	CHARLES COUNTY GOVERNME RECORDS MANAGMENT DIVISI	ON	Schedule No. C1435	
	RECORDS RETENTION AND DISPOSAL		Page <u>1</u> of <u>2</u>	
Agenc Charle	cy es County Government		Division/Unit Economic Development	
Item No.	Description	<u></u>	Retention	
1	GENERAL CORRESPONDENCE Subject arrangement of original incoming letters, memorandum, and any and all correspondence o Economic Development office.		Retain 1 year. Then screen annually and destroy materials having no further administrative, fiscal, or operational value. Retain permanently all materials that serves to document the origin, development, and accomplishments of the department. Transfer permanent material every 5 years to the State Archives.	
2	TIME AND ATTENDENCE Files may contain some or all of the following: lea comptime requests, weekly timesheets, etc.	Retain for 3 years and then destroy.		
3	EMPLOYEE PERSONNEL RECORDS Files may contain some or all of the following: evaluations, awards, trainings, written correspondence, etc.		Retain for 1 year after date of separation and then destroy.	
4	FISCAL YEAR BUDGETS Budget expenditure for department, tracking of expenses, invoices, purchase orders and check requests, etc.		Retain for 3 years and then destroy.	
5	MAIL LOGS Log of all incoming mail addressed to the Econor Department.	nic Development	Retain for 5 years and then destroy.	
6	CREDIT CARD STATEMENTS Bank Of America statements for the Director and Deputy Director's credit card.		Retain for 3 years and then destroy.	
7	FREEDOM OF INFORMATION ACT (FOIA) REC Files may contain written requests and responses requests.		Retain for 3 years and then destroy.	
	dule Approved by Department,	Schedule Autho	rized by State Archivist	
Date	cy, or Division Representative	Date	3-7-19	
Signa Type Title	d Name Michael D Mallinoff	Signature	Tunoth D. Bal	

	CHARLES COUNTY GOVERNMENT RECORDS MANAGMENT DIVISION	Schedule No.
RECORDS RETENTION AND DISPOSAL SCHEI (Continuation Sheet)		Page 2_of 2
	Agency Charles County Government	
	Item Description No.	Retention
8	COLLECTIONS / LOAN FUND FILES Files may contain some or all of the following: correspondence, complaints, payment, agreements, repayment agreement, corporation documents, background checks, legal documents, financial statements, etc.	Retain for 5 years after final payment on account has been made and then destroy.
9	SMALL LOCAL BUSINESS ENTERPRISE (SLBE) / MINORITY BUSINESS ENTERPRISE (MBE) FILES SLBE program supports the growth and economic vitality of Charles County small businesses. This program allows small local businesses to receive preference when competing for Charles County procurement opportunities.	Retain for the life of the business or until businness I closes, which we have and then destroy.
	MBE program promotes the growth of minority-owned businesses, and increase their participation in the county's procurement proces	
	Files may contain some or all of the following: correspondence, application, income tax form, IRS documents, state assessment forms, etc.	
10	ECONOMIC DEVELOPMENT DEPARTMENT ZONING TEXT AMENDMENT STAFF OPINION LETTERS / MEMOS FILES Official request letter, supporting documention, staff recommendation memo.	Retain for 3 years and then destroy.
11	COUNTY ATTORNEY FILES Files that require reviewal of contracts and Human Resources personnel matters.	Retain for 3 years and then destroy.
12	LEGISLATIVE FILES Work files that contain supportive State & Local legislative initiative and process.	es Retain for 3 years and then destroy.
13	BUSINESS DEVELOPMENT / JOB CREATION FILES Work files that contain State and Local Incentives, (i.e. job credits)	Retain throughout the period that a company is eligible to receive credits and retain for 10 years after company has collected final credit,
14	EDD GRANT REQUEST FILE Files may include some or all of the following: application, award letter, supporting documentation, report, etc.	Retain for 3 years and then destroy.
15	ECONOMIC DEVELOPMENT AGREEMENT / PUBLIC PRIVATE PARTNERSHIP FILES Files may include some or all of the following: agreements, correspondence, letters, etc.	Retain for life of project and then transfer to Archives.
16	ELECTRONIC FISCAL YEAR BUDGET TRACKING Budget expenditure for department, tracking of expenses, and check requests.	Retain for 5 years and then destroy.

Instructions Type or print a				AGENCY RECORDS INVENTORY
separate form for each new or revised record series.			Page	1 of 16
4. December 2010			3. Unit/Program	
1. Department/Agency Charles County Government	· · · · · · · · · · · · · · · · · · ·			
DEFINITION: Record Series: a group of related records nor	mally filed and used as a unit for rei	erence as well as retention &	disposition purposes.	
4. Record Series Title			5. Earliest Year	/ Latest Year
GENERAL CORRESPONDENCE			2012	to 2018
6. Record Series Description (Briefly describe the types of information/documents/to Subject arrangement of original in memorandum, and any and all cor Economic Development office.	coming letters, outgoi		L	
7. Record Series Format(s)	8. Record Serie	s Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·
				Number
x Letter Size Microfilm	x Alphab			awer(s)
x Legal Size Computer		espondence)		lm Reel(s) uter Tape(s)
		icai		(specify)
Bound Book Floppy Disl	k Chrone	ological	10. Annual	(apeciny)
Audio Tape 🚺 Video Tape	e Geogra	aphical	Accumulation	Number
Other (specify)	Olher	(specify)		awer(s)
				lm Reel(s) uter Tape(s)
				(specify)
. File is used: Daily X Weekly Mo	onthly	12. File becomes in Month(Year(s)
	g, Flaor, Roam)		duplicated elsewhere?	
10665 Stanhaven Place, Sulte 206 White Plains, MD 20695] No	(If yes, specify agency or office)
15. Access Restrictions		16. Audit Requirem	enis	x None
Yes X No (If yes, cite law(s) a	ind regulation(s))		1	
		State] Federal	County
17. Is an index system used?		18, Recommended		
Yes X No				stroy material having no further
(If yes, explain briefly and describe any hardware/softy	vare)		cal, or operational value. I ves to document the origi	
				fer permanent material every 5
		years to the State	•	,
19. Name and Tille of Preparer	20. Telephone Number	· · · · · · · · · · · · · · · · · · ·	21. Date	
Lacey Oliver	301-885-1340		10/12/2018	
Administrative Associate				
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Instructions Type or print a separate form for each new or			AGENCY RECORDS INVENTORY
revised record series.			Page _2 of _16
1. Department/Agency Charles County Government	2. Division Economic Develop	oment	3. UniVProgram
EFINITION: Record Series: a group of related records norr 4. Record Series Title TIME AND ATTENDENCE	nally filed and used as a unit for ra	larance as well as retention &	disposition purposes. 5. Earliest Year / Latest Year 2012 to 2018
6. Record Series Description (Briefly describe the types of information/documents/fo Files may contain some or all of th comptime requests, weekly timesh	e following: leave req		rie\$.)
7. Record Series Format(s) X Letter Size Microfilm X Legal Size Computer Bound Book Floppy Disk Audio Tape Video Tape Other (specify)	Chrone	retical	9. Volume
13. Current Location(s) (Buildin 10665 Stanhaven Place, Suite 206	nthly g, Floor, Room)		
White Plains, MD 20695 15. Access Restrictions Yes x Yes x No (If yes, cile law(s) a 17. Is an index system used? Yes x No (If yes, explain briefly and describe any hardware/solive)		16. Audit Requirements None State Federal X Independent County 18. Recommended retention Retain for 3 years and then destroy	
19. Name and Tille of Preparer Lacey Oliver Administrative Associate	20. Telephone Number 301-885-1340	<u>]]</u>	21. Date 10/12/2018

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Instructions Type or print a			AGENCY RECORDS INVENTO
separate form for each new or revised record series,			Page 3 of 16
1. Department/Agency	2. Division		3. Unit/Program
Charles County Government	Economic Develop	oment '	
DEFINITION: Record Series: a group of related records norr	maily filed and used as a unit for re	lerence as well as retention &	
4. Record Series Title EMPLOYEE PERSONNEL RECORD) C		5. Éarliest Year / Latest Year 2012 to 2018
	/3		2012 to 2018
6. Record Series Description (Briatly describe the types of information/documents/for Files may contain some or all of th awards, trainings, written correspo	e following: evaluatio		ies.)
7. Record Series Format(s)	8. Record Serie	s Sequence	9. Volume
			Number
x Letter Size Microfilm	x Alphac	etical	2 File Drawer(s)
X Legal Size Computer	Jape Numer	ical	Microfilm Reel(s) Computer Tape(s)
			Olher (specify)
Bound Book Floppy Disk	Chrone	plogical	· · · · · · · · · · · · · · · · · · ·
Audio Tape 📃 Video Tape	e 🔂 Geogra	aphical	10. Annual Accumulation Number
Other (specify)	Other	(specify)	2 File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
. File is used:		12. File becomes in	active after
Daily 🔽 Weekly 🗌 Mo	inthly	Month(:	3) 1 Year(s) after separation
	g, Floor, Room)		duplicated elsewhere?
10665 Stanhaven Piace, Suite 206 White Plains, MD 20695			No (If yes, specify agancy or office)
		ll.	
15. Access Restrictions		16. Audit Requirem	ents X None
Yes X No (If yes, cite law(s) a	nd regulation(s))	State	Federal Independent
			County
17. Is an index system used?		18. Recommended	retention
		Retain for 1 year a	fter date of separation and then destroy.
(If yes, explain briefly and describe any hardware/softw	/8(6)	·	
))			
		<u> </u>	
19. Name and Title of Preparer	20. Telephone Number		21. Date 10/12/2018
Lacey Oliver	301-885-1340		10/12/2010
Administrative Associate			

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Instructions Type or print a	<u> </u>		AGENCY RECORDS INVENTO	
separate form for each new or revised record series.			Page <u>4</u> of <u>16</u>	
1. Department/Agency Charles County Government	2. Division Economic Develop	oment	3. Unit/Program	
DEFINITION: Record Series: a group of related records nor	mally filed and used as a unit for re	ferance as well as relention &	disposition purposes.	
4. Record Series Title			5. Earliest Year / Latest Year	
FISCAL YEAR BUDGETS			2012 to 2018	
6. Record Series Description (Briefly describe the types of information/documents/fo Budget expenditure.for departmen purchase orders and check reques	t, tracking of expense		riës.)	
7. Record Series Format(s) X Letter Size Microfilm X Legal Size Computer Bound Book Floppy Disl Audio Tape Video Tape	< X Chrono	etical	9. Volume 2 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation	
Other (specify)	Other	(specify)	2 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
	nthly	12. File becomes in Month(:	s) <u>3</u> Year(s)	
13. Current Location(s) (Buildin 10665 Stanhaven Place, Suite 206 White Plains, MD 20695	g, Floor, Room)	14, is record series	duplicated elsewhere? No (If yes, specify agency or office) Office	
15. Access Restrictions Yes X. No (If yes, cite law(s) a	ind regulation(s))	16. Audit Requirements x None State Federal Independent County		
17. Is an index system used? Yes No (If yes, explain briefly and describe any hardware/solive)	váre)	18. Recommended Retain for 3 years		
19. Name and Title of Preparer Lacey Oliver Administrative Associate	20. Telephone Number 301-885-1340		21. Date 10/12/2018	

Instructions Type or print a				SENCY RECORDS INVENTORY
separate form for each new or revised record series.			Page <u>5</u>	_of <u>16</u>
1. Department/Agency Charles County Government	2. Division Economic Develop	oment	3. Unit/Program	
DEFINITION: Record Series: a group of related records nor 4. Record Series Title	mally filed and used as a unit for re	ference as well as relention &		
MAIL LOGS			5. Earliest Year	/ Latest Year to 2018
6. Record Series Description (Briefly describe the types of information/documents/to Log of all incoming mail addresse Department.			ries.}	····
7. Record Series Format(s)	8. Record Serie	es Sequence	9. Volume	
X Letter Size Microfilm Legal Size Computer Bound Book Floppy Disl			1 File Drawer Microfilm R Computer T Other (spec	eel(s) 'ape(s)
Audio Tape Video Tape		aphical	10. Annual Accumulation	Number
C Other (specify)		(specify)	1 File Drawen Microfilm R Computer T Other (spec	(s) eel(s) 'ape(s)
	anthly	12. File becomes in Month(;		Year(s)
13. Current Location(s) (Buildin 10666 Stanhaven Place, Sulte 206 White Plains, MD 20695	g, Floor, Room)		duplicated elsewhere?] No (If yes	. specify agency or olfice)
15. Access Restrictions Yes X No (If yes, cite law(s) a	16. Audit Requirements x None State Federal Independent County			
17. Is an index system used? Yes X No (If yes, explain briefly and describe any hardware/soliv	were}	18. Recommended Retain for 5 years		
19. Name and Title of Preparer Lacey Oliver Administrative Associate	20. Telephone Number 301-885-1340		21. Date 10/12/2018	

Instructions Type or print a separate form for each new or revised record series.			AGENCY RECORDS INVENTORY Page 6 of 16
1. Department/Agency Charles County Government	2. Division Economic Develop	iment	3. Unit/Program
FINITION: Record Series: a group of related records non 4. Record Series Tille CREDIT CARD STATEMENTS	mally filed and used as a unit for re	larence as well as retention &	disposition purposes. 5. Earliest Year / Latest Year 2013 to 2018
6. Record Series Description (Briefly describe the lypes of information/documents/fo Bank Of America statements for th			
7. Record Series Formal(s)	8. Record Serie	s Sequence	9. Volume
Letter Size Microfilm Legal Size Computer	Tape Numer		1 File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Bound Book Floppy Dist		ological	Other (specify)
Audio Tape Video Tapa	e Geogra	aphical	10. Annual Accumulation Number
Other (specify)	Other	(specify)	1 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)
File is used: Daily Weekly Mc	onthly XAs Needed	12. File becomes in Month(
13. Current Location(s) (Buildin 10665 Stanhaven Place, Suite 206 White Plains, MD 20696	g, Floor, Room)		duplicated elsewhere? No (If yes, spacify sgency or office)
15. Access Restrictions Yes X No (if yes, cite law(s) a	and regulation(s))	16, Audit Requirem	Federal Dindependent
17. Is an index system used? Yes X No (II yes, explain briefly and describe any hardware/softw	vare)	18. Recommended Retain for 3 years	
19. Name and Title of Preparer Lacey Oliver Administrative Associate	20. Telephone Number 301-885-1340	u, <u></u> ,	21. Date 10/12/2018

Instructions Type or print a	<u></u>		AGENCY RECORDS INVENTO	
separate form for each new or revised record series.			Page 7 of 16	
1. Department/Agency Charles County Government	2. Division Economic Develop	oment	3. Unit/Program	
DEFINITION: Record Series: a group of related records norm 4. Record Series Title FREEDOM OF INFORMATION ACT		ference as well as ratention &	disposition purposes. 5. Earliest Year / Latest Year 2012 to 2018	
6. Record Series Description (Brielly describe the types of information/documents/for Files may contain written requests requests.			nies.)	
7. Record Series Formal(s)	8. Record Serie	s Sequence	9. Volume	
x Letter Size	Alphab	etical	Number 2 File Drawer(s) Microfilm Reel(s)	
Legal Size Computer T	ape Numer	ical	Computer Tape(s) Other (specify)	
📄 Bound Book 👘 Floppy Disk	Chrone	blogical	10. Annual	
Audio Tape 🚺 Video Tape	Geogra	aphical	Accumulation Number	
Other (specify)	Other	(specily)	2 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
. File is used: Daily Weekly Mo.	nthly X As Needed	12. File becomes in Month(s		
13. Current Location(s) (Building 10665 Stanhaven Place, Suite 206 White Plains, MD 20695	g, Floor, Room)	14. Is record series	duplicated elsewhere? } No (If ye <u>s, specify agency or olfice)</u> Shared Drive	
15. Access Restrictions Yes X No (If yes, cite law(s) and	nd regulation(s))	16. Audit Requirements		
17. Is an index system used? Yes X No (If yes, explain briefly and describe any hardware/softw	are)	18, Recommended Retain for 3 years	retention and then destroy.	
19. Name and Title of Preparer Lacey Oliver Administrative Associate	20. Telephone Number 301-885-1340	A	21. Date 10/12/2018	

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Instructions Type or print a separate form for each new or		1	AGENCY RECORDS INVENTO	
revised record series,			Page 8 of 16	
1. Department/Agency Charles County Government	2. Division Economic Develop	ement	3. UniVProgram	
DEFINITION: Record Series; a group of related records norm	nally filed and used as a unit for re	ference as well as relention 6		
4, Record Series Title COLLECTIONS / LOAN FUND FILE:	S		5. Earliest Year / Latest Year 2013 to 2018	
6. Record Series Description (Briefly describe the types of information/documents/for Files may contain some or all of th complaints, payment, agreements, corporation documents, backgroun financial statements, etc.	e following: correspo repayment agreemen	ndence, t,	ria s. }	
7. Record Series Formal(s)	8. Record Serie	s Sequence	9. Volume	
X Letter Size Microfilm	X Alphab		3 File Drawer(s) Microfilm Reek(s)	
Legal Size Computer 1		ical blogical	Computer Tape(s) Other (specify)	
Audio Tape Video Tapa	Geogra	aphical	10. Annual Accumulation Number	
Other (specify)	Other	(specify)	3 File Drawer(s) Microlilm Reel(s) Computer Tape(s) Other (specify)	
. File is used: Daily X Weekty Mo	athly	12. File becomes in Month(s		
13. Current Location(s) (Buildin 10665 Stanhaven Place, Sulte 206 White Plains, MD 20695	g, Floor, Room)	14. Is record series	duplicated elsewhere? No (If yes, specify egency or office) Shared Drive	
15. Access Restrictions Yes X No (If yes, cite law(s) a		16. Audit Requirem	enis x None	
		State Federal Independent County		
17. Is an index system used? Yes x No (If yes, explain briefly and describe any hardware/software)		18, Recommended Retain for 5 years and then destroy.	retention after final payment on account has been made	
19. Name and Title of Preparer Lacey Oliver Administrative Associate	20. Telephone Number 301-885-1340	И	21. Date 10/12/2018	

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Instructions Type or print a separate form for each new or		r		AGENCY RE	CORDS INVENTORY
revised record series.			Pa	ge <u>9</u> of <u>16</u>	
1. Department/Agency	2. Division		3. Unit/Program		
Charles County Government	Economic Develop	oment			
DEFINITION: Record Series: a group of related records nor	mally lited and used as a unit for re	ference as well as relention &			
4. Record Series Title			5. Earliest Year	12 1-	Latest Year
SMALL LOCAL BUSINESS ENTERPRISE BUSINESS ENTERPRISE (MBE) FILES	(SLBE) / MINORITY		20	1316	2018
6. Record Series Description					
(Briefly describe the types of information/documents/to	rms found in the series. Include the	purpose or function of the ser	ries.)		
The SLBE program helps small and local busi					_
procurement incentives. The SLBE also suppo	-	vitaility of Charles Count	y small businesses by it	ncreasing their succ	ess when
participating in county contracts and other pro					
The MBE program promotes the growth of min Elitee may contain come or all of the following				•	
Files may contain some or all of the following	correspondence, application	h, income tax torm, interna	al Nevenue Service docu	imenis, state assess	imeni forms, etc.
7, Record Series Format(s)	8. Record Serie	s Sequence	9. Volume		
X Letter Size Microfilm	x Alphab	etical	4 File	Drawer(s)	Number
		encal		crofilm Reel(s)	
X Legal Size Computer	Tape Numer	ical		mputer Tape(s)	
				ner (specify)	
Bound Book Floppy Dist	K Chrone	plogical		<u></u>	
Audio Tape 🚺 Video Tape	e 🗌 🛄 Geogr	aphical	10. Annual Accumulation		Number
		4			
Other (specify)		(specify)		e Drawer(s) crofilm Reel(s)	
	ł			mputer Tape(s)	
			01	her (specify)	
	<u> </u>				
. File is used: Daily X Weekly Mc	onthly	12. File becomes in: Month(s		ain for the life of t Year(s)	
	And By			1001(3)	,
13. Current Location(s) (Buildin	g, Floor, Room)		duplicated elsewhere?		··· - · · ·
10665 Stanhaven Place, Suite 206		X Yes] No	(If yes, specify age	ncy or office)
White Plains, MD 20695				Iseries	
15. Access Restrictions		16. Audit Requirem	ents	x None	
Yes X No (If yes, cite law(s) a	ind regulation(s)}				
		State	Federal	Independe	nt
17. Is an index system used?		18. Recommended	rotantian	County	······
Yes X No		of the business until t	nusiness heromes	has aviage	
(If yes, explain briefly and describe any hardware/softw	then destroy.				
19. Name and Title of Preparer	20. Telephone Number	lt	21. Date		
Lacey Oliver	301-885-1340		10/12/2018		
Administrative Associate					

Instructions Type or print a				AGENCY RE	CORDS INVENTORY
separate form for each new or revised record series.				Page 10 of 16	
1. Department/Agency	2. Division		3. UniVProgram		
Charles County Government	Economic Develop	oment	5. 5		
DEFINITION: Record Series: a group of related records norm	ally fited and used as a unit for refe	erence as well as releation & di			
4. Record Series Title ECONOMIC DEVELOPMENT DEPARTMEN		MENT CTAFE	5. Earliest Year	/ 2006 to	Latest Year
OPINION LETTERS / MEMOS FILES	T ZOAING TEXT AMENDA	MENTSTAFF		1006 to	2018
6. Record Series Description					
(Briefly describe the types of information/documents/for The Economic Development Department				nonsistani potura. T	he purpose of a
zoning text amendment is to establish the	•		•		• •
		ы р 1100 gettettile to		o sy the coning text	anteriarite.
Official request letter, supporting docume	entation, staff recommend	lation memo, etc.			
·					
7. Record Series Formal(s)	8. Record Serie	s Sequence	9. Volume		Number
X Letter Size Microfilm	Alphab	etical	[[]	File Drawer(s)	Number
				Microfilm Reel(s)	
Legal Size Computer 1	Tape Numer	ical		Computer Tape(s) Other (specify)	
Bound Book Toppy Disk	< X Chrone	ological			
🔲 Audio Tape 📃 Video Tape	e Geogra	aphical	10, Annual Accumulation		Number
Other (specify)	C Other	(specify)];	File Drawer(s)	
				Microfilm Reel(s)	
<u> </u>				Computer Tape(s) Other (specify)	
				Other (abecily)	
File is used:		12. File becomes in			
Daily Weekly Mo	nthly x As Needed	Month(:	s) –	3 Year(s)
	g, Floor, Room)		duplicated elsewher	e?	
10665 Stanhaven Place, Suite 205 White Plains, MD 20695		Yes 🔽	No	(If ye <u>s, sp</u> ecify age	ncy or office)
15. Access Restrictions		16. Audit Requirem	ients	x None	
Yes X No (If yes, cite low(s) at	nd regulation(s))	State	Federal	independe	ent
				County	
17. Is an index system used?		18. Recommended Retain for 3 years	l relention and then destroy.		
(II yes, explain briefly and describe any hardware/softw	are)	Recont for 5 years	and then destroy.		
19. Name and Title of Preparer	20. Telephone Number	<u> </u>	21. Date		••
Lacey Oliver	301-885-1340		10/12/2018		
Administrative Associate					
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Instructions Type or print a				AGENCY RECORDS INVENTORY
separate form for each new or revised record series.			Page <u>1</u>	1oi16
1. Department/Agency Charles County Government	2. Division Economic Develop	ment	3. Unit/Program	
1 DEFINITION: Record Series: a group of related records norm	ally filed and used as a unil for refe	rence as well as retention & di		······
4. Record Series Title COUNTY ATTORNEY FILES			5. Earliest Year 2012	/ Latest Year to 2018
(Briefly describe the types of information/documents/form Files that require reviewal of contra personnel matters.			s.}	
7. Record Series Format(s)	8, Record Serie	s Sequence	9. Volume	
🗶 Letter Size 🦾 Microfilm	X Alphab	etical	1 File Orav	
🗶 Legal Size 📃 Computer T	ape Numer	ical	Compute Other (s	er Tape(s) pecify)
🔲 Bound Book 🛛 🗍 Floppy Disk	Chrone	logicat	10, Annual	
Audio Tape Video Tapa	Geogra	aphical	Accumulation	Number
Other (specify)	Other	(specily)		n Reel(s) er Tape(s)
File is used:	12. File becomes inactive after Month(s) Year(s)			
13. Current Location(s) (Building 10665 Stanhaven Place, Suite 206 White Plains, MD 20695	14. Is record series duplicated elsewhere? Yes X No (Il ye <u>s, sp</u> ecily agency or office)			
15. Access Restrictions Yes X No (If yes, cite law(s) an	16. Audit Requirements x None			
17. Is an index system used? Yes <u>x</u> No (If yes, explain briefly and describe any hardware/software)		18. Recommended retention Retain for 3 years and then destroy.		
19. Name and Title of Preparer Lacey Oliver Administrative Associate	20. Telephone Number 301-885-1340	II	21. Date 10/12/2018	

Instructions Type or print a			AG	ENCY RECORDS INVENTORY	
separate form for each new or revised record series.			Page 12	······	
	2. Division				
1. Department/Agency Charles County Government	Economic Develop	oment	3. Unit/Program		
DEFINITION: Record Series: a group of related records normality	r filed and used as a unit for refe	rence as well as relation & di	sposition purposes.		
4. Record Series Title LEGISLATIVE FILES		5. Earliest Year 2012	/ Latest Year to 2018		
l					
6. Record Series Description (Briefly describe the types of information/documents/forms)	found in the series, Include the j	purpose or function of the serie	35.)		
Work files that contain supportive St	ate & Local legislati	ive initiatives			
and process.					
7. Record Series Formal(s)	8. Record Serie	s Sequence	9. Volume		
X Letter Size Microfilm	X Alphab	etical	1 File Drawer(s		
x Legal Size Computer Ta	e Numer	ical	Microfilm Ree Computer Ta		
Bound Book Floppy Disk	Chrone	plogical	Other (specif	¥}	
Audio Tape Video Tape		aphical	10. Annual Accumulation	Number	
Other (specify)		(specify)	1 File Drawer(s	el(s)	
		Computer Ta	/		
. File is used:		12. File becomes in	active after		
Daily Weekly Montl	nly 💽 As Needed	Month(:	s) <u>3</u>	Year(s)	
13. Current Location(s) (Building, Floor, Room) 10665 Stanhaven Place, Sulte 206		14. Is record series duplicated elsewhere? Yes X No (il yes, specity agency or office)			
White Plains, MD 20695		,, (,)	op dany againer or amoor		
15. Access Restrictions	16. Audit Requirements x None				
Yes X No (If yes, cite law(s) and	State	State Federal Independent County			
17. Is an index system used? Yes X No	18. Recommended retention Retain for 3 years and then destroy.				
(1) yes, explain briefly and describe any hardware/software	Notani for 5 years	and mon bootby.			
19. Name and Title of Preparer 20. Telephone Number		<u> </u>	21. Date		
Lacey Oliver Administrative Associate	301-885-1340		10/12/2018		
			<u> </u>	······································	

Instructions Type or print a				AGENCY R	ECORDS INVENTORY
separate form for each new or revised record series.				Page <u>13</u> of <u>1</u>	6
1. Department/Agency Charles County Government	2. Division Economic Develop	oment	3. Unit/Program)	
INITION: Record Series: a group of related records nor 4. Record Series Title	nally filed and used as a unit for refe	erence as well as relention & di	sposition purposes. 5. Earliest Year	· · · · · · · · · · · · · · · · · · ·	Latest Year
BUSINESS DEVELOPMENT / JOB	CREATION FILES		-	2012 to	2018
6. Record Series Description (Briefly describe the types of information/documents/to The purpose is to keep tract of the Econ Work files that contain State and Local In (i.e. job credits)	omic Development Departr			elates to various busi	nesses.
7. Record Series Format(s)	8, Record Serie	es Sequence	9. Volume		
X Letter Size Microfilm	X Alphab		2	File Drawer(s) Microfilm Reel(s)	Number
Legal Size Computer Bound Book Floppy Dis		ical ological		Computer Tape(s) Other (specify)	
Audio Tape Video Tap	e Geogr	aphical	10. Annual Accumulation		Number
Other (specify)	Other	(specify)	2	File Drawer(s) Microfilm Reel(s) Compuler Tape(s) Other (specify)	
ile is used: Dailγ	onthly X As Needed	12. File becomes in Month(s		5-10 Year(s)
13. Current Location(s) (Buildin 10665 Stanhaven Place, Suite 206 White Plains, MO 20695		duplicated elsewhe No	re? (If yes <u>, sp</u> ecify ag	ency or office)	
15. Access Restrictions Yes x No (If yes, cite law(s) /	16. Audit Requirem	ents Federal	x None Independ County	deni	
17. Is an index system used? Yes X No (If yes, exptain briefly and describe any hardware/software)		 Recommended retention Retain throughout the period that a company is eligible to receive credits and retain for 10 years after company has collected final credit. 			
19. Name and Title of Preparer Lacey Oliver Administrative Associate	20. Telephone Number 301-885-1340	<u> </u>	21. Date 10/12/2018		

Instructions Type or print a separate form for each new or			AGENCY RECORDS IN	
revised record series.			Page 14 of 16	
1. Department/Agency Charles County Government	2. Division Economic Develop	oment	3. Unit/Program	
OEFINITION: Record Series: a group of related records no	rmally filed and used as a unit for ref	arance as well as retention &	disposition purposes.	
4. Record Series Tille ECONOMIC DEVELOPMENT DEF	ARTMENT GRANT REC	UEST FILE	5. Earliest Year / Latest Year 2016to _2018	
6. Record Series Description (Briefly describe the types of information/documents/ The purpose is to maintain and tract th requesting a grant and agencies reque Files may include some or all of the foll letter, supporting documentation, repo	e departments grant reques sting a grant from the Econo owing: application, award	ts over a three year p	ariod. This would apply to both the department	
7. Record Series Format(s)	8. Record Serie	s Sequence	9. Volume	
x Letter Size Microfilm	X Alphat	etical	Nu 2 File Drawer(s)	
T Legal Size Compute	r Tape	ieal	Microfilm Reel(s) Computer Tape(s)	
			Other (specify)	
Bound Book Floppy D	isk Chrone	ological	10. Annual	
🛄 Audio Tape 👘 Video Ta	pe 🛛 🗍 Geogr	aphical	Accumulation	
Other (specify)	Other	(specify)	2 File Drawer(s) Microfilm Reel(s)	
			Computer Tape(s) Other (specify)	
. File is used: Daily Weekly N	fonthly xQuarterly	12. File becomes i Month		
13. Current Location(s) (Build	ing, Floor, Room)			
10665 Stanhaven Place, Suite 206 White Plains, MD 20695	ng, ridor, koam)		s duplicated etsewhere?] No (Il ye <u>s, sp</u> ecity agency or office)	
15. Access Restrictions		15. Audit Requirer	nents x None	
Yes x No (If yes, cite law(s) and regulation(s))		State Federal Independent County		
17. Is an index system used? Yes X No (If yes, explain briefly and describe any hardware/sol	tware)	18. Recommende Retain for 3 year		
19. Name and Tille of Preparer	20. Telephone Number		21. Date	

Instructions Type or print a			AGENCY RECORDS INVENTOR		
separate form for each new or					
revised record series.			Page 15 of 16		
4. Deve	2 D		0.11-10-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-		
1. Department/Agency Charles County Government	2. Division Economic Develop	mont	3. Unit/Program		
Charles County Government	Economic Develop	Anteni			
DEFINITION: Record Series: a group of related records norm	ally filed and used as a unit for refe	erence as well as retention & di	sposition purposes.		
4. Record Series Title			5. Earliest Year / Latest Year		
ECONOMIC DEVELOPMENT AGRE	EMENT / PUBLIC		2012to2018		
PRIVATE PARTNERSHIP FILES	<u> </u>				
6. Record Series Description (Briefly describe the types of information/documents/for	ms found in the series. Include the	ournose or function of the serie	re)		
Files may include some or all of th					
correspondence, letters, etc.					
			· · · · · · · · · · · · · · · · · · ·		
7. Record Series Format(s)	8. Record Serie	s Sequence	9. Volume 48 Number		
X Letter Size Microfilm	x Alphab	etical	48 File Drawer(s)		
			0 Microfilm Reel(s)		
x Legal Size Computer 1	Fape 🔄 🗌 Numer	ical	0 Computer Tape(s)		
Bound Book Floppy Qisk	Chrone	plogical	0 Other (specify)		
			10. Annual		
📗 🦳 Audio Tape 📃 Video Tape	e 🗌 🛄 Geogra	aphical	Accumulation Number		
Other (specify)	Other (specify)		48 File Drawer(s)		
		(specily)	0 Microfilm Reel(s)		
			0 Computer Tape(s)		
			0 Olher (specify)		
File is used:	I	12. File becomes in	active after Retain for life of project		
	nthly x As Needed	Month(s	· · · · · · · · · · · · · · · · · · ·		
13. Current Location(s) (Buildin 10665 Stanhaven Place, Suite 206	g, Floor, Room)		duplicated elsewhere? No (1) yes, specify georgy or office)		
White Plains, MD 20695		X Yes No (If yes, specify agency or offica) Shared Drive			
15. Access Restrictions		16. Audit Requirem	ents x None		
Yes XNO (If yes, cite law(s) a	nd regulation(s)	State Federal Independent			
1					
17. Is an index system used?		18. Recommended retention			
Yes X No		Retain for life of project and then transfer to the Archives.			
(If yes, explain briefly and describe any hardware/softw	216)				
		1			
		▋			
19. Name and Tille of Preparer	20. Telephone Number		21. Date		
Lacey Oliver Administrative Associate	301-885-1340		10/12/2018		
Administrative Associate					

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Instructions Type or print a			AGE	ENCY RECORDS INVENTORY
separate form for each new or revised record series.			Page <u>16</u>	_of
1. Department/Agency Charles County Government	2. Division Economic Developmen	it .	3. Unit/Program	
DEFINITION: Record Series: a group of rela	ated records normally filed and u	used as a unit for re	eference as well as retention & disp	
4. Record Series Title ELECTRONIC FISCAL YEAR BUDGET TRACKING			5. Earliest Year 2012	/ Latest Year to 2018
6. Record Series Description (Briefly describe the types of inform Budget expenditure for departme				the series.)
7. Record Series Format(s)	8. Record Series	s Sequence	9. Volume	
Letter Size M	Letter Size Microfilm Alphabetical Legal Size Computer Tape X		3 File Drawer(s Microfilm Ree Computer Tap 1 Other (specify	l(s) be(s)
Audio Tape Vi	deo Tape 🔲 Geogra	phical	10. Annual Accumulation	Number
x Other (specify) Electronic		(specify)	3 File Drawer(s Microfilm Ree Computer Taj 1 Other (specify	el(s) pe(s)
. File is used: Daily X Weekly		12. File beco	mes inactive after5	_Year(s)
13. Current Location(s) 10665 Stanhaven Place, Suite 20 White Plains, MD 20695	14. Is record series duplicated elsewhere? x Yes No (If yes, specify agency or office) Office file cabinet			
15. Access Restrictions Yes X No (If yes	16. Audit Requirements X None)) State Federal Independent County			
17. Is an index system used? Yes X No (If yes, explain briefly and describe any hardware/software)		18. Recommended retention Retain for 5 years and then destroy		
19. Name and Title of Preparer Lacey Oliver Administrative Associate	20. Telephone Number 301-885-1340	u. <u> </u>	21. Date 10/12/2018	

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