies of growth tier maps, water and sewer systems, road systems, etc. throughout the county. These files and maps are a permanent record of what exists and changes that have occurred to these systems through the years. Filed by tax map ID#, section and lot numbers and chronologically.	Permanent. Retain for 10 years, then transfer to the Maryland State Archives for permanent retention.				
Development Projects Electronic Files					
Scans (300 DPI) and electronic files of recorded plats, commercial plans, storm plans, road plans and water & sewer plans, historic maps and general services map. These are files received from developers, surveyors, property owners, etc., paper copies do not exist. Files are used by staff during replat review and recordation process. Files are received and useable as PDFs for these purposes. The PDF files are readable and searchable. Files are viewed via large monitors during review process.	Permanent. Retain for 10 years, then transfer to the Maryland State Archives for permanent retention.				
	RECORDS MANAGEMENT DIVISION ECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) Division/Unit ommissioners of Calvert County, MD Description Administrative Correspondence Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated series should follow the associated retention period. Executive Correspondence Incoming and outgoing business-related correspondence that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. The executive decision maker is the agency director. Development Map Files Files contain maps and drawings of subdivisions, site plans. Also includes copies of growth tier maps, water and sewer systems, road systems, etc. throughout the county. These files and maps are a permanent record of what exists and changes that have occurred to these systems through the years. Filed by tax map ID#, section and lot numbers and chronologically. Development Projects Electronic Files Scans (300 DPI) and electronic files of recorded plats, commercial plans, storm plans, road plans and water & sewer plans, historic m				

DGS 550-1A EPARTMENT OF GENERAL SERVICES Schedule No. C1287 **RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE** Page 3 of 4 (Continuation Sheet) Division/Unit Agency County Commissioners of Calvert County, MD Planning & Zoning - Administrative Retention Item Description No. . 4 Zoning Ordinance/Comprehensive Plan Draft Working Retain for 10 years then **Documents Electronic Files** destroy Draft working content, documents (zoning ordinance chapter drafts, amendments/changes, comprehensive plans and other plans with drafts/incomplete chapter versions, etc.) Files are used by staff for review during the 6 and 10 year comprehensive plan updates (which can take up to three years). The County is required by the state of Maryland to update its comprehensive plan and zoning ordinance, which is reliant on the comprehensive plan. These files document the changes via various drafts as presented to the Calvert County Planning Commission and the Board of County Commissioners. The documents are edited multiple times, through numerous drafts before final adoption of the documents. 5 **Code Enforcement Photograph Electronic Files** Retain for 1 year then destroy. Photographs for legal cases for code enforcement. Photographs include violations in non critical area (accumulated trash on properties, properties that do not meet the zoning ordinance standards and that have active violations), violations in the critical area (properties that have tree and vegetation removal violations, etc.) and are not in compliance. Photographs are also included for those properties that have come back into compliance with the zoning ordinance. All photographs are JPG. Photographs are used to document code enforcement cases. Budget/Grants Working Documents/Correspondence 6 Retain for 1 year and until administrative need ends Spreadsheets including budget and department function elements, and then destroy. department statistics for various projects including permits reviewed and approved, critical area grant report statistics. Board of County Commissioners work session material on department projects including watershed implementation program, text amendments, historic district applications, FEMA Hazard Mitigation grant correspondence with property owners, etc. Working files. Drafts are used until completion of budget or grant reports.

DGS 550-1A



	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1287 Page 4 of 4		
Agency County	Commissioners of Calvert County, MD Planning & Zoning - A	dministrative		
Item No	Description	Retention		
7	Staff/Customer Correspondence-Zoning/Land Use Various letters, memoranda or documents created by staff in response to questions or concerns about zoning, land use, planning and other issues related to matters of short term interest. This correspondence is between internal and external customers. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.	Retain for 1 year then destroy.		
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Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GI RECORDS MANAG						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro			PAGE OF9			
	Jessup, Mary						
1. Department/Agency	410-799 2. Division	- 1930		3. Unit			
·	Planning & Zoning			Administrative			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally 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			
1 Email			2	016 to2017			
1A Transitory Correspondence							
6. Record Series Description (Briefly describe the typ	pes of information/docu	ments/forms f	found in th	e series. Include the purpose or function of the			
series.) Incoming and outgoing correspo	ondence related t	o matters	of shor	t term interest. Transmittal			
correspondence between individuals,	departments or e	external pa	arties co	ontaining no final contractual,			
financial or policy information. This co	orrespondence de	oes not im	ipact ag	gency functions. When resolved,			
there is no further use or purpose.							
7. Record Series Format(s) List all	8. Record Serie	s Sequence	9. Voturne 300 mer	jabyles			
🔲 Letter Size 🔲 Microfilm	Alphabetical	5	Number				
Legal Size 🔲 Computer Tape	Numerical		🔲 File Dr.	awar(s)			
- 🗌 Audio Tape 🔲 Floppy Disk		жI	=	Im Reel(s) Jier Tape(s)			
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Other (specify)Emails	Other (spec		150 megabytes				
ં સ્તા છે.	Sorted chronolo alphabetically w		Number				
	within the email	mailbox.	File Dr				
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11. File is Used		12. File Becom		fter			
🛛 Daily 🗌 Weekly 🔲 Monthly 🗌 Annu	ally	see note be Number		Month(s) 🔲 Year(s)			
		Retain until administrative need ends and then destroy.					
13. Current Location(s) (Bldg., Floor, Room)							
150 Main Street - 3rd floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ☑ No					
, Prince Frederick, MD 20678 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements					
Yes 🛛 No		Mone	C) Stata C	Federal 🔲 Independent			
			L State [י פעמיפו בן ווועסאסוגטפונג			
17."Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recommended Retention					
Yes 🛛 No			ministrative need ends and then destroy.				
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date				
Denise Cherry, Manager Administrative Services	410-535-16			e I June 22, 2018			
OGS 550-4 (Rev. 1/93)							

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 S RECORDS MANAGEMENT DI 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930			SION			
1. Department/Agency County Commissioners of Calvert County, MD	2. Division Planning &				3. Unit Administrative		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records no	ormally filed a	ind used as a	unit for ref	erence as well as retention and disposition		
4. Record Series Title 1 Email 1B Administrative Correspondence	4. Record Series Title 1 Email				est Year/Latest Year 016 to2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series). Incoming and outgoing business-related correspondence created in the course of administering agency function and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated series should follow the associated retention period.							
7. Record Series Format(s) List all		8. Record Series					
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🗌 Audio Tape 🔛 Floppy Disk	sk 🛛 🔀 Chronologi				Microfilm Reel(s) Computer Tape(s)		
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11. File is Used			12. File Becomes Inactive After see note below Number Month(s) Year(s) Retain until administrative need ends and then destroy.				
13. Current Location(s) (Bidg., Floor, Room) 150 Main Street – 3 rd floor			14. Is Record Saries Duplicated Elsewhere? (If yes, specify agency or office.)				
Prince Frederick, MD 20678 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No			16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe				18. Recommended Retention Relain for 1 year then purge from email system.			
19. Name and Title of Preparer		20. Telepho	uhone Number 21. Date				
Denise Cherry, Manager Administrative Services		410-535-160	00 x2340	Revised	June 22, 2018		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	ORDS MANAG			AGENCY RECORDS INVENTORY PAGE3 OF9		
1. Department/Agency	2. Divisio	on			3. Unit		
County Commissioners of Calvert County, MD	Planning	& Zoning			Administrative		
DEFINITION: RECORD SERIES: A group of relate	d records r	normally filed a	and used as a	unit for re	ference as well as retention and disposition		
purposes. 4. Record Series Title			5. Earlie	st Year/Latest Year			
1-C Executive Correspondence				2	016to2017		
6. Record Series Description (Briefly describe the t	ypes of info	ormation/docu	iments/forms i	found in th	e series. Include the purpose or function of the		
series.) Incoming and outgoing busines	ss-relate	ed corresp	ondence d	reated	in the course of administering		
agency functions and programs. Ad	ministrat	tive corres	pondence	docum	ents work accomplished,		
transactions made, or actions taken.	This co	orresponde	ence docu	ments t	he implementation of agency		
functions rather than the creation of f	function	s or policie	es.				
7. Record Series Format(s) List all	Lindidi	8. Record Serie		9. Volume			
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		Permane		ent. Retain for 1 year, then transfer to the			
			State Archives.				
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
. 150 Main Street – 3 rd floor Prince Frederick, MD 20678			☐ Yes ⊠ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
Yes 🛛 No				⊡ State □	Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recorr	mandod 5	Potention		
🗋 Yes 🛛 No							
			Permanent. Retain for 1 year, then transfer to the State Archives.				
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	3		
Denise Cherry, Manager Administrative Services		410-535-16			- June 22, 2018		
DGS 550-4 (Rev. 1/93)		l		L			

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Instructions –Type or Print a separate form for			ENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward RECORDS MANAG							
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. I						
	Jessup, Maryland 20794 410-799-1930				PAGE4 OF9		
1. Department/Agency	2. Divisio				3. Unit		
County Commissioners of Calvert County, MD	Planning	& Zoning			Administrative		
DEFINITION: RECORD SERIES: A group of relate	d records i	normally filed a	ind used as a	unit for ref	erence as well as retention and disposition		
purposes. 4. Record Series Title				5. Earlie	est Year/Latest Year		
2 Development Map Files					998to2017		
6. Record Series Description (Briefly describe the t	types of inf	ormation/docu	ments/forms for	ound in the	e series. Include the purpose or function of the		
series Files contain maps and drawings of subdivis	sions, site p	olans (paper co	pies). Also ind	cludes cop	ies of growth tier maps, water and sewer systems,		
road systems, etc., throughout Calvert County. The					-		
systems through the years. Filed by tax map ID#, s	section and		-		ronologically.		
7, Record Series Formal(s) List all		8. Record Series	Sequence	9. Volume 174 cf r	number		
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				_	ears, then transfer to the Maryland State Archives for permanent		
			retention.				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
150 Main Street, 3 rd Floor, Prince Frederick, MD							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes 🛛 No			None	State F	Federal 🔲 Independent		
					- - · ·		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	Retention ·		
Yes No Researched via Maryland State Department of Assessments and Taxation			Permanent. Retain for ten years, then transfer to the Maryland State Archives for permanent				
Researched via Maryland State Department of Assessments and Taxation Real Property Data Search database located at the following website:			retention				
https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx.		i					
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	ê		
Denise Cherry, Manager Administrative Services		410-535-160			- d June 22, 2018		
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DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SER	VICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward		ORDS MANAG				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo			275	PAGE5 OF9	
	Jessup, Maryland 20794 410-799-1930					
1. Department/Agency	2. Divisio				3. Unit	
County Commissioners of Calvert County, MD	Planning	& Zoning			Administrative	
DEFINITION: RECORD SERIES: A group of related purposes.	l records r	normally filed a	nd used as a L	unit for refe	erence as well as retention and disposition	
4. Record Series Title					st Year/Latest Year	
3 Development Projects Electronic Files					000to017	
6. Record Series Description (Briefly describe the ty						
series.) Scans (300 DPI) and electronic		•				
water & sewer plans, historic maps ar	-		-			
surveyors, property owners, etc., pap						
recordation process. Files are receive	ed and ι	useable as	PDFs for	these p	urposes. The PDF files are readable	
and searchable. Files are viewed via	large n		-	•	SS	
7. Record Series Format(s) List all		8. Record Series	Sequence	9. Volume 176 giga	byles	
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រ៉ឺ 11. File is Used ផ្លូ			12. File Become		er	
- 🔀 Daily 🗌 Weekly 🗌 Monthly 🗍 Annu	ually		Number Month(s) Year(s)			
			Permanent. Retain for 10 years, then transfer to the Maryland State Archives for Permanent retention.			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
150 Main Street, 3 rd floor, Prince Frederick, MD			TYes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audil Requirements			
Yes 🖾 No			None 🔲 State 📋 Federal 🔲 Independent			
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention	
Yes □ No Researched via Maryland State Department of Assessments and T	axalion					
Real Property Data Search database located at the following website: https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx.			Permanent. Retain for 10 years, then transfer to the Maryland State			
			Archives for permanent retention.			
19. Name and Title of Preparer		20. Telephor	one Number 21. Date			
Denise Cherry, Manager Administrative Services		410-535-160	00 x2340	Revised	June 22, 2018	
GS 550-4 (Rev. 1/93)						

Instructions – Type or Print a separate form for		RTMENT OF G		VICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with		ORDS MANAG					
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275						
	Jessup, Maryland 20794				PAGE6 OF9		
		410-799-1930					
1. Department/Agency	2. Divisio	лп П			3. Unit		
County Commissioners of Calvert County, MD	Planning	& Zoning			Administrative		
DEFINITION: RECORD SERIES: A group of related	records no	mally filed and	l used as a uni	t for refere	nce as well as retention and disposition purpose		
4. Record Series Title					st Year/Latest Year		
I Zoning Ordinance/Comprehensive Plan Draft Worl	king Docum	nents Electronic	c File	2	000 to2017		
Record Series Description (Briefly describe the type)	pes of infor	mation/docume	ents/forms foun	d in the se	ries. Include the purpose or function of the		
series.) Draft working content, documents (zoning or							
drafts/incomplete chapter versions, etc.) Files are us	sed by staf	f for review du	ring the 6 and	10 year co	omprehensive plan updates (which can take u		
hree years). The County is required by the state o	f Maryland	to update its c	comprehensive	plan and	zoning ordinance is reliant on the		
comprehensive plan. These files document the ch	nanges via	various drafts	as presented t	to the Calv	vert County Planning Commission and Board of		
County Commissioners. The documents are edited	t multiple ti	mes, through r	numerous drafi	ts before f	inal adoption of the documents.		
7. Record Series Format(s) List all		8. Record Series	Sequence	9. Volume			
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· · · · · · · ·	-		Retain for 10 years, then destroy.				
· ·							
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
150 Main Street, 3rd floor, Prince Frederick, MD			🗋 Yes 🛛 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	-		16. Audit Requirements				
Yes 🛛 No							
			🛛 None 🗌 Slale 🗍		Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe re	quirements		18. Recomm	mended R	etention		
🗌 Yes 🛛 No							
			Retain for 1	0 vears, th	en destrov.		
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- 19 Name and Title of Preparer 20. Tolorb							
19. Name and Title of Preparer					ne Number 21. Date 0 x2340 Revised June 22, 2018		

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Instructions – Type or Print a separate form for DEPARTMENT OF C								
each new or revised record series. Forward		ORDS MANAG 5 Waterloo Ro						
with Records Retention Schedule (DGS 550-1)				/5	PAGE7 OF9			
		Jessup, Mary 410-799						
1. Department/Agency	2. Divisio	n –			3. Unit			
County Commissioners of Calvert County, MD	Planning	& Zoning			Administrative			
DEFINITION: RECORD SERIES: A group of related	d records n	ormally filed a	nd used as a u	nit for refe	rence as well as retention and disposition			
purposes. 4. Record Series Title				5. Earlie	est Year/Latest Year			
5 Code Enforcement Photograph Electronic Files					114to2017			
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/docur	nents/forms for	und in the	series. Include the purpose or function of the			
	series.) Photographs for legal cases for code enforcement. Photographs include violations in non critical area (accumulated trash on properties,							
properties that do not meet the zoning ordinance st	andards ar	nd that have ad	ctive violations;), violation:	s in the critical area (properties that have tree and			
vegetation removal violations, etc.) and are not in c	ompliance	with the zoning	g ordinance. P	hotograph	s are also included for those properties that have			
come back into compliance with the zoning ordinan	ice. All pho	tographs are J	PG and stored	l alphabeti	cally, chronologically/case number.			
7, Record Series Format(s) List all	T	8. Record Series	Sequence	9. Volume				
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		In alpha order, according to date						
		and case file number. Numb are assigned chronologically		Microfilm Reet(s) Computer Tape(s)				
			Q Other (specify)gigabytes					
11. File is Used			12. File Becomes Inactive After					
			10 years					
🛛 🛛 Daily 🗌 Weekly 🔲 Monthly 🛄 Ann	iually		Number 10 🔄 Month(s) 🛛 Year(s) Retain for 1 year, then destroy					
·								
. 13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Etsewhere? (If yes, specify agency or office.)					
150 Main Street, 3rd floor, Prince Frederick, MD			TYes 🛛 No					
			16. Audit Demuinemente					
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 r	requirements		18. Recommended Retention					
			Retain for 1	year, then	destroy			
					-			
r 19. Name and Title of Preparer		20. Telephor	ne Number	21. Date	e			
Denise Cherry, Manager Administrative Services		410-535-160		Revised	I June 22, 2018			
<u>р</u> ́GS 550-4 (Rev. 1/93)		<u>_</u>		<u>ا</u>				
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Instructions Type or Print a separate form for	DEPARTMENT OF GENERAL SE			NICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward		RDS MANAG					
with Records Retention Schedule (DGS 550-1)		i Waterloo Ro					
with Networks Neterliton Schedule (DGS 550-1)	1215	Jessup, Man		215	PAGE8 OF9		
	0.011	410-799	-1930		2 Lloit		
1. Department/Agency	2. Divisio				3. Unit		
County Commissioners of Calvert County, MD	Planning	& Zoning			Administrative		
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	ormally 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		
6 Budget/Grants Working Documents/Corresponde	nce			2	014 to 2017		
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/docu	iments/forms	found in th	e series. Include the purpose or function of the		
series). Spreadsheets including budget and departr	ment functi	ion elements (documentatio	n, departm	ent statistics for various projects including permits		
reviewed and approved, critical area grant report st	atistics. Bo	pard of County	Commission	ers work s	ession material on department projects including		
watershed implementation program, text amendment	nts, histori	c district appli	cations, FEM	A Hazard	Mitigation grant correspondence with property		
owners, etc. Working files. Drafts are used until con	npletion of	budget or gra	int reports.				
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Voturne			
🗌 Letter Size 🔲 Microfilm		🗙 Alphabetica	I	425 giga			
🗌 Legal Size 🔄 Computer Tape		Numerical		File Dra			
		_			iter Tape(s)		
🗋 Audio Tape 📑 Floppy Disk		🛛 Chronologic	al	Other (specify)_gigabyles			
🗋 Bound Book 🔄 Video Tape		Geographic	ai	10. Annual Accumulation			
Other (specify) Word, EXCEL, ACCESS and PDF files of		🔀 Other (spec	ify)Files	Files Number			
documents		Are sorted alph					
		Topic folders ar	nd by date	File Or			
		Produced.			im Reel(s) uter Tape(s)		
a 216				Other (specify)_gigabytes			
				L			
11. File is Used			12. File Becom See below_	. File Becomes Inactive After See below			
🛛 Daily 📋 Weekly 🗌 Monthly 📋 Ann	wally		Number		Month(s) 🛛 Year(s)		
			Retain for 1 ye	ar or until administrative need ends and then destroy.			
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
150 Main Street, - 3rd floor, Prince Frederick, MD			🗌 Yes	No No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes 🛛 No							
			None None	L] State	Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recon	mended f	Retention		
Yes 🛛 No			Retain for	1 year d u	ntil administrative need ends and then destroy.		
				•	-		
		20. Telepho	ne Number	ber 21. Date			
Denise Cherry, Manager Administrative Services		410-535-16			June 22, 2018		
DGS 550-4 (Rev. 1/93)							

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	DEPARTMENT OF GENERAL SERVICES			/ICES	AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for each new or revised record series. Forward		CORDS MANAG					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2						
	•	Jessup, Mar		-	PAGE9 OF9		
		410-79	-				
1. Department/Agency	2. Divisio				3. Unit		
County Commissioners of Calvert County, MD	Planning) & Zoning			Administrative		
DEFINITION: RECORD SERIES: A group of relate	d records r	normally filed a	nd u <u>sed as a u</u> r	nit for refer	ence as well as retention and disposition purposes.		
4. Record Series Title					st Year/Latest Year		
7 Staff/Customer Correspondence-Zoning/Land Us					014 to2017		
6. Record Series Description (Briefly describe the t							
series). Various letters, memoranda or documents							
issues related to matters of short term interest. This agency functions. When resolved, there is no furthe	•		een internal an	a externar o	customers. This correspondence does not impact		
7. Record Series Format(s) List all		8. Record Series	Sequence	9. Volume			
			~~quuivo	225 giga	bytes		
🖾 Letter Size 🔲 Microfilm		Alphabetical		Fite Dri	shupt/c)		
. 🔀 Legal Size 🔄 Computer Tape		Numerical		Microfil			
					iter Tape(s)		
I · · D Audio Tape Disk		Chronological	I	K∐ Other (specify)_gigabytes		
C Bound Book Video Tape		. Geographical	l		Accumulation		
Other (specify)_Word documents and PDF files_		Other (specify	v) Electronic	100 gig Number	abytes		
		Document files a					
		Alphabetical orde	r, chronologically,	File Dra			
					buter Tape(s)		
				Other ((specify)_gigabytes		
11. File is Used		1	12. File Become	I s Inactive Afte	r		
			1	_			
🛛 Daily 🗌 Weekly 🔲 Monthly 🗌 Ann	ually		Number 🔲 Month(s) 🛛 Year(s)				
			Retain for 1 yea	r then destroy.			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Se	eries Ouplicate	d Elsewhere? (If yes, specify agency or office.)		
150 Main Street – 3 rd floor, Prince Frederick, MD			Yes 🔯 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
· [] Yes 🛛 No							
· · ·			🛛 None 🔲 State 🔲 Fedaral 🔲 Independent				
5. 		····					
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention				
Yes XNo 2							
			Retain for 1 year then destroy.				
		,					
19. Name and Title of Preparer		20. Telephor	ne Number	21. Date			
Denise Cherry, Manager Administrative Services 410-535-160		0 x2340	Revised	June 22, 2018			
DGS 550-4 (Rev. 1/93)							
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