Schedule No. C1304

Page 1 of 6

Agency
County Commissioners of Calvert County, MD

Economic Development

County Commissioners of Calvert County, MD Economic Development							
Item	Descripti	on	Retention				
No.	"The issuance of a legal hold by the overrides any portion of this record schedule that otherwise calls for the destruction of records subject to the been released by the County Attoris subject to a legal hold may be alternasferred, or destroyed, even if the date has passed. Any person preparansfer, or destroy a record must litigation hold applies to the record	d retention policy or e disposal, transfer, or he hold, until the hold has ney's Office. No record that tered, disposed of, he scheduled destruction aring to alter, dispose of, ascertain whether a					
1	Minutes and Agendas						
	This series involves monthly minutes commissions/committees staffed by the Economic Development Authority (for Authority), Economic Development Economic Development Commission Commission (formerly Tourism Advagriculture Commission	Permanent. Retain 75 years then transfer to Maryland State Archives for permanent retention.					
2	Economic Development Authority Industrial Park	(EDA)/Calvert County					
	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						
	roved by Department, Agency,	Schedule Authorized by State	Archivist				
or Division Re Date りんり	epresentative.	Date [0-11-1	8				
Signature	Kely Robertson Daglo	f. 1	T. 1				
Typed Name	Kelly Slagle	Signature Wats).Ku				

Division/Unit

DGS 550-1

Title <u>Director</u>, Economic Development

Schedule No. C1304

Page 2 of 6

Agency
County Commissioners of Calvert County, MD

Economic Development

Division/Unit

tem	Description	Retention		
tem Vo.	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 It also includes historical documents regarding the creation of the CCIP, documents outlining the funding for the park, infrastructure, and other documents that provide important historical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.		
DO0 550				

DGS 550-1A

Schedule No. C1304

of

Page 3

6

Agency

County Commissioners of Calvert County, MD

Division/Unit Economic Development

Item No.	Description	Retention
6	Small Business Development Center (SBDC)-Memorandum of Understanding (MOU)	
	Annual MOUs between the SBDC and the Board of County Commissioners (BOCC) to provide SBDC counseling services to Calvert County clients.	Retain in accordance with terms of contract or 5 years after termination, whichever is greater, then destroy.
7	Patuxent Business Park (PBP)-Lot Sales	
	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.	Retain 75 years after last action, then destroy.
7-A	Patuxent Business Park (PBP)-Historical Documentation	
	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.	Permanent. Retain 75 years after last action, then transfer to Maryland State Archives for permanent retention.
8	Correspondence/Subject Files-Committees/Commissions	
	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.	Retain for 5 years, then destroy.

Schedule No. C1304

Page 4 of 6

Division/Unit Commissioners of Calvert County, MD Description Description	nic Development Retention
Description	Retention
General correspondence	
Incoming/outgoing correspondence relating to projects/events/functions of the department.	Retain for 5 years, then destroy.
TRIM/HP Records Management Correspondence	
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.	Retain for 3 years, then destroy.
Employee Personnel Files	
Files pertaining to the employment history of Department of Economic Development staff.	Retain 7 years after employee's departure from Economic Development, then destroy.
Payroll Timesheets/Work Report Forms	
Timesheets and Work Report forms for Economic Development staff submitted to the Department of Finance & Budget for payroll purposes.	Retain for 5 years, then destroy.
	TRIM/HP Records Management Correspondence 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. Employee Personnel Files Files pertaining to the employment history of Department of Economic Development staff. Payroll Timesheets/Work Report Forms Timesheets and Work Report forms for Economic Development staff submitted to the Department of Finance & Budget for payroll

Schedule No. C1304

of

Page 5

6

Agency
County Commissioners of Calvert County, MD

Division/Unit Economic Development

County C	iomic Development	
Item No.	Description	Retention
13	Calvert County Business Database	
	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.	Continuous record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
14	Business Assistance Database	
	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.	Retain 50 years after last modification, or until no longer needed for current business, whichever is later, then destroy.
15	Prospect Database	
	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.	Retain for 50 years after last communication, then destroy.
16	LocationOne EcoDev Tracker	
	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	Continuous record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

Schedule No. C1304

of

Page 6

6

Division/Unit Agency **Economic Development** County Commissioners of Calvert County, MD Description Item Retention No. **17** iDSS(Internet Destination Sales System) Web-based software designed for use by Convention & Visitor Retain for 75 years after last Bureaus (CVBs) and Destination Management Organizations action, then destroy. (DMOs) to track tourism inquiries, brochure distribution, contacts, and media coverage. 18 **Email** 18-A **Transitory Correspondence** Incoming and outgoing correspondence related to matters of short Retain until administrative term interest. Transmittal correspondence between individuals, need ends then purge from departments or external parties containing no final contractual, email system. financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

18-B Administrative Correspondence

Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated series should follow the associated retention period.

18-C Executive Correspondence

Incoming and outgoing business-related correspondence that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. The executive decision maker is the agency director.

Permanent. Retain for 1 year, then transfer to the State Archives.

Retain for 1 year then purge

from email system.

DGS 550-1A

		7 (4-1	·		
Instructions –Type or Print a separate form for				AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)				PAGE 1 OF 33	
Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Department of Econ	omic Develop	ment	3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	unit for re	eference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
Minutes and Agendas			1969	to Present	
Record Series Description (Briefly describe the series.) Minutes and agendas from various commission (formerly Industrial Park Authority), Economic Commission (formerly Tourism Advisory Comm	ns/committees staffed Development Advisory	by the depart Commission	ment, incl , Economi		
, ,	,,				
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9, Volume		
X Letter Size	☐ Alphabetica	•	Approx. 2: Number	5 binders	
☐ Legal Size ☐ Computer Tape	□ Numerical		File Drawer(s)		
□ Audio Tape □ Floppy Disk	x Chronologic	al	Comput) Microfilm Ree((s) 1 Computer Tape(s) Other (specify) 3-rin g Binder Boo ks	
X Bound Book □ Video Tape	☐ Geographic	al	10. Annual Accumulation		
X Other (specify) Electronic	☐ Other (spec	cify)	100 Number		
			☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) x Other (specify) Approx. 100 pages per year		
11. File is Used	t	12, File Becom	les Inactive A	fter	
□ Daily □ Weekly X Monthly □ Annually	Commission/ Number	Committee d			
13. Current Location(s) (Bidg., Floor, Room) Department of Economic Development, Courthouse Square C 205 Main Street, Prince Frederick, MD 20678	Office Bldg., Lower Level,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No		16. Audit Requirements			
L res XIII	X None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes X No		t. Retain 7	Retention '5 years then transfer to Maryland State nent retention.		
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development			21. Date August	e 7, 2018	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION							
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 2 of 33						
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	f Economic	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 Transcripts of minutes from recorded or value from meetings of various commissions/constaffed by the Dept. of Economic Developed.	vritten notes ommittees		e use/s of information generated by system ference 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 - Expla	in 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 ensure the record's retention and usabilit									
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 Sta	ate Archives for perma	nent retention.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE						
Kelly Slagle	410-535-4583		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 RECORDS MANAGEMENT 7275 Waterloo Road, P.O. Jessup, Maryland 207		GEMENT DIVISION pad, P.O. Box 275 yland 20794		AGENCY RECORDS INVENTORY PAGE 3 OF 33
		41073	3 1330		
Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Departm	ivision artment of Economic Developmen		ment	3. Unit
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	unit for re	eference as well as retention and disposition
Record Series Title Economic Development Authority (EDA)/Calver	t County li	ndustrial Parl	k		st Year/Latest Year to Present
6. Record Series Description (Briefly describe the types of information/documents/forms series.) The Calvert County Industrial Park (CCIP), located on Rt. 231 in Calvert County, bed (formerly Industrial Park Authority) and the Department of Economic Development the sale of lots at the CCIP, loan agreements, contracts, and mortgage and loan paregarding the creation of the CCIP, documents outlining the funding for the park, in important historical information about activities at the CCIP that may be valuable to					rational in 1978 and managed by the EDA his series includes documentation regarding eipts. It also includes historical documents ure, and other documents that provide
documentation is a vital part of the history of the			_	-	_
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume _3_	_
X Letter Size		x Alphabetical		Number	_
X Legal Size		□ Numeriçal		x File Drawer(s)	
☐ Audio Tape ☐ Floppy Disk		☐ Chronologic	al	☐ Computer Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographical		Other (s	
X Other (specify) Electronic		□ Other (specify)		Minimal. A	Accumulation III for are sold at CCIP but occasional questions arise lot sales/tenants.
				☐ File Dra ☐ Microfilr ☐ Comput ☐ Other (s	n Rèel(s) er Tape(s)
11. File is Used		l	12. File Becom	es Inactive A	fter
11. File is Used □ Daily □ Weekly X Monthly □ Annually			All terms of co	ontract/agree on-complian	ment have been complied with and/or payment received in ce, will become inactive when details of non-compliance are onlh(s)
13. Current Location(s) (Bidg., Floor, Room) Department of Economic Development, Courthouse Square Office Bidg., Lower Level, 205 Main Street, Prince Frederick, MD 20678			□ Yes	X No	sted Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes □ No Maryland Public Information Act – Rule 4-335 – Confidential Information			16. Audit Requirements X None □ State □ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No			18. Recom Retain 75 y		
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development	20. Telephone 410-535-4583			21. Date August	

INSTRUCTIONS - TYPE OR PRINT A		OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY
SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD		ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	
WITH		MARYLAND 20794	5 4 65
RECORDS RETENTION SCHEDULE (DGS		10) 799-1930	Page 4 of 33
550-1)_			
COMAR 14.18.04		<u> </u>	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Board of County Commissioners for	Department of	Economic	3
Calvert County, MD	Development		
	,	_	
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention
A ELECTRONIO DECORD SERVES TITLE			E FARLIEST VEAR/LATEST VEAR
4 ELECTRONIC RECORD SERIES TITLE	Salvoet oo untui li	ndustrial Back	5 EARLIEST YEAR/LATEST YEAR 2006 TO Present
Economic Development Authority (EDA)/0 6 INPUT - Identify source of information to			use/s of information generated by system
Input conducted by Economic Developme			of Economic Development staff for
scanned copies of documents relating to			d keeping of lot sales at the Calvert
sales/loans at the Calvert County Industri		County Industrial Park	
located on Rt. 231 in Calvert County, MD		•	
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	
			purpose and function of the system.
The Calvert County Industrial Park (CCIP), lo			
EDA (formerly Industrial Park Authority) and			
documentation regarding the sale of lots at the includes historical documents regarding the cr			
other documents that provide important histor			
employees and members of the EDA. Our doc			
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	
Accessible to EDA and Department of Eco	onomic Develop	ment staff	
	_		
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM
Documents such as loan agreements, cor			
purposes and are not updated/revised in	any way. New ir	nformation/documentatio	n may be added to the files as it
becomes available.			
		. =	
11 SPECIFY THE LOCATION AND MEDIA			
ensure the record's retention and usabilit			
Various Microsoft Word/ .pdf documents a drive is backed up daily by the Dept. of Te			. or Economic Development. The "1"
arive is backed up daily by the bept. Of 16	somology serv	1063.	
12 RECOMMENDED RETENTION	<u></u>		
Retain 75 years, then destroy.			
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE
PREPARER	410-535-4583		
Kelly Slagle			August 7, 2018
16 TITLE OF PREPARED	<u> </u>		
16 TITLE OF PREPARER Director, Economic Development			
DG\$ 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 GENERA RECORDS MANAGEMEN 7275 Waterloo Road, P.0 Jessup, Maryland 2			SION	AGENCY RECORDS INVENTORY PAGE 5 OF 33
Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Department of Economic Develop			ement	3. Unit
DEFINITION: RECORD SERIES: A group of relate purposes.	normally filed	and used as a			
Record Series Title Economic Development Authority (EDA)/Calver				1975	st Year/Latest Year to Present
Record Series Description (Briefly describe the series.) This series includes deeds relating to the purch					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume 3	
X Letter Size		x Alphabelical		Number	_
X Legal Size		Numerical		x File Drav	
□ Audio Tape □ Floppy Oisk		☐ Chronologic	e l	☐ Comput	er Tape(s)
☐ Bound Book ☐ Video Tape		☐ Geographica	al	Other (specify)	
X Other (specify) Electronic		☐ Olher (speci	fy)	10. Annual Accumulation Minimal. All lots are sold at CCIP but occasional questions arise regarding lot sales/tenants. Number	
				☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)	
11. File is Used			12. File Becom		
Daily Weekly X Monthly Annually				on-complian	ement have been complied with and/or payment received in ce, will become inactive when details of non-compliance are ionth(s)
13. Current Location(s) (Bidg., Floor, Room) Department of Economic Development, Courthouse Square C 205 Main Street, Prince Frederick, MD 20678	ffice Bldg., L	ower Level,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes X No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes			16. Audit Requirements X None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No			li e	t. Retain 7	Retention '5 years, then transfer to Maryland State nent retention.
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development				21. Date August	

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY
ELECTRONIC RECORD SERIES. FORWARD	7275 WATERL	OO ROAD, P.O. BOX 275	
WITH		MARYLAND 20794	Page 6 of 33
RECORDS RETENTION SCHEDULE (DGS 550-1)	(4	10) 799-1930	1 age 0 51 00
COMAR 14.18.04			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Board of County Commissioners for	Department of	Economic	
Calvert County, MD	Development		
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE		a donatel Bank	5 EARLIEST YEAR/LATEST YEAR
Economic Development Authority (EDA)/C			2006 TO Present
6 INPUT - Identify source of information to Input conducted by Economic Developme			use/s of information generated by system of Economic Development staff for
scanned copies of deeds relating to lot sa			d keeping of lot sales at the Calvert
Calvert County Industrial Park, located on	Rt. 231 in	County Industrial Park	
Calvert County, MD			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	
	cont	ained in a series. Include	purpose and function of the system.
This series includes deeds relating to the	purchase of lot	s at the Calvert County I	ndustrial Park.
9 POLICY ON ACCESS AND USE - Expla			
Accessible to EDA and Department of Eco	onomic Develop	ment staff	
10 UPDATING CYCLES OR CONDITIONS			
Documents such as Deeds are legal docu	ments maintain	ed for record keeping pu	irposes and are not updated/revised in
any way.			
44 SPECIES THE LOCATION AND MEDIA	OF THE MAIN F	LECTRONIC DATA CILE	Eveloie the management at the link and to
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit			
ensure the record's retention and daabiiit	y imougnout me	record's authorized life cyt	GE.
Various Microsoft Word/ .pdf documents a	are located on t	he "T" drive for the Dept	. of Economic Development. The "T"
drive is backed up daily by the Dept. of Te			·
12 RECOMMENDED RETENTION		<u> </u>	
Permanent. Retain 75 years, then transfer	to Mandand St	ata Archivac for norman	ent retention
Fermanent. Retain 75 years, then transfer	to Maryland St	ate Archives for permane	
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE
PREPARER	410-535-4583		4
Kelly Slagle			August 7, 2018
16 TITLE OF PREPARER	· · · · · · · · · · · · · · · · · · ·		·
Director, Economic Development			
DGS 550 6			
DGS 550-6			<u> </u>

						
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro			SEMENT DIVISION		AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)	Jessup, Maryland 20 410-799-1930			nd 20794 PAGE 7 OF 33		
Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Department of Economic Develo			ment	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.						
Record Series Title Calvert Economic Development Loan Fund (CE)	DLF) files				est Year/Latest Year to Present	
Record Series Description (Briefly describe the series.) Documents relating to the application and/or g				·		
7. Record Series Formal(s) List all	-	8. Record Serie	es Sequence	9. Volume		
X Letter Size Microfilm		x Alphabetical	,	1 Number		
X Legal Size		□ Numerical		X File Dra	world	
□ Audio Tape □ Floppy Disk		☐ Chronologica	яl	☐ Microfili	n Reel(s)	
		☐ Geographica		□ Computer Tape(s) □ Other (specify)		
□ Bound Book □ Video Tape				10. Annual Accumulation		
X Other (specify) Electronic		Other (speci	Varies depending on number of loan fund applications received. Number		pending on number of loan fund applications received.	
				☐ File Dra ☐ Microfili ☐ Comput ☐ Other (s	m Reel(s) ter Tape(s)	
11. File is Used			12. File Becom	es Inactive A	fter	
Daily Weekly X Monthly 🖸 Annuali	'u		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.			
Beary Breezely X Homen's Brandon	,		Number Month(s) Year(s)			
			Number	U IV	ionum(s) Li rear(s)	
13. Current Location(s) (Bidg., Floor, Room) Department of Economic Development, Courthouse Square (205 Main Street, Prince Frederick, MD 20678	Office Bldg., L	ower Level,	X Yes	□ No	aled Elsewhere? (If yes, specify agency or office.) t has copies of loan agreements and payment history.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
X Yes No Maryland Public Information Act – Rule 4-335 – Confidential Information			X None □ State □ Federal □ Independent			
					•	
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No			Ш	ccordanc	Retention se with terms of the contracts or loan lears after last action, whichever is greater, then	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	e	
Kelly Slagle, Director, Economic Development 410-535-49			583	August	7 2018	
1		August 7, 2018		1,2010		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 8 of 33				
DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	Economic	3 UNIT				
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE Calvert Economic Development Loan Fun	d (CEDLF) files		5 EARLIEST YEAR/LATEST YEAR 2007 TO Present				
6 INPUT - Identify source of information to Input conducted by Economic Developme related to CEDLF	be entered	7 OUTPUT - Identify the For use by EDA/ Dept.	use/s of information generated by system of Economic Development staff for mentation of loans requested/granted				
8 ELECTRONIC RECORD SERIES DESCR			n/documents/forms purpose and function of the system.				
Documents relating to the application and payment records.	l/or granting of	loans through the CEDLI	F, including loan agreements and				
9 POLICY ON ACCESS AND USE - Expla Accessible to Department of Economic De							
10 UPDATING CYCLES OR CONDITIONS Documents such as loan agreements, cor are not updated/revised in any way. New	ntracts, etc. are	legal documents maintai	ined for record keeping purposes and				
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit							
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	14 TELEPHO 410-535-4583	NE NUMBER	15 DATE				
Kelly Slagle			August 7, 2018				
16 TITLE OF PREPARER Director, Economic Development	·		•				
		I					
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 SERVING RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			SION	AGENCY RECORDS INVENTORY PAGE 9 OF 33	
Department/Agency Board of County Commissioners of Calvert County, MD	Division Department of Economic Develop			ment	3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records no	ormally filed a	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title Prospect/Client files					st Year/Latest Year to Presen t	
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		8. Record Serie	s Sequence	9. Volume	-	
X Letter Size		x Alphabetical		3 Number		
X Legal Size		□ Numerical		X File Drawer(s)		
☐ Audio Tape		☐ Chronotogica	al	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographica	ı	Other (specify)		
X Other (specify) Electronic		☐ Other (specify)		10. Annual Accumulation Varies. Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
11 File is Used		· •	12 File Becom	ne Inactive A	ttar	
11. File is Used □ Daily X Weekly □ Monthly □ Annually			12. File Becomes Inactive After Three years after last action. Number			
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.) ☐ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □Yes X No		16. Audit Requirements X None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X 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			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 10 of 33				
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	f Economic	3 UNIT				
DEFINITION – Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE Prospect/Client files			5 EARLIEST YEAR/LATEST YEAR 1998 TO Present				
Input conducted by Economic Developme	INPUT - Identify source of information to be entered apput conducted by Economic Development staff based in information received from prospect/client and 7 OUTPUT - Identify the For use by Dept. of Economic Development staff based clients with assistance						
8 ELECTRONIC RECORD SÉRIES DESCR		fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.				
Files containing information regarding pro- relocate a business in Calvert County.	ospects/clients	seeking information and	or assistance to start, retain or				
9 POLICY ON ACCESS AND USE - Expla Accessible to Department of Economic De							
10 UPDATING CYCLES OR CONDITIONS New information/documentation may be a							
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit							
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	14 TELEPHO 410-535-4583	NE NUMBER	15 DATE				
Kelly Stagle			August 7, 2018				
16 TITLE OF PREPARER Director, Economic Development							
DGS 550-6							

Instructions –Type or Print a separate form for	w or revised record series. Forward RECORDS MANAGEMENT DIVISION				AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)					PAGE 11 OF 33	
Department/Agency	2. Divisio	n			3. Unit	
Board of County Commissioners of Calvert County, MD	Departm	ent of Econo	omic Develop	ment		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as a		<u> </u>	
4. Record Series Title Account Funding Files-Budget/Purchase Order	s/Check R	equests			st Year/Latest Year to Present	
6. Record Series Description (Briefly describe the	types of info	ormation/docu	ments/forms	found in th	ne series. Include the purpose or function of the	
series.) Documentation and backup information for de	nartment h	udoot eubmi	ttale nurchae	ea ordare	and chack requests	
Documentation and backup information for dep	par unent o	ouget subiiii	itais, purchas	se orders	and theth requests.	
7. Record Series Format(s) List all	_	8. Record Serie	s Sequence	9. Volume		
X Letter Size Microfilm		□Alphabetical	.s 50400.100	3		
		□ Numerical			Number	
		x Chronologica	•	X File Drawer(s) Microfilm Reel(s)		
□ Audio Tape □ Floppy Disk		•		☐ Computer Tape(s) ☐ Other (specify)		
☐ Bound Book ☐ Video Tape		☐ Geographica		10. Annual Accumulation		
X Other (specify) Electronic		Other (speci	Ty)	Varies Number		
				D File Drawer(s)		
		•		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
				Other (specify)		
11. File is Used			12. File Becom			
X Daily D Weekly D Monthly D Annually	,		End of fiscal year or when all transactions are complete.			
			Number	Number		
			<u> </u>			
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square (205 Main Street, Prince Frederick, MD 20678	Office Bldg., L	ower Level,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No Partial duplication in Dept. of Finance & Budget			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
□Yes X No		X None 🗅	State D Fe	deral 🗈 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements D Yes X No		18. Recommended Retention				
			Retain for	5 years, t	hen destroy.	
19. Name and Title of Preparer	_	20. Telepho	ne Number	21. Date		
Kelly Slagle, Director, Economic Development		410-535-45	83	A.,	7 2019	
II		ı		ı muyust	7, 2018	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY						
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 12 of 33						
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	Economic	3 UNIT						
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention						
4 ELECTRONIC RECORD SERIES TITLE Account Funding Files-Budget/Purchase (5 EARLIEST YEAR/LATEST YEAR 2012 TO Present						
6 INPUT - Identify source of information to Input conducted by Economic Developme on various quotes/invoices received as we research for annual budget preparation.	Documentation/spreads Development staff for re	use/s of information generated by system sheets for use by Economic ecord keeping purposes of budget made and invoices paid annually.							
8 ELECTRONIC RECORD SERIES DESCR	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	or department b	udget submittals, purcha	ase orders and check requests.						
9 POLICY ON ACCESS AND USE — Expla Accessible to Department of Economic De									
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 ensure the record's retention and usabilit									
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 TELEPHO 410-535-4583	NE NUMBER	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			SION	AGENCY RECORDS INVENTORY PAGE 13 OF 33	
		<u> </u>				
Department/Agency Board of County Commissioners of Calvert County, MD	2. Divisior Departme		nic Developn	nent	3. Unit	
DEFINITION: RECORD SERIES: A group of related reco	rds normall	v filed and use	ed as a unit for	r reference	as well as retention and disposition purposes.	
4. Record Series Title Small Business Development Center (SBDC) Memora				5. Earlie	st Year/Latest Year 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 Councilients.						
7 December Coving Covered to Link all		9 Daniel Code	on Convince	9. Volume		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. volume		
X Letter Size		□Alphabetical		Number		
□ Legal Size □ Computer Tape		□ Numerical	ì	X File Dra	wer(s)	
☐ Audio Tape ☐ Floppy Disk		x Chronologica	,		Microfilm Reel(s) Computer Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographica	al		□ Other (specify)	
·		• ,		10. Annual	10. Annual Accumulation	
X Other (specify) Electronic	□ Other (specify)		Number File Dra Microfile Comput	ew file folder annually nber Gile Drawer(s) Aicrofilm Reel(s) Computer Tape(s) ther (specify) – file folder		
			,,, <u>,</u> ,			
11. File is Used			12. File Becom When MOU ex		fter rms and conditions of agreement are fulfilled.	
□ Daily □ Weekly □ Monthly X Annually			Number			
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square Office Bt 205 Main Street, Prince Frederick, MD 20678	dg., Lower Lev	el,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No BOCC has a copy of the MOU			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
□Yes X No			☐ None ☐ State ☐ Federal X Independent SBDC must submit bi-annual reports.			
17. ts an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No			18. Recommended Retention Retain in accordance with terms of contract or 5 years after termination, whichever is greater, then destroy.		e with terms of contract or 5 years after	
19. Name and Title of Preparer			ne Number	21. Date		
Kelly Slagle, Director, Economic Development	410-535-4583			August	7, 2018	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
ELECTRONIC RECORD SERIES. FORWARD		OO ROAD, P.O. BOX 275 MARYLAND 20794					
WITH RECORDS RETENTION SCHEDULE (DGS		10) 799-1930	Page 14 of 33				
550-1) COMAR 14.18.04							
		 -					
1 DEPARTMENT/AGENCY Board of County Commissioners for	2 DIVISION Department of	Economic	3 UNIT				
Calvert County, MD	Development	Leonomic					
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Small Business Development Center (SBI	C) Memorandu	m of Understanding	2012 TO Present				
(MOU) 6 INPUT - Identify source of information to	ha amtorod	7 OUTDUT Hankfuller					
6 INPOT - Identity source of information to	be entered	7 Output - Identity the t	use/s of information generated by system				
Input conducted by Economic Developme			agreement between the College of				
prepared by College of Southern MD/SBD as requested by BOCC/Economic Develop			ert County Government to provide ervices to Calvert County residents.				
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brief	fly describe the information	/documents/forms				
	cont	ained in a series. Include	purpose and function of the system.				
Annual MOU and supporting documentati College of Southern MD/SBDC.	on/corresponde	ence, along with required	bi-annual reports provided by the				
9 POLICY ON ACCESS AND USE - Expla							
Accessible to Department of Economic De	evelopment stat	f					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM				
Once approved, MOU is not updated. A ne	w MOU for eac	h fiscal year is approved	annually.				
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	I ECTRONIC DATA EILE	Explain the progression established to				
ensure the record's retention and usabilit							
Various Missosoft Ward and/or adf docum	nonto oro locato	ad on the "T" drive for th	- Dent of Francoic Development				
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	14 TELEPHO	NE NUMBER	15 DATE				
PREPARER Kelly Slagie	410-535-4583		August 7, 2018				
16 TITLE OF PREPARER							
Director, Economic Development							
DGS 550-6	DGS 550-6						

			GENERAL SERVICES GEMENT DIVISION		AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930			275	PAGE 15 OF 33		
Department/Agency	2. Divisio	 n		_	3. Unit		
Board of County Commissioners of Calvert County, MD			omic Develop	ment	0. OTIK		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title Patuxent Business Park (PBP) – Lot Sales					st Year/Latest Year to Present		
Record Series Description (Briefly describe the series.)	ypes of info	rmation/docu	iments/forms	found in th	e series. Include the purpose or function of the		
Documentation regarding the sale of lots at the documentation related to lot sales.	PBP in Lu	sby, MD. Thi	s includes le	tters of in	tent, agreements, contracts, and any other		
7. Record Series Format(s) List all		8. Record Serie	e Convene	9. Volume			
			,	1			
X Letter Size Microfilm		x Alphabetical		Number	Number		
X Legal Size		☐ Numerical		X File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk		☐ Chronologica	al	☐ Computer Tape(s) ☐ Other (specify)			
☐ Bound Book ☐ Video Tape		□ Geographica	ıl				
X Other (specify) Efectronic	Ì	☐ Other (specif	fy)	10. Annual Accumutation Varies depending on activity/interest in PBP Number			
				□ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify)			
	_						
11. File is Used			12. Fite Becom All lots are so		fter of contracts/agreements are satisfied.		
☐ Daily ☐ Weekly X Monthly ☐ Annually			Number				
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Department of Economic Development, Courthouse Square Office Bldg., Lower Level, 205 Main Street, Prince Frederick, MD 20678		wer Level,	X Yes 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) X Yes □ No		_	16. Audit Req	uirements			
Maryland Public Information Act – Rule 4-335 – Confidential Ir	formation		X None 🗅	State Fe	ederal 🗖 Independent		
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes X No	fly and describe requirements			18. Recommended Retention Retain 75 years after last action, then destroy.			
19. Name and Title of Preparer			ne Number	21. Date			
Kelly Slagle, Director, Economic Development	410-535-4583		83	August	7, 2018		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP, MARYLAND 20794 (410) 799-1930		Page 16 of 33			
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	f Economic	3 UNIT			
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention			
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	7 OUTPUT - Identify the	use/s of information generated by system			
Input conducted by Economic Developme	ent staff.	Documentation used to Patuxent Business Parl	assist in the development of the k.			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.			
Documentation regarding the sale of lots contracts, and any other documentation r	elated to lot sal	es.	udes letters of intent, agreements,			
9 POLICY ON ACCESS AND USE - Expla Accessible to Department of Economic De			rietary information)			
10 UPDATING CYCLES OR CONDITIONS Files are updated as new information becomes			ON IN THE SYSTEM			
11 SPECIFY THE LOCATION AND MEDIA						
ensure the record's retention and usabilit	y throughout the	record's authorized life cyc	cle.			
Various Microsoft Word and/or .pdf docur	nents are locate	ed on the "T" drive for the	e Dept. of Economic Development.			
The "T" drive is backed up daily by the De						
12 RECOMMENDED RETENTION Retain 75 years after last action, then destroy.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO 410-535-4583	NE NUMBER	15 DATE			
Kelly Slagle			August 7, 2018			
16 TITLE OF PREPARER	1					
Director, Economic Development						
DGS 550-6						

Instructions Time at Print a congress form for					AGENCY RECORDS INVENTORY	
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 SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			SION	PAGE 17 OF 33	
Department/Agency Board of County Commissioners of Calvert County, MD		Division Department of Economic Develop			3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title Patuxent Business Park (PBP) – Historical Doc	umentatio	n			st Year/Latest Year to Present	
Record Series Description (Briefly describe the series.) Historical files/documents pertaining to the cre Resolutions and financing sources for PBP. Th County Commissioners.	ation and	development	of the PBP, i	including	Deeds, Agreements, Easements, Ordinances,	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
X Letter Size		x Alphabetical		Number		
X Legal Size ☐ Computer Tape		■ Numerical		X File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk		☐ Chronologica	al	□ Comput	Microfilm Real(s) Computer Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographica	at	Other (specify)		
X Other (specify) Electronic		☐ Olher (specil	fy)	10. Annual Accumulation Varies depending on activity. Number		
				☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
11. File is Used		<u> </u>	12. Fite Becom			
☐ Daily ☐ Weekly X Monthly ☐ Annually			All lots are so	ld and terms	of contracts/agreements are satisfied.	
			Number MonIh(s) Year(s)			
13. Current Location(s) (Bidg., Floor, Room) Department of Economic Development, Courthouse Square C 205 Main Street, Prince Frederick, MD 20678	Office Bldg., L	ower Level,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
X Yes			X None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes X No	requirements		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 t 410-535-4583					
DGS 550-4 (Rev. 1/93)		<u> </u>				

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY				
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		Page 18 of 33				
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	f Economic	3 UNIT				
DEFINITION — Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE Patuxent Business Park (PBP) – Historica			5 EARLIEST YEAR/LATEST YEAR 2000 TO Present				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the i	use/s of information generated by system				
Input conducted by Economic Developme	ent staff.	Historical documentation of the Patuxent Busines	on used to assist in the development ss Park.				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	n/documents/forms purpose and function of the system.				
	COM	anteu in a series. Include	purpose and function of the system.				
Historical files/documents pertaining to the Easements, Ordinances, Resolutions and resource to future DED employees and Bo	financing source	ces for PBP. These histor					
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
Accessible to Department of Economic De	evelopment stat	ff. (Confidential and prop	rietary information)				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM				
Information is added and files are updated	d as needed.						
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	LECTRONIC DATA FILE	Explain the progression established to				
ensure the record's retention and usabilit							
Various Microsoft Word and/or .pdf docur	ments are locate	ed on the "T" drive for the	e Dept. of Economic Development.				
The "T" drive is backed up daily by the De							
12 RECOMMENDED RETENTION	Aban Anan-C	ata Manuland Otata A 1111					
Permanent. Retain 75 years after last action, then transfer to Maryland State Archives for permanent retention.							
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE				
PREPARER Kelly Slagle	410-535-4583		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 SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794			SION	AGENCY RECORDS INVENTORY PAGE 19 OF 33	
Department/Agency Board of County Commissioners of Calvert	2. Divisio Departm		omic Develop	ment	3. Unit	
County, MD DEFINITION: RECORD SERIES: A group of relate	ed records n	ormally filed	and used as a	unit for re	ference as well as retention and disposition	
purposes. 4. Record Series Title Correspondence/Subject Files – Committees/	ommission	s			st Year/Latest Year to Present	
Record Series Description (Briefly describe the series.) Files/documents (excluding minutes and agence)	types of info	rmation/docu			· ·	
recommendations/actions taken by the various Economic Development Authority (EDA), Econo Tourism Advisory Commission (TAC) and Agric	committee omic Devel	es/commissi opment Advi nmission.	ons staffed b sory Commis	y the depa ssion, Eco	artment, including but not limited to, the	
7. Record Series Format(s) List all	T	8. Record Serie	s Sequence	9. Valume 2		
X Letter Size 🗖 Microfilm		□Alphabetical		Number		
☐ Legal Size ☐ Computer Tape		■ Numerical		X File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk		x Chronologica	1	☐ Microfilm Reel(s)		
☐ Bound Book ☐ Video Tape		☐ Geographica	ıl	Computer Tape(s) Other (specify)		
X Other (specify) Electronic	Other (specify)			10. Annual Accumulation Minimal. Converting to electronic only Number		
				☐ File Drag ☐ Microfilm ☐ Compute ☐ Other (sp	n Reel(s) er Tape(s)	
11. File is Used			12. File Becom			
□ Daily □ Weekly X Monthly X Annually			Committee/Commission Is dissolved. Number Month(s) Year(s)			
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.) ☐ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □Yes X No			16. Audit Requirements X None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No			18. Recommended Retention Retain for 5 years, then destroy.			
19. Name and Title of Preparer Kelly Slagle, Director, Economic Development	20. Telephone Numbe 410-535-4583			21. Date August 7, 2018		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04			Page 20 of 33			
DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	Economic	3 UNIT			
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE Correspondence/Subject Files – Committee			5 EARLIEST YEAR/LATEST YEAR 2013 TO Present			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the i	use/s of information generated by system			
Input conducted by Economic Developme	ent staff.		hip and record/document actions ons staffed by Economic			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information				
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 — Expla Accessible to Department of Economic De						
10 UPDATING CYCLES OR CONDITIONS Files updated on an as-needed basis.	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM			
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit						
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	14 TELEPHO 410-535-4583	NE NUMBER	15 DATE			
Kelly Slagle			August 7, 2018			
16 TITLE OF PREPARER Director, Economic Development			<u> </u>			
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			ISION	AGENCY RECORDS INVENTORY PAGE 21 OF 33	
Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Department of Economic Development			ment	3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as a	a unit for re	eference as well as retention and disposition	
4. Record Series Title General Correspondence				1	est Year/Latest Year 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		8. Record Serie	es Sequence	9. Volume		
X Letter Size Microfilm	□Alphabetical		1	7 Number	7 Number	
X Legal Size ☐ Computer Tape		☐ Numerical	1	X File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	1	☐ Chronologica	;al	D Microfilm Reel(s) D Computer Tape(s)		
□ Bound Book □ Video Tape	,	☐ Geographica	al	Other (specify)		
X Other (specify) Electronic	Other (specify)		fy)	10. Annual Accumulation Minimal. Converting to electronic only Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) DOther (specify)		
				DOINER (sp	pecify)	
11. File is Used			12. File Becom Upon complet		iter ct/event/function.	
□ Daily X Weekly □ Monthly □ Annually			Number			
13. Current Location(s) (Bldg., Floor, Room) Department of Economic Development, Courthouse Square O 205 Main Street, Prince Frederick, MD 20678)ffice Bldg., La	ower Level,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □Yes X No			16. Audit Requirements X None □ State □ Federal □ Independent		deral Independent	
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes X No	requirements		18. Recom Retain for		Retention hen destroy.	
19. Name and Title of Preparer Kelly Stagle, Director, Economic Development		20. Telepho 410-535-45	one Number 583	21. Date August 7, 2018		

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04			Page 22 of 33			
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	Economic	3 UNIT			
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE General Correspondence			5 EARLIEST YEAR/LATEST YEAR 2013 TO Present			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the c	se/s of information generated by system			
Input conducted by Economic Developme		activities/functions of th				
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 relation			partment.			
9 POLICY ON ACCESS AND USE — Expla Accessible to Department of Economic De						
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 ensure the record's retention and usabilit						
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.						
	<u> </u>					
12 RECOMMENDED RETENTION Retain for 5 years, then destroy.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO 410-535-4583	NE NUMBËR	15 DATE			
Kelly Slagle			August 7, 2018			
16 TITLE OF PREPARER Director, Economic Development	<u> </u>					
DGS 550-6						

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY						
ELECTRONIC RECORD SERIES. FORWARD	7275 WATERL	OO ROAD, P.O. BOX 275							
WITH		MARYLAND 20794	Page 23 of 33						
RECORDS RETENTION SCHEDULE (DGS 550-1)	(4	10) 799-1930	, ago 25 0, 55						
COMAR 14.18.04	:								
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT						
Board of County Commissioners for	Department of	Economic							
Calvert County, MD	Development								
DEFINITION – Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention						
			5						
4 ELECTRONIC RECORD SERIES TITLE	rdonco		5 EARLIEST YEAR/LATEST YEAR 2014 TO Present						
TRIM/HP Records Management Correspor 6 INPUT - Identify source of information to		7 OUTPUT - Identify the u	use/s of information generated by system						
o in or identity source of information to	be officious	1 Oot of a lacinary and t	sers of mornialism generated by system						
Input conducted by Economic Developme			s assigned to the department and any						
on documents received through the TRIM	/HP Records	resolutions/responses (orepared.						
Management System. 8 ELECTRONIC RECORD SERIES DESCR	UDTION Prior	fly describe the information	/documents/forms						
6 ELECTRONIC RECORD SERIES DESCR			purpose and function of the system.						
TRIM/HP Records Management System is									
Commissioners (BOCC) to manage citizer	n complaints/ind	uiries. The complaints/ir	nquiries are assigned/tasked by the						
BOCC to the appropriate department for a									
the TRIM/HP Records Management System									
to either produce a response letter for BO shorter than for our general corresponder									
responses and the department maintains			ianent record or all TRIWS and						
9 POLICY ON ACCESS AND USE - Expla									
Accessible to Department of Economic De									
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.									
	y throughout the								
		record's authorized life cyc	cle.						
Files are located on the "T" drive for the D		record's authorized life cyc	cle.						
		record's authorized life cyc	cle.						
Files are located on the "T" drive for the D		record's authorized life cyc	cle.						
Files are located on the "T" drive for the E of Technology Services.		record's authorized life cyc	cle.						
Files are located on the "T" drive for the E of Technology Services. 12 RECOMMENDED RETENTION Retain for 3 years, then destroy. 13 TYPED OR PRINTED NAME OF	Dept. of Econom	record's authorized life cyc	cle.						
Files are located on the "T" drive for the E of Technology Services. 12 RECOMMENDED RETENTION Retain for 3 years, then destroy. 13 TYPED OR PRINTED NAME OF PREPARER	Dept. of Econom	record's authorized life cyc	drive is backed up daily by the Dept. 15 DATE						
Files are located on the "T" drive for the E of Technology Services. 12 RECOMMENDED RETENTION Retain for 3 years, then destroy. 13 TYPED OR PRINTED NAME OF	Dept. of Econom	record's authorized life cyc	drive is backed up daily by the Dept.						
Files are located on the "T" drive for the E of Technology Services. 12 RECOMMENDED RETENTION Retain for 3 years, then destroy. 13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle	Dept. of Econom	record's authorized life cyc	drive is backed up daily by the Dept. 15 DATE						
Files are located on the "T" drive for the E of Technology Services. 12 RECOMMENDED RETENTION Retain for 3 years, then destroy. 13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle 16 TITLE OF PREPARER	Dept. of Econom	record's authorized life cyc	drive is backed up daily by the Dept. 15 DATE						
Files are located on the "T" drive for the E of Technology Services. 12 RECOMMENDED RETENTION Retain for 3 years, then destroy. 13 TYPED OR PRINTED NAME OF PREPARER Kelly Slagle	Dept. of Econom	record's authorized life cyc	drive is backed up daily by the Dept. 15 DATE						

					
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 SERVI RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 27 Jessup, Maryland 20794		ISION		
		410-75	3-1930		
Department/Agency Board of County Commissioners of Calvert County, MD	2. Division Department of Economic Development		ment	3. Unit	
DEFINITION: RECORD SERIES: A group of relate	ed records r	normally filed	and used as a	unit for re	eference as well as retention and disposition
purposes.		·		F F1:-	at Vasall atout Vasa
4. Record Series Title Employee Personnel Files					st Year/Latest Year to Present
6. Record Series Description (Briefly describe the t	types of info	ormation/docu	ments/forms	found in th	e series. Include the purpose or function of the
series.)					
Files pertaining to the employment history of De	epartment	of Economic	: Developmer	nt staff.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume 1	
X Letter Size Microfilm	İ	x Alphabetical		Number	
X Legal Size 🗖 Computer Tape		☐ Numerical		X File Drawer(s)	
☐ Audio Tape ☐ Floppy Disk		☐ Chronologica	al	☐ Microfilm Reel(s)	
☐ Bound Book ☐ Video Tape		☐ Geographica	ıl	☐ Computer Tape(s) ☐ Other (specify)	
Other (specify) Electronic		☐ Other (specif		10. Annual Accumulation	
Li Otter (specify) Electronic		u Olifes (special	(עי	Varies depending on staff turnover.	
					-4-1
				☐ File Dra	n Reel(s)
				☐ Comput ☐Other (s)	er Tape(s) pecify)
AA Fin in Unad			1 40 Ella Bassa		0
11. File is Used			12. File Becom Employee'		re from Economic Development.
☐ Daily ☐ Weekly X Monthly ☐ Annually			Number	- пм	onth(s)
			Number		
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record 5	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)
Department of Economic Development, Courthouse Square O 205 Main Street, Prince Frederick, MD 20678	iffice Bldg., Lo	ower Level,	X Yes □ No		
200 Main over, 1 Mac 1 (200 cm, mo 200)			Original employee personnel files are maintained by the Dept. of Human Resources.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)					
DYes X No			16. Audit Requ		
			X None □ State □ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom		
			Retain 7 ye Developme		employee's departure from Economic
			Developini	ent, then t	lead by.
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	•
Kelly Slagle, Director, Economic Development		410-535-45	83	August	7, 2018
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 25 of 33				
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	f Economic	3 UNIT				
DEFINITION - Record Series - A group of reland disposition		d electronically and used as a	unit for reference as well as retention				
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	7 OUTPUT - Identify the u	use/s of information generated by system				
Input conducted by Economic Developme	Used for record keeping Development staff.	g purposes for Economic					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information					
Timesheets and Work Report forms for Ec			purpose and function of the system. the Department of Finance & Budget				
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.							
Accessible to Department of Economic De	evelopment star	Т	:				
10 UPDATING CYCLES OR CONDITIONS A Once finalized, documents are not update							
11 SPECIFY THE LOCATION AND MEDIA							
ensure the record's retention and usability	y throughout the	record's authorized life cyc	cle.				
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	14 TELEPHO 410-535-4583	NE NUMBER	15 DATE				
Kelly Slagle			August 7, 2018				
16 TITLE OF PREPARER	1						
Director, Economic Development							
DGS 550-6							

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO BOAD, B.O. BOX 275	ELECTRONIC RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		Page 26 of 33	
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	Economic	3 UNIT	
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as	a unit for reference as well as retention	
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	7 OUTPUT - Identify the	use/s of information generated by system	
Input conducted by Economic Developme on annual Dun & Bradstreet/Hoover's bus			aff to track number of existing County. Information used in various	
as well as research conducted by staff.	iness nating		roduced by the department and	
	'		r use by the general public.	
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information		
			purpose and function of the system.	
Access database contains contact inform				
name, owner name, address, phone numb				
produced by the department. Searchable				
9 POLICY ON ACCESS AND USE - Expla			acc by general public.	
Accessible to Department of Economic De			of entire business database is	
prohibited due to restrictions in agreemer use by general public.	nt with Dun & B	radstreet, however, data	base is provided on county website for	
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMAT	ION IN THE SYSTEM	
Business listing updates are purchased a				
Updates are also performed on a routine I	pasis as informa	ation is received by staff	regarding the opening and/or closing	
of a Calvert County business.				
11 SPECIFY THE LOCATION AND MEDIA				
ensure the record's retention and usabilit	y throughout the	record's authorized life cy	rcle.	
Access database is located on the "T" dri by the Dept. of Technology Services.	ve for the Dept.	of Economic Developme	ent. The "T" drive is backed up daily	
40 DECOMMENDED DETENTION				
12 RECOMMENDED RETENTION Continuous record. Maintain as a perpetu	aldia bu umdati		معاملات مستناه مستناه المستناه المستناه	
material.	ai ille by updati	ng when amended or re-	vised and destroying obsolete	
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NÉ NUMBER	15 DATE	
PREPARER Kelly Slagle	410-535-4583		August 7, 2018	
16 TITLE OF PREPARER	<u> </u>		<u> </u>	
Director, Economic Development				
DGS 550-6				

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY	
ELECTRONIC RECORD SERIES. FORWARD WITH	7275 WATERL	OO ROAD, P.O. BOX 275 MARYLAND 20794		
RECORDS RETENTION SCHEDULE (DGS		10) 799-1930	Page 27 of 33	
550-1) COMAR 14.18.04				
COMAR 14.16.04				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Board of County Commissioners for Calvert County, MD	Department of Development	Economic		
Carvert County, MD	Development			
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Business Assistance Database		A OUTDUT OF BUILDING	1999 to Present	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the t	use/s of information generated by system	
Input conducted by Economic Developme	nt staff.	Used to track assistance businesses.	e provided by department to local	
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information		
Access database contains information reg			purpose and function of the system.	
effort to retain or expand their business in	Calvert Count	y. Database includes nan	ne of business, owner, contact	
information, the nature of the inquiry or re				
9 POLICY ON ACCESS AND USE - Expla Accessible to Department of Economic De				
10 UPDATING CYCLES OR CONDITIONS			ON IN THE SYSTEM	
Database is updated by department staff of				
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to	
ensure the record's retention and usability	y throughout the	record's authorized life cyc	de.	
Access database is located on the "T" dri	ve for the Dent	of Economic Develonme	ent. The "T" drive is backed up daily	
by the Dept. of Technology Services.	ve for the bopt.	or zoonomo zovelopme	The Transcate apacity	
12 RECOMMENDED RETENTION				
Retain 50 years after last modification, or				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO 410-535-4583	NE NOMBER	15 DATE	
Kelly Slagle	470 000 11000		August 7, 2018	
16 TITLE OF PREPARER	<u> </u>		1	
Director, Economic Development				
DGS 550-6				
DGS 330-0				

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	OO ROAD, P.O. BOX 275 , MARYLAND 20794 110) 799-1930	Page 28 of 33			
DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	f Economic	3 UNIT			
DEFINITION - Record Series - A group of rel and dispositio		ed electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE Prospect Database			5 EARLIEST YEAR/LATEST YEAR 1998 to Present			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the t	use/s of information generated by system			
Input conducted by Economic Developme on communications with various prospect	ts/clients.		cations with prospects/clients.			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information				
	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 - Expla						
Accessible to Department of Economic De 10 UPDATING CYCLES OR CONDITIONS			ON IN THE SYSTEM			
Database is updated by department staff of	on a regular bas	sis as new information or	requests are received.			
11 SPECIFY THE LOCATION AND MEDIA						
ensure the record's retention and usability	y throughout the	record's authorized life cyc	cle.			
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,	, 	ME NUMBER	L 15 DATE			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO 410-535-4583	INE NOMBEK	15 DATE			
Kelly Slagle			August 7, 2018			
16 TITLE OF PREPARER						
Director, Economic Development						
DGS 550-6						

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 29 of 33				
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	Economic	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	7 OUTPUT - Identify the i	use/s of information generated by system				
Input conducted by Economic Developme	ent staff.	Used to track business retention assistance.	development projects and business				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information					
Web-based software designed for collection	on, tracking and	d reporting of economic (
development, retention and expansion. The							
action taken with a client, which can then ensure all staff has access to the most up							
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	rif established in writing.					
Accessible to Department of Economic De 10 UPDATING CYCLES OR CONDITIONS			ON IN THE SYSTEM				
Data is updated by department staff on a r		TOTAL VIOLENCE IN CITAL CONTROL	ON IN THE STOTEM				
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 throu	igh LocationOne EcoDev	Tracker.				
12 RECOMMENDED RETENTION Continuous record. Maintain as a perpetumaterial.	al file by updati	ng when amended or rev	ised and destroying obsolete				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO 410-535-4583	NE NUMBER	15 DATE				
Kelly Slagle	410-335-4563		August 7, 2018				
16 TITLE OF PREPARER	<u> </u>						
Director, Economic Development							
DGS 550-6							

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	.OO ROAD, P.O. BOX 275 MARYLAND 20794 .10) 799-1930	Page 30 of 33
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	f Economic	3 UNIT
DEFINITION — Record Series - A group of re and disposition		d electronically and used as	a unit for reference as well as retention
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	7 OUTPUT - Identify the	use/s of information generated by system
Input conducted by Economic Developme on communications with visitors, potentia travel writers, journalists, tourist attractio	on of tourism brochures, tourism and tourism media coverage.		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the informatio	
Web-based software designed for use by Organizations (DMOs) to track tourism in	Convention & V	risitor Bureaus (CVBs) a	
9 POLICY ON ACCESS AND USE - Expla			
Accessible to Department of Economic D 10 UPDATING CYCLES OR CONDITIONS			ION IN THE SYSTEM
Data is updated by department staff on a		TO THE VIOLENCE HAT OF WILLY	COVIN TVIC OF OF EN
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to
ensure the record's retention and usabilit			
Web-based software accessible via login/	password throu	igh iDSS.	
12 RECOMMENDED RETENTION Retain for 75 years after last action, then	destroy.		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO 410-535-4583	NE NUMBER	15 DATE
Kelly Slagle			August 7, 2018
16 TITLE OF PREPARER			J
Director, Economic Development		_ <u></u>	
DGS 550-6			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	MARYLAND 20794 10) 799-1930	Page 31 of 33			
DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Development	f Economic	3 UNIT			
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE Email – Transitory Correspondence			5 EARLIEST YEAR/LATEST YEAR 2010 to Present			
6 INPUT - Identify source of information to Input conducted by Economic Developme		·	use/s of information generated by system ting to matters of short-term interest.			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information				
	cont	ained in a series. Include	purpose and function of the system.			
Incoming and outgoing correspondence r						
individuals, departments or external particorrespondence does not impact agency						
9 POLICY ON ACCESS AND USE - Expla			ittier use or purpose.			
Access restricted to owner of email accou						
10 UPDATING CYCLES OR CONDITIONS Emails updated by department staff as ne		R REVISING INFORMATI	ON IN THE SYSTEM			
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to			
ensure the record's retention and usabilit						
Emails located in Outlook.						
12 RECOMMENDED RETENTION						
Retain until administrative need ends the			LAC DATE			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO 410-535-4583	NE NUMBER	15 DATE			
Kelly Slagle	410-333-4303		August 7, 2018			
16 TITLE OF PREPARER						
Director, Economic Development						
DGS 550-6						

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		ELECTRONIC RECORDS INVENTORY		
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		Page 32 of 33		
DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, MD	2 DIVISION Department of Economic Development		3 UNIT		
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	a unit for reference as well as retention		
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	7 OUTPUT - Identify the	use/s of information generated by system		
Input conducted by Economic Development staff. Department emails created agency functions and		ated in the course of administering programs.			
8 ELECTRONIC RECORD SERIES DESCR Incoming and outgoing business-related of programs. Administrative correspondence correspondence documents the implement Business-related correspondence that is associated retention period.	cont correspondence e documents we ntation of agence	e created in the course of ork accomplished, transa cy functions rather than t	purpose and function of the system. f administering agency functions and actions made, or actions taken. This he creation of functions or policies.		
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		R REVISING INFORMATI	ON IN THE SYSTEM		
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 ensure the record's retention and usabilit Emails located in Outlook.					
12 RECOMMENDED RETENTION Retain for 1 year then purge from email sy	ystem.				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER 410-535-4583		15 DATE		
Kelly Slagle			August 7, 2018		
16 TITLE OF PREPARER Director, Economic Development			<u> </u>		
DGS 550-6					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275					
WITH		MARYLAND 20794				
RECORDS RETENTION SCHEDULE (DGS	(4	10) 799-1930	Page 33 of 33			
550-1) COMAR 14.18.04						
COMAR 14.1d.04						
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Board of County Commissioners for	Department of Economic					
Calvert County, MD	Development					
	<u> </u>					
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			5 EARLIEST YEAR/LATEST YEAR			
Email – Executive Correspondence		7 OUTDUT HERE	2010 to Present			
6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the use/s of information generated by system						
Input conducted by Economic Developme	nat provide unique information relating					
to the functions, polic			cies, procedures or programs of an			
agency.						
8 ELECTRONIC RECORD SERIES DESCR						
Incoming and outgoing business related a			de 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	14 TELEPHONE NUMBER		15 DATE			
PREPARER	410-535-4583					
Kelly Slagle			August 7, 2018			
16 TITLE OF PREPARER	<u> </u>					
Director, Economic Development						
Director, Leonomic Development						
DGS 550-6						