


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

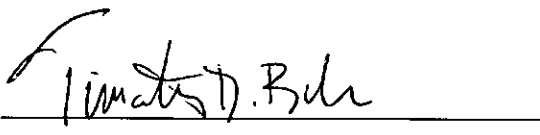
Schedule No. C1304

Page 1 of 6

Agency County Commissioners of Calvert County, MD **Division/Unit** Economic Development

Item No.	Description	Retention
1	<p>“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.”</p> <p>Minutes and Agendas</p> <p>This series involves monthly minutes and agendas from various commissions/committees staffed by the department, including the Economic Development Authority (formerly Industrial Park Authority), Economic Development Advisory Commission, Economic Development Commission, Tourism Advisory Commission (formerly Tourism Advisory Committee), and the Agriculture Commission</p>	<p>Permanent. Retain 75 years then transfer to Maryland State Archives for permanent retention.</p>
2	<p>Economic Development Authority (EDA)/Calvert County Industrial Park</p> <p>The Calvert County Industrial Park (CCIP), located on Rt. 231 in Calvert County, became operational in 1978 and managed by the EDA (formerly Industrial Park Authority) and the Department of Economic Development (DED). This series includes</p>	<p>Retain 75 years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date 8/2/18
 Signature 
 Typed Name Kelly Slagle
 Title Director, Economic Development

Schedule Authorized by State Archivist
 Date 10-11-18
 Signature 

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

Schedule No. C1304

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Agency County Commissioners of Calvert County, MD	Division/Unit Economic Development
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Item No.	Description	Retention
2 (cont.)	documentation regarding the sale of lots at the CCIP, loan agreements, contracts, and mortgage and loan payment receipts. It also includes historical documents regarding the creation of the CCIP, documents outlining the funding for the park, infrastructure, and other documents that provide important historical information about activities at the CCIP that may be valuable to future DED employees and members of the EDA. Our documentation is a vital part of the history of the CCIP.	
2-A	Economic Development Authority (EDA)/Calvert County Industrial Park This series includes deeds relating to the purchase of lots at the Calvert County Industrial Park.	Permanent. Retain 75 years then transfer to Maryland State Archives for permanent retention.
3	Calvert Economic Development Loan Fund (CEDLF) files Documents relating to the application and/or granting of loans through the CEDLF, including loan agreements and payment records.	Retain in accordance with terms of the contracts or loan agreements, or 10 years after last action, whichever is greater, then destroy.
4	Prospect/client files Files containing information regarding prospects/clients seeking information and/or assistance to start, retain or relocate a business in Calvert County.	Retain for 25 years after last action, then destroy.
5	Account Funding Files-Budget/Purchase Orders/Check Requests Documentation and backup information for department budget submittals, purchase orders and check requests.	Retain for 5 years, then destroy.

**DEPARTMENT OF GENERAL SERVICES
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RECORDS RETENTION AND DISPOSAL SCHEDULE
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Agency County Commissioners of Calvert County, MD	Division/Unit Economic Development
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Item No.	Description	Retention
6	<p>Small Business Development Center (SBDC)-Memorandum of Understanding (MOU)</p> <p>Annual MOUs between the SBDC and the Board of County Commissioners (BOCC) to provide SBDC counseling services to Calvert County clients.</p>	Retain in accordance with terms of contract or 5 years after termination, whichever is greater, then destroy.
7	<p>Patuxent Business Park (PBP)-Lot Sales</p> <p>Documentation regarding the sale of lots at the PBP in Lusby, Maryland. This includes letters of intent, agreements, contracts, and any other documentation related to lot sales.</p>	Retain 75 years after last action, then destroy.
7-A	<p>Patuxent Business Park (PBP)-Historical Documentation</p> <p>Historical files/documents pertaining to the creation and development of the PBP, including Deeds, Agreements, Easements, Ordinances, Resolutions and financing sources for PBP. These historical documents will be a valuable resource to future DED employees and Board of County Commissioners.</p>	Permanent. Retain 75 years after last action, then transfer to Maryland State Archives for permanent retention.
8	<p>Correspondence/Subject Files-Committees/Commissions</p> <p>Files/documents (excluding minutes and agendas) consisting of incoming/outgoing correspondence and memoranda, membership and recommendations/actions taken by the various committees/commissions staffed by the department, including but not limited to, the Economic Development Authority (EDA), Economic Development Advisory Commission, Economic Development Commission (EDC), Tourism Advisory Commission (TAC), and Agriculture Commission.</p>	Retain for 5 years, then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Agency
County Commissioners of Calvert County, MD

Division/Unit
Economic Development

Item No.	Description	Retention
9	<p>General correspondence</p> <p>Incoming/outgoing correspondence relating to projects/events/functions of the department.</p>	Retain for 5 years, then destroy.
10	<p>TRIM/HP Records Management Correspondence</p> <p>TRIM/HP Records Management System is correspondence tracking software used by the Board of County Commissioners (BOCC) to manage citizen complaints/inquiries. The complaints/inquiries are assigned/tasked by the BOCC to the appropriate department for a response. Our department maintains a file for all TRIMs tasked to us through the TRIM/HP Records Management System. Files contain original assignment and all activity/documentation necessary to either produce a response letter for BOCC signature or resolve issue/complaint. Our retention period for TRIMs is shorter than for our general correspondence because the BOCC maintains a permanent record of all TRIMS and responses and the department maintains a reference copy.</p>	Retain for 3 years, then destroy.
11	<p>Employee Personnel Files</p> <p>Files pertaining to the employment history of Department of Economic Development staff.</p>	Retain 7 years after employee's departure from Economic Development, then destroy.
12	<p>Payroll Timesheets/Work Report Forms</p> <p>Timesheets and Work Report forms for Economic Development staff submitted to the Department of Finance & Budget for payroll purposes.</p>	Retain for 5 years, then destroy.

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RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. C1304

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Agency County Commissioners of Calvert County, MD	Division/Unit Economic Development
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Item No.	Description	Retention
13	<p>Calvert County Business Database</p> <p>Access database contains contact information on Calvert County businesses, including but not limited to: Business name, owner name, address, phone number, email, web address, number of employees and years in business. Information used by department to track number of businesses in the county and for various reporting documents produced by the department. Searchable database provided on county website for use by general public.</p>	Continuous record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
14	<p>Business Assistance Database</p> <p>Access database contains information regarding assistance provided to county businesses by department staff in an effort to retain or expand their business in Calvert County. Database includes name of business, owner, contact information, the nature of the inquiry or requested assistance and the resolution.</p>	Retain 50 years after last modification, or until no longer needed for current business, whichever is later, then destroy.
15	<p>Prospect Database</p> <p>Access database used by department staff to track all communications with prospects/clients looking for information or assistance to start, relocate or expand their business in Calvert County.</p>	Retain for 50 years after last communication, then destroy.
16	<p>LocationOne EcoDev Tracker</p> <p>Web-based software designed for collection, tracking and reporting of economic development project activity for development, retention and expansion. This software allows staff to enter notes regarding each communication or action taken with a client, which can then be viewed by other staff members at any given time to avoid duplication and ensure all staff has access to the most up to date information or action taken on any particular client</p>	Continuous record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

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

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Agency County Commissioners of Calvert County, MD	Division/Unit Economic Development
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Item No.	Description	Retention
17	<p>iDSS(Internet Destination Sales System)</p> <p>Web-based software designed for use by Convention & Visitor Bureaus (CVBs) and Destination Management Organizations (DMOs) to track tourism inquiries, brochure distribution, contacts, and media coverage.</p>	Retain for 75 years after last action, then destroy.
18	Email	
18-A	<p>Transitory Correspondence</p> <p>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>	Retain until administrative need ends then purge from email system.
18-B	<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.
18-C	<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.

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 1 OF 33	
1. Department/Agency Board of County Commissioners of Calvert County, MD		2. Division Department of Economic Development		3. Unit	
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 Minutes and Agendas				5. Earliest Year/Latest Year 1969 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.) Minutes and agendas from various commissions/committees staffed by the department, including the Economic Development Authority (formerly Industrial Park Authority), Economic Development Advisory Commission, Economic Development Commission, Tourism Advisory Commission (formerly Tourism Advisory Committee), and the Agriculture Commission					
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 checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Electronic		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 Approx. 25 binders 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) 3-ring Binder Books 10. Annual Accumulation 100 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) Approx. 100 pages per year	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Commission/Committee dissolves Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, Prince Frederick, MD 20678			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 Permanent. Retain 75 years then transfer to Maryland State Archives for permanent retention.		
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development		20. Telephone Number 410-535-4583		21. Date August 7, 2018	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 2 of 33	
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Minutes and Agendas				5 EARLIEST YEAR/LATEST YEAR 1997 TO Present	
6 INPUT - Identify source of information to be entered Transcripts of minutes from recorded or written notes from meetings of various commissions/committees staffed by the Dept. of Economic Development			7 OUTPUT - Identify the use/s of information generated by system Used for historical reference by staff and general public.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Minutes and agendas – documented record of actions taken at meetings of various commissions/committees staffed by the Dept. of Economic Development for historical purposes and for reference by staff and general public.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Dept. of Economic Development staff, however, copies of minutes/agenda are available for review by the general public.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM After approval via a majority vote from members of the commission/committee, minutes and agendas become documents of record and are not modified or revised in any way.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Microsoft Word documents located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Permanent. Retain 75 years then transfer to Maryland State Archives for permanent retention.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

<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 3 OF 33</p>
<p>1. Department/Agency Board of County Commissioners of Calvert County, MD</p>	<p>2. Division Department of Economic Development</p>	<p>3. Unit</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 Economic Development Authority (EDA)/Calvert County Industrial Park</p>	<p>5. Earliest Year/Latest Year 1975 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.) The Calvert County Industrial Park (CCIP), located on Rt. 231 in Calvert County, became operational in 1978 and managed by the EDA (formerly Industrial Park Authority) and the Department of Economic Development (DED). This series includes documentation regarding the sale of lots at the CCIP, loan agreements, contracts, and mortgage and loan payment receipts. It also includes historical documents regarding the creation of the CCIP, documents outlining the funding for the park, infrastructure, and other documents that provide important historical information about activities at the CCIP that may be valuable to future DED employees and members of the EDA. Our documentation is a vital part of the history of the CCIP.</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) Electronic</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 <u>3</u> 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 type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation Minimal. All lots are sold at CCIP but occasional questions arise regarding lot sales/tenants. 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 type="checkbox"/> Other (specify) _____</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 All terms of contract/agreement have been complied with and/or payment received in full, if file in non-compliance, will become inactive when details of non-compliance are documented. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act – Rule 4-335 – Confidential Information</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</p>	<p>18. Recommended Retention Retain 75 years, then destroy.</p>	
<p>19. Name and Title of Preparer Kelly Slagle, Director, Economic Development</p>	<p>20. Telephone Number 410-535-4583</p>	<p>21. Date August 7, 2018</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 4 of 33	
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Economic Development Authority (EDA)/Calvert county Industrial Park				5 EARLIEST YEAR/LATEST YEAR 2006 TO Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff – scanned copies of documents relating to lot sales/loans at the Calvert County Industrial Park, located on Rt. 231 in Calvert County, MD			7 OUTPUT - Identify the use/s of information generated by system For use by EDA/ Dept. of Economic Development staff for management and record keeping of lot sales at the Calvert County Industrial Park		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. The Calvert County Industrial Park (CCIP), located on Rt. 231 in Calvert County, became operational in 1978 and managed by the EDA (formerly Industrial Park Authority) and the Department of Economic Development (DED). This series includes documentation regarding the sale of lots at the CCIP, loan agreements, contracts, and mortgage and loan payment receipts. It also includes historical documents regarding the creation of the CCIP, documents outlining the funding for the park, infrastructure, and other documents that provide important historical information about activities at the CCIP that may be valuable to future DED employees and members of the EDA. Our documentation is a vital part of the history of the CCIP.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to EDA and Department of Economic Development staff					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Documents such as loan agreements, contracts, mortgages, etc. are legal documents maintained for record keeping purposes and are not updated/ revised in any way. New information/documentation may be added to the files as it becomes available.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Various Microsoft Word/ .pdf documents are located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Retain 75 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

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	
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4. Record Series Title Economic Development Authority (EDA)/Calvert County Industrial Park				5. Earliest Year/Latest Year 1975 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.) This series includes deeds relating to the purchase of lots at the Calvert County Industrial Park (CCIP).					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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) Electronic		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>3</u> 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) _____	
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11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After All terms of contract/agreement have been complied with and/or payment received in full. If file in non-compliance, will become inactive when details of non-compliance are documented. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, Prince Frederick, MD 20678			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act – Rule 4-335 – Confidential Information			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 Permanent. Retain 75 years, then transfer to Maryland State Archives for permanent retention.		
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development		20. Telephone Number 410-535-4583		21. Date August 7, 2018	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
		Page 6 of 33			
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Economic Development Authority (EDA)/Calvert County Industrial Park				5 EARLIEST YEAR/LATEST YEAR 2006 TO Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff – scanned copies of deeds relating to lot sales at the Calvert County Industrial Park, located on Rt. 231 in Calvert County, MD			7 OUTPUT - Identify the use/s of information generated by system For use by EDA/ Dept. of Economic Development staff for management and record keeping of lot sales at the Calvert County Industrial Park		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series includes deeds relating to the purchase of lots at the Calvert County Industrial Park.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to EDA and Department of Economic Development staff					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Documents such as Deeds are legal documents maintained for record keeping purposes and are not updated/revise in any way.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Various Microsoft Word/ .pdf documents are located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
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13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

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 33
1. Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Department of Economic Development	3. Unit
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 Calvert Economic Development Loan Fund (CEDLF) files		5. Earliest Year/Latest Year 1997 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.) Documents relating to the application and/or granting of loans through the CEDLF, including loan agreements and payment records.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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) Electronic	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 1 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) 10. Annual Accumulation Varies depending on number of loan fund applications received. Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After When terms of loan agreements are fulfilled and/or loan paid in full. If in non-compliance, will become inactive when details of non-compliance are documented. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, Prince Frederick, MD 20678	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. of Finance & Budget has copies of loan agreements and payment history.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act – Rule 4-335 – Confidential Information	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 in accordance with terms of the contracts or loan agreements, or 10 years after last action, whichever is greater, then destroy.	
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development	20. Telephone Number 410-535-4583	21. Date August 7, 2018

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
		Page 8 of 33			
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Calvert Economic Development Loan Fund (CEDLF) files				5 EARLIEST YEAR/LATEST YEAR 2007 TO Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff as related to CEDLF			7 OUTPUT - Identify the use/s of information generated by system For use by EDA/ Dept. of Economic Development staff for management and documentation of loans requested/granted through the CEDLF.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documents relating to the application and/or granting of loans through the CEDLF, including loan agreements and payment records.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Documents such as loan agreements, contracts, etc. are legal documents maintained for record keeping purposes and are not updated/revise in any way. New information/documentation may be added as it becomes available.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Various Microsoft Word/ .pdf documents are located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Retain in accordance with terms of the contracts or loan agreements, or 10 years after last action, whichever is greater, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

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 9 OF 33	
1. Department/Agency Board of County Commissioners of Calvert County, MD		2. Division Department of Economic Development		3. Unit	
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 Prospect/Client files				5. Earliest Year/Latest Year 1986 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.) Files containing information regarding prospects/clients seeking information and/or assistance to start, retain or relocate a business in Calvert County.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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) Electronic		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 3 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)	
				10. Annual Accumulation Varies. Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Three years after last action. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, Prince Frederick, MD 20678			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 25 years after last action, then destroy.		
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development		20. Telephone Number 410-535-4583		21. Date August 7, 2018	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY <p style="text-align: center;">Page 10 of 33</p>	
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Prospect/Client files				5 EARLIEST YEAR/LATEST YEAR 1998 TO Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff based on information received from prospect/client and research conducted.			7 OUTPUT - Identify the use/s of information generated by system For use by Dept. of Economic Development staff to provide clients with assistance on various issues, including expansion and/or relocation to Calvert County.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Files containing information regarding prospects/clients seeking information and/or assistance to start, retain or relocate a business in Calvert County.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM New information/documentation may be added to the files as it becomes available.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Various Microsoft Word and/or .pdf documents are located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Retain for 25 years after last action, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Stagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

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 11 OF 33
1. Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Department of Economic Development	3. Unit
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 Account Funding Files-Budget/Purchase Orders/Check Requests		5. Earliest Year/Latest Year 2012 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.) Documentation and backup information for department budget submittals, purchase orders and check requests.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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) Electronic	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 3 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) 10. Annual Accumulation Varies Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
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 End of fiscal year or when all transactions are complete. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, Prince Frederick, MD 20678	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partial duplication in Dept. of Finance & Budget	
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 5 years, then destroy.	
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development	20. Telephone Number 410-535-4583	21. Date August 7, 2018

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 12 of 33	
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Account Funding Files-Budget/Purchase Orders/Check Requests				5 EARLIEST YEAR/LATEST YEAR 2012 TO Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff based on various quotes/invoices received as well as research for annual budget preparation.			7 OUTPUT - Identify the use/s of information generated by system Documentation/spreadsheets for use by Economic Development staff for record keeping purposes of budget submittals, purchases made and invoices paid annually.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documentation and backup information for department budget submittals, purchase orders and check requests.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Documents are revised on an as-needed basis (i.e., if budget has to be revised or a purchase order needs to be increased).					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Various Microsoft Word/Excel and/or .pdf documents are located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Retain for 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

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 13 OF 33	
1. Department/Agency Board of County Commissioners of Calvert County, MD		2. Division Department of Economic Development		3. Unit	
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 Small Business Development Center (SBDC) Memorandum of Understanding (MOU)				5. Earliest Year/Latest Year 2012 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.) Annual MOU's between the SBDC and the Calvert County Board of County Commissioners to provide SBDC counseling services to Calvert County clients.					
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) Electronic		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 1/2 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)	
				10. Annual Accumulation 1 new file folder annually 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) – file folder	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After When MOU expires and terms and conditions of agreement are fulfilled. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, Prince Frederick, MD 20678			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No BOCC has a copy of the MOU		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent SBDC must submit bi-annual reports.		
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 in accordance with terms of contract or 5 years after termination, whichever is greater, then destroy.		
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development		20. Telephone Number 410-535-4583		21. Date August 7, 2018	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Small Business Development Center (SBDC) Memorandum of Understanding (MOU)				5 EARLIEST YEAR/LATEST YEAR 2012 TO Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff. MOU prepared by College of Southern MD/SBDC with edits as requested by BOCC/Economic Development staff.			7 OUTPUT - Identify the use/s of information generated by system MOU used to document agreement between the College of Southern MD and Calvert County Government to provide business counseling services to Calvert County residents.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Annual MOU and supporting documentation/correspondence, along with required bi-annual reports provided by the College of Southern MD/SBDC.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Once approved, MOU is not updated. A new MOU for each fiscal year is approved annually.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Various Microsoft Word and/or .pdf documents are located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Retain in accordance with terms of MOU or 5 years after termination, whichever is greater, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

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 15 OF 33
1. Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Department of Economic Development	3. Unit
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 Patuxent Business Park (PBP) – Lot Sales	5. Earliest Year/Latest Year 2000 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.) Documentation regarding the sale of lots at the PBP in Lusby, MD. This includes letters of intent, agreements, contracts, and any other documentation related to lot sales.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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) Electronic	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 1 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) 10. Annual Accumulation Varies depending on activity/interest in PBP Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After All lots are sold and terms of contracts/agreements are satisfied. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, Prince Frederick, MD 20678	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Original copies of contracts/agreements maintained by the Maryland Economic Development Corporation (MEDCO), owners of PBP.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act – Rule 4-335 – Confidential Information	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 75 years after last action, then destroy.	
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development	20. Telephone Number 410-535-4583	21. Date August 7, 2018

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
		Page 16 of 33			
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Patuxent Business Park (PBP) – Lot Sales				5 EARLIEST YEAR/LATEST YEAR 2000 TO Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff.			7 OUTPUT - Identify the use/s of information generated by system Documentation used to assist in the development of the Patuxent Business Park.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documentation regarding the sale of lots at the PBP in Lusby, Maryland. This includes letters of intent, agreements, contracts, and any other documentation related to lot sales.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff. (Confidential and proprietary information)					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are updated as new information becomes available.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Various Microsoft Word and/or .pdf documents are located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Retain 75 years after last action, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

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 17 OF 33	
1. Department/Agency Board of County Commissioners of Calvert County, MD		2. Division Department of Economic Development		3. Unit	
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 Patuxent Business Park (PBP) – Historical Documentation				5. Earliest Year/Latest Year 2000 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.) Historical files/documents pertaining to the creation and development of the PBP, including Deeds, Agreements, Easements, Ordinances, Resolutions and financing sources for PBP. These historical documents will be a valuable resource to future DED employees and Board of County Commissioners.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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) Electronic		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 1 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)	
				10. Annual Accumulation Varies depending on activity. Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After All lots are sold and terms of contracts/agreements are satisfied. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, Prince Frederick, MD 20678			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partial duplication via The Maryland Economic Development Corporation (MEDCO), owners of PBP.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act – Rule 4-335 – Confidential Information			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 Permanent. Retain 75 years after last action, then transfer to Maryland State Archives for permanent retention.		
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development		20. Telephone Number 410-535-4583		21. Date August 7, 2018	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Patuxent Business Park (PBP) – Historical Documentation				5 EARLIEST YEAR/LATEST YEAR 2000 TO Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff.			7 OUTPUT - Identify the use/s of information generated by system Historical documentation used to assist in the development of the Patuxent Business Park.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Historical files/documents pertaining to the creation and development of the PBP, including Deeds, Agreements, Easements, Ordinances, Resolutions and financing sources for PBP. These historical documents will be a valuable resource to future DED employees and Board of County Commissioners.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff. (Confidential and proprietary information)					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is added and files are updated as needed.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Various Microsoft Word and/or .pdf documents are located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Permanent. Retain 75 years after last action, then transfer to Maryland State Archives for permanent retention.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

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 19 OF 33
1. Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Department of Economic Development	3. Unit
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 Correspondence/Subject Files – Committees/Commissions		5. Earliest Year/Latest Year 2013 to Present
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files/documents (excluding minutes and agendas) consisting of incoming/outgoing correspondence and memoranda, membership and recommendations/actions taken by the various committees/commissions staffed by the department, including but not limited to, the Economic Development Authority (EDA), Economic Development Advisory Commission, Economic Development Commission (EDC), Tourism Advisory Commission (TAC) and Agriculture Commission.		
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) Electronic	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 2 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) 10. Annual Accumulation Minimal. Converting to electronic only Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After Committee/Commission is dissolved. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, Prince Frederick, MD 20678	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 5 years, then destroy.	
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development	20. Telephone Number 410-535-4583	21. Date August 7, 2018

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
		Page 20 of 33			
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Correspondence/Subject Files – Committees/Commissions				5 EARLIEST YEAR/LATEST YEAR 2013 TO Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff.			7 OUTPUT - Identify the use/s of information generated by system Used to track membership and record/document actions taken by the commissions staffed by Economic Development.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Files/documents (excluding minutes and agendas) consisting of incoming/outgoing correspondence and memoranda, membership and recommendations/actions taken by the various committees/commissions staffed by the department, including but not limited to, the Economic Development Authority (EDA), Economic Development Advisory Commission, Economic Development Commission (EDC), Tourism Advisory Commission (TAC) and Agriculture Commission.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files updated on an as-needed basis.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Various Microsoft Word and/or .pdf documents are located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Retain for 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

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 21 OF 33	
1. Department/Agency Board of County Commissioners of Calvert County, MD		2. Division Department of Economic Development		3. Unit	
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 General Correspondence			5. Earliest Year/Latest Year 2013 to Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Incoming/outgoing correspondence relating to projects/events/functions of the department.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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) Electronic		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 7 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)	
		10. Annual Accumulation Minimal. Converting to electronic only Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)			
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Upon completion of project/event/function. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, Prince Frederick, MD 20678			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 5 years, then destroy.		
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development		20. Telephone Number 410-535-4583		21. Date August 7, 2018	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE General Correspondence				5 EARLIEST YEAR/LATEST YEAR 2013 TO Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff.			7 OUTPUT - Identify the use/s of information generated by system Used to document general correspondence relating to activities/functions of the department.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Incoming/outgoing correspondence relating to projects/events/functions of the department.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updated on an as-needed basis.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Various Microsoft Word and/or .pdf documents are located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Retain for 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Siagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 23 of 33	
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE TRIM/HP Records Management Correspondence				5 EARLIEST YEAR/LATEST YEAR 2014 TO Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff based on documents received through the TRIM/HP Records Management System.			7 OUTPUT - Identify the use/s of information generated by system Used to document tasks assigned to the department and any resolutions/responses prepared.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. TRIM/HP Records Management System is correspondence tracking software used by the Board of County Commissioners (BOCC) to manage citizen complaints/inquiries. The complaints/inquiries are assigned/tasked by the BOCC to the appropriate department for a response. Our department maintains a file for all TRIMs tasked to us through the TRIM/HP Records Management System. Files contain original assignment and all activity/documentation necessary to either produce a response letter for BOCC signature or resolve issue/complaint. Our retention period for TRIMs is shorter than for our general correspondence because the BOCC maintains a permanent record of all TRIMs and responses and the department maintains a reference copy.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updated as necessary.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Files are located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Retain for 3 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

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 24 OF 33
1. Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Department of Economic Development	3. Unit
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 Employee Personnel Files	5. Earliest Year/Latest Year 1982 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.) Files pertaining to the employment history of Department of Economic Development staff.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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 type="checkbox"/> Other (specify) Electronic	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 1 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) 10. Annual Accumulation Varies depending on staff turnover. Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After Employee's departure from Economic Development. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, Prince Frederick, MD 20678	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Original employee personnel files are maintained by the Dept. of Human Resources.	
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 7 years after employee's departure from Economic Development, then destroy.	
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development	20. Telephone Number 410-535-4583	21. Date August 7, 2018

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Payroll Timesheets/Work Report Forms				5 EARLIEST YEAR/LATEST YEAR 2012 TO Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff.			7 OUTPUT - Identify the use/s of information generated by system Used for record keeping purposes for Economic Development staff.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Timesheets and Work Report forms for Economic Development staff submitted to the Department of Finance & Budget for payroll purposes.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Once finalized, documents are not updated/revise. Maintained for record keeping purposes.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Files are located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Retain for 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 26 of 33	
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Calvert County Business Database				5 EARLIEST YEAR/LATEST YEAR 1998 to Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff based on annual Dun & Bradstreet/Hoover's business listing as well as research conducted by staff.			7 OUTPUT - Identify the use/s of information generated by system Used by department staff to track number of existing businesses in Calvert County. Information used in various reporting documents produced by the department and provided on website for use by the general public.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Access database contains contact information on Calvert County businesses, including but not limited to: Business name, owner name, address, phone number, email, web address, number of employees and years in business. Information used by department to track number of businesses in the county and for various reporting documents produced by the department. Searchable database provided on county website for use by general public.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff. Providing hard copies of entire business database is prohibited due to restrictions in agreement with Dun & Bradstreet, however, database is provided on county website for use by general public.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Business listing updates are purchased annually from Dun & Bradstreet and incorporated into existing database. Updates are also performed on a routine basis as information is received by staff regarding the opening and/or closing of a Calvert County business.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Access database is located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Continuous record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Business Assistance Database				5 EARLIEST YEAR/LATEST YEAR 1999 to Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff.			7 OUTPUT - Identify the use/s of information generated by system Used to track assistance provided by department to local businesses.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Access database contains information regarding assistance provided to county businesses by department staff in an effort to retain or expand their business in Calvert County. Database includes name of business, owner, contact information, the nature of the inquiry or requested assistance and the resolution.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Database is updated by department staff on a regular basis as new information or requests are received.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Access database is located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Retain 50 years after last modification, or until no longer needed for current business, whichever is later, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 28 of 33	
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Prospect Database				5 EARLIEST YEAR/LATEST YEAR 1998 to Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff based on communications with various prospects/clients.			7 OUTPUT - Identify the use/s of information generated by system Used to track communications with prospects/clients.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Access database used by department staff to track all communications with prospects/clients looking for information or assistance to start, relocate or expand their business in Calvert County.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Database is updated by department staff on a regular basis as new information or requests are received.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Access database is located on the "T" drive for the Dept. of Economic Development. The "T" drive is backed up daily by the Dept. of Technology Services.					
12 RECOMMENDED RETENTION Retain 50 years after last communication, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE LocationOne EcoDev Tracker				5 EARLIEST YEAR/LATEST YEAR 2014 to Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff.			7 OUTPUT - Identify the use/s of information generated by system Used to track business development projects and business retention assistance.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Web-based software designed for collection, tracking and reporting of economic development project activity for development, retention and expansion. This software allows staff to enter notes regarding each communication or action taken with a client, which can then be viewed by other staff members at any given time to avoid duplication and ensure all staff has access to the most up-to-date information or action taken on any particular client.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Data is updated by department staff on a regular basis.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Web-based software accessible via login/password through LocationOne EcoDev Tracker.					
12 RECOMMENDED RETENTION Continuous record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 30 of 33	
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE iDSS (Internet Destination Sales System)				5 EARLIEST YEAR/LATEST YEAR 2010 to Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff based on communications with visitors, potential visitors, travel writers, journalists, tourist attractions, etc.			7 OUTPUT - Identify the use/s of information generated by system Used to track distribution of tourism brochures, tourism return-on-investment, and tourism media coverage.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Web-based software designed for use by Convention & Visitor Bureaus (CVBs) and Destination Management Organizations (DMOs) to track tourism inquiries, brochure distribution, contacts and media coverage.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Accessible to Department of Economic Development staff.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Data is updated by department staff on a regular basis.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Web-based software accessible via login/password through iDSS.					
12 RECOMMENDED RETENTION Retain for 75 years after last action, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Email – Transitory Correspondence				5 EARLIEST YEAR/LATEST YEAR 2010 to Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff.			7 OUTPUT - Identify the use/s of information generated by system Department emails relating to matters of short-term interest.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 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.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access restricted to owner of email account.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Emails updated by department staff as needed.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Emails located in Outlook.					
12 RECOMMENDED RETENTION Retain until administrative need ends then purge from email system.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Email – Administrative Correspondence				5 EARLIEST YEAR/LATEST YEAR 2010 to Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff.			7 OUTPUT - Identify the use/s of information generated by system Department emails created in the course of administering agency functions and programs.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 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.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access restricted to owner of email account.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Emails updated by department staff as needed.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Emails located in Outlook.					
12 RECOMMENDED RETENTION Retain for 1 year then purge from email system.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
		Page 33 of 33			
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD		2 DIVISION Department of Economic Development		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Email – Executive Correspondence				5 EARLIEST YEAR/LATEST YEAR 2010 to Present	
6 INPUT - Identify source of information to be entered Input conducted by Economic Development staff.			7 OUTPUT - Identify the use/s of information generated by system Department emails that provide unique information relating to the functions, policies, procedures or programs of an agency.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 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.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access restricted to owner of email account.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Emails updated by department staff as needed.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Emails located in Outlook.					
12 RECOMMENDED RETENTION Permanent. Retain for 1 year then transfer to State Archives.					
13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle		14 TELEPHONE NUMBER 410-535-4583		15 DATE August 7, 2018	
16 TITLE OF PREPARER Director, Economic Development					
DGS 550-6					