

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

Schedule No. C1287

Page 1 of 4

Agency
County Commissioners of Calvert County, MD

Division/Unit
Planning & Zoning - Administrative

Item No.

Description

Retention

1
1A

“The issuance of a legal hold by the County Attorney’s Office overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the County Attorney’s Office. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so.”

**Email
Transitory Correspondence**

Incoming and outgoing correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

Retain for 1 year and until administrative need ends and then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date Revised June 22, 2018

Signature Julian M. Willis

Typed Name J. Mark Willis

Title Director, Planning & Zoning

Schedule Authorized by State Archivist

Date 9-12-18

Signature Timothy D. Bal

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

Schedule No. C1287

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Agency County Commissioners of Calvert County, MD	Division/Unit Planning & Zoning - Administrative
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Item No.	Description	Retention
1B	<p>Administrative Correspondence</p> <p>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.</p>	Retain for 1 year then purge from email system.
1C	<p>Executive Correspondence</p> <p>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.</p>	Permanent. Retain for 1 year, then transfer to the State Archives.
2	<p>Development Map Files</p> <p>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.</p>	Permanent. Retain for 10 years, then transfer to the Maryland State Archives for permanent retention.
3	<p>Development Projects Electronic Files</p> <p>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.</p>	Permanent. Retain for 10 years, then transfer to the Maryland State Archives for permanent retention.

**DGS 550-1A EPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. C1287

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Agency County Commissioners of Calvert County, MD	Division/Unit Planning & Zoning - Administrative
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Item No.	Description	Retention
4	<p>Zoning Ordinance/Comprehensive Plan Draft Working Documents Electronic Files</p> <p>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.</p>	Retain for 10 years then destroy
5	<p>Code Enforcement Photograph Electronic Files</p> <p>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.</p>	Retain for 1 year then destroy.
6	<p>Budget/Grants Working Documents/Correspondence</p> <p>Spreadsheets including budget and department function elements, 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.</p>	Retain for 1 year and until administrative need ends and then destroy.

**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

Division/Unit
Planning & Zoning - Administrative

Item No.	Description	Retention
7	<p>Staff/Customer Correspondence-Zoning/Land Use</p> <p>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.</p>	Retain for 1 year then destroy.

<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 <u>1</u> OF <u>9</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Planning & Zoning</p>	<p>3. Unit Administrative</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 1 Email 1A Transitory Correspondence</p>	<p>5. Earliest Year/Latest Year <u>2016</u> to <u>2017</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.) Incoming and outgoing correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</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 Tapes <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>Emails</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" 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 checked="" type="checkbox"/> Other (specify) <u>Emails are Sorted chronologically and alphabetically within folders within the email mailbox.</u></p>	<p>9. Volume <u>300</u> megabytes Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>1200 megabytes</u></p> <p>10. Annual Accumulation <u>150</u> megabytes Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>megabytes</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 <u>see note below</u></p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Retain until administrative need ends and then destroy.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 150 Main Street - 3rd floor Prince Frederick, MD 20678</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 1 year until administrative need ends and then destroy.</p>	
<p>19. Name and Title of Preparer Denise Cherry, Manager Administrative Services</p>	<p>20. Telephone Number 410-535-1600 x2340</p>	<p>21. Date Revised June 22, 2018</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 <u>2</u> OF <u>9</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Planning & Zoning</p>	<p>3. Unit Administrative</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 1 Email 1B Administrative Correspondence</p>	<p>5. Earliest Year/Latest Year ____2016____ to ____2017____</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). 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.</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 type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify)____Emails</p>	<p>8. Record Series Sequence</p> <p><input checked="" 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) Emails are Sorted chronologically and Alphabetically in topical Folders within the email mailbox</p>	<p>9. Volume ____1100 megabytes____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)____1100 megabytes____</p> <p>10. Annual Accumulation ____800 megabytes____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)____megabytes____</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 ____see note below____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Retain until administrative need ends and then destroy.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 150 Main Street – 3rd floor Prince Frederick, MD 20678</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 1 year then purge from email system.</p>	
<p>19. Name and Title of Preparer Denise Cherry, Manager Administrative Services</p>	<p>20. Telephone Number 410-535-1600 x2340</p>	<p>21. Date Revised June 22, 2018</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 <u>3</u> OF <u>9</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Planning & Zoning</p>	<p>3. Unit Administrative</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 1-C Executive Correspondence</p>	<p>5. Earliest Year/Latest Year <u>2016</u> to <u>2017</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.) 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.</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 type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u> Emails </u></p>	<p>8. Record Series Sequence</p> <p><input checked="" 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 checked="" type="checkbox"/> Other (specify) <u> Emails are sorted chronologically and alphabetically within folders within the email mailbox. </u></p>	<p>9. Volume <u> 3200 </u> megabytes Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u> 900 megabytes </u></p> <hr/> <p>10. Annual Accumulation <u> 800 </u> megabytes Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u> megabytes </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 <u> see note below </u> Number <input type="checkbox"/> Month(s) 1 <input type="checkbox"/> Year(s)</p> <p>Permanent. Retain for 1 year, then transfer to the State Archives.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 150 Main Street – 3rd floor Prince Frederick, MD 20678</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Permanent. Retain for 1 year, then transfer to the State Archives.</p>	
<p>19. Name and Title of Preparer Denise Cherry, Manager Administrative Services</p>	<p>20. Telephone Number 410-535-1600 x2340</p>	<p>21. Date Revised June 22, 2018</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 <u>4</u> OF <u>9</u>	
1. Department/Agency County Commissioners of Calvert County, MD		2. Division Planning & Zoning		3. Unit Administrative	
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 2 Development Map Files				5. Earliest Year/Latest Year <u>1998</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Files contain maps and drawings of subdivisions, site plans (paper copies). Also includes copies of growth tier maps, water and sewer systems, road systems, etc., throughout Calvert 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 alphabetically and chronologically.					
7. Record Series Format(s) List all <input 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>Maps and plats 18x24, 36x48</u>		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Maps are Filed by tax map ID#, section and lot numbers, chronologically and in alphabetical order.</u>		9. Volume <u>174</u> of number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>60 Flat map file cabinets drawers</u> 10. Annual Accumulation <u>1.45</u> of Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>1/2 map drawer</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>see statement below</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Permanent. Retain for ten years, then transfer to the Maryland State Archives for permanent retention.		
13. Current Location(s) (Bldg., Floor, Room) 150 Main Street, 3rd Floor, Prince Frederick, MD			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Researched via Maryland State Department of Assessments and Taxation Real Property Data Search database located at the following website: https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx			18. Recommended Retention Permanent. Retain for ten years, then transfer to the Maryland State Archives for permanent retention		
19. Name and Title of Preparer Denise Cherry, Manager Administrative Services		20. Telephone Number 410-535-1600 x2340		21. Date Revised June 22, 2018	

<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 <u>5</u> OF <u>9</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Planning & Zoning</p>	<p>3. Unit Administrative</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 3 Development Projects Electronic Files</p>	<p>5. Earliest Year/Latest Year ____2000____ to ____2017____</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.) 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.</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 type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) _____Electronic files/word documents and PDF files</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____Plans/plats Maps are filed according to tax Map/parcel id, alphabetically and Chronologically.</p>	<p>9. Volume ____176 gigabytes</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) _____gigabytes _____</p> <p>10. Annual Accumulation ____10 gigabytes____ 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) _____gigabytes _____</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 ____see note below____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Permanent. Retain for 10 years, then transfer to the Maryland State Archives for Permanent retention.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 150 Main Street, 3rd floor, Prince Frederick, MD</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 Researched via Maryland State Department of Assessments and Taxation Real Property Data Search database located at the following website: https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx.</p>	<p>18. Recommended Retention Permanent. Retain for 10 years, then transfer to the Maryland State Archives for permanent retention.</p>	
<p>19. Name and Title of Preparer Denise Cherry, Manager Administrative Services</p>	<p>20. Telephone Number 410-535-1600 x2340</p>	<p>21. Date Revised June 22, 2018</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 <u>6</u> OF <u>9</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Planning & Zoning</p>	<p>3. Unit Administrative</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 4 Zoning Ordinance/Comprehensive Plan Draft Working Documents Electronic File</p>	<p>5. Earliest Year/Latest Year <u>2000</u> to <u>2017</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.) Draft working content, documents (zoning ordinance chapter drafts, amendments/changes, comprehensive plans and other plans and 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 is reliant on the comprehensive plan. These files document the changes via various drafts as presented to the Calvert County Planning Commission and Board of County Commissioners. The documents are edited multiple times, through numerous drafts before final adoption of the documents.</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 checked="" type="checkbox"/> Other (specify word documents and PDF documents)</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Files are kept in alpha order, according to date And category/topic.</p>	<p>9. Volume</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>2000</u> gigabytes</p> <hr/> <p>10. Annual Accumulation <u>100</u> gigabytes 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) _____ gigabytes</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 <u>10</u> years Number <u>10</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Retain for 10 years, then destroy..</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 150 Main Street, 3rd floor, Prince Frederick, MD</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 10 years, then destroy.</p>	
<p>19. Name and Title of Preparer Denise Cherry, Manager Administrative Services</p>	<p>20. Telephone Number 410-535-1600 x2340</p>	<p>21. Date Revised June 22, 2018</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 <u>7</u> OF <u>9</u>	
1. Department/Agency County Commissioners of Calvert County, MD		2. Division Planning & Zoning		3. Unit Administrative	
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 5 Code Enforcement Photograph Electronic Files			5. Earliest Year/Latest Year <u>2014</u> to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found 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 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 with the zoning ordinance. Photographs are also included for those properties that have come back into compliance with the zoning ordinance. All photographs are JPG and stored alphabetically, chronologically/case number.					
7. Record Series Format(s) List all <input 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) JPG photograph files		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Files are kept in alpha order, according to date and case file number. Numbers are assigned chronologically.		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>3.5 gigabytes</u> 10. Annual Accumulation <u>1</u> gigabytes _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ gigabytes _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>10</u> years _____ Number <u>10</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Retain for 1 year, then destroy		
13. Current Location(s) (Bldg., Floor, Room) 150 Main Street, 3 rd floor, Prince Frederick, MD			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 Retain for 1 year, then destroy		
19. Name and Title of Preparer Denise Cherry, Manager Administrative Services		20. Telephone Number 410-535-1600 x2340		21. Date Revised June 22, 2018	

<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 <u>8</u> OF <u>9</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Planning & Zoning</p>	<p>3. Unit Administrative</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 6 Budget/Grants Working Documents/Correspondence</p>	<p>5. Earliest Year/Latest Year <u>2014</u> to <u>2017</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). Spreadsheets including budget and department function elements documentation, 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.</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 type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Word, EXCEL, ACCESS and PDF files of documents</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" 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 checked="" type="checkbox"/> Other (specify) <u>Files</u> Are sorted alphabetically in Topic folders and by date Produced.</p>	<p>9. Volume <u>425</u> gigabytes</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>gigabytes</u></p> <hr/> <p>10. Annual Accumulation <u>125</u> gigabytes 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>gigabytes</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 <u>See below</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Retain for 1 year or until administrative need ends and then destroy.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 150 Main Street, - 3rd floor, Prince Frederick, MD</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 1 year \uparrow until administrative need ends and then destroy.</p>	
<p>19. Name and Title of Preparer Denise Cherry, Manager Administrative Services</p>	<p>20. Telephone Number 410-535-1600 x2340</p>	<p>21. Date Revised June 22, 2018</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 <u>9</u> OF <u>9</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Planning & Zoning</p>	<p>3. Unit Administrative</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 7 Staff/Customer Correspondence-Zoning/Land Use</p>	<p>5. Earliest Year/Latest Year ____2014 to ____2017____</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). 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.</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 checked="" type="checkbox"/> Other (specify) <u>Word documents and PDF files</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" 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 checked="" type="checkbox"/> Other (specify) <u>Electronic Document files are kept in topical Alphabetical order, chronologically.</u></p>	<p>9. Volume ____225 gigabytes</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>gigabytes</u> _____</p> <p>10. Annual Accumulation ____100 gigabytes____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>gigabytes</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>Retain for 1 year then destroy.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 150 Main Street – 3rd floor, Prince Frederick, MD</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 1 year then destroy.</p>	
<p>19. Name and Title of Preparer Denise Cherry, Manager Administrative Services</p>	<p>20. Telephone Number 410-535-1600 x2340</p>	<p>21. Date Revised June 22, 2018</p>