

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	C1445
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Agency Information

Department / Agency	Board of License Commissioners for Frederick County, Maryland
Division / Unit	
Mission Statement/Link to division/unit website	www.frederickcountymd.gov/liquorboard

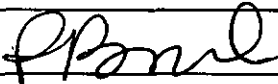
Schedule Information

Supersedes Schedule(s)	n/a
Amends Schedule(s)	

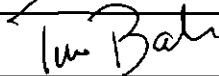
Preparer Information

Name of Preparer	Penny Bussard
Title of Preparer	Liquor Board Coordinator
Preparer Email Address	pbussard@frederickcountymd.gov
Preparer Telephone Number	301-600-1651
Date	10/15/18

Agency Approval

Name of Agency Director	Penny Bussard
Agency Director Signature	
Date	10/15/18

State Archivist Approval

State Archivist Signature	
Date	3-22-19

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1445 (To be completed by DGS/Records Management Division)
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Records Series Title: Active Licenses	Page 1 of 8
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Record Series Content	Active License Files
Record Series Function	These records contain information regarding establishments that have an active license to sell alcoholic beverages. In these files are copies of: entity information, business licenses, renewals, licenses, corrections, renewals, and liquor board forms.
Organization/Arrangement	These files are organized in alphabetical order
Indexing System	n/a
Restrictions (Law or Regulation Citation)	n/a
Formats (paper, electronic, etc.)	Loose paper, 2006-2018 information entered into electronic database
Volume (file drawers, gigabytes, etc.)	5-(lateral filing cabinets with 5 drawers each) =111,375 inches cubic
Annual Accumulation (file drawers, gigabytes, etc.)	1-(file drawer)=4,455 inches cubic
Current Location	12 East Church Street, Frederick, MD 2 nd floor Liquor Board office
Audit Requirements	n/a
Date Span	1940-2018
Completeness /Gaps	n/a

Schedule Item Number	1
Retention	Paper-retain 10 years, then destroy; if entered into electronic database, then destroy paper when entered. Electronic-retain 10 years, then destroy.
Justification for Permanent Retention	Not a Permanent Record

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Records Series Title: Inactive Licenses	Page 2 of 8
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Record Series Content	Inactive Licenses
Record Series Function	These records contain information regarding the establishment's entity, operation, approval of alcoholic beverages license and possible violations. The records in this series are for establishment's that have either surrendered, transferred or allowed their license to expire. In short, these are "dead" files. They are not used by our agency or the public any longer.
Organization/ Arrangement	These files are in our basement filed in cabinets in alphabetical order.
Indexing System	n/a
Restrictions (Law or Regulation Citation)	n/a
Formats (paper, electronic, etc.)	Loose paper
Volume (file drawers, gigabytes, etc.)	11- (5 drawer lateral filing cabinet)=278,025 inches cubic 16-(banker style boxes)=33,000 inches cubic Total of 278,025 inches cubic
Annual Accumulation (file drawers, gigabytes, etc.)	1 to 2 (file drawers)=4,455 to 8,910 inches cubic per a year
Current Location	12 East Church Street, Frederick, MD Basement filing room and 2 nd floor Liquor Board office
Audit Requirements	n/a
Date Span	1940-2018
Completeness /Gaps	n/a

Schedule Item Number	2
Retention	Retain 10 years then destroy
Justification for Permanent Retention	Not a Permanent Record

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Records Series Title: Per Diem Licenses	Page 3 of 8
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Record Series Content	Per Diem Licenses
Record Series Function	These records contain information regarding when a non-profit was issued a license to sell alcoholic beverages at a specific event. Most events are only one day events but not more than 7 days.
Organization/ Arrangement	These files are in our basement filed in boxes in chronological order by date until 2017 they were organized in alphabetical order
Indexing System	n/a
Restrictions (Law or Regulation Citation)	n/a
Formats (paper, electronic, etc.)	Loose paper
Volume (file drawers, gigabytes, etc.)	30-(boxes)=61,875 inches cubic 2-(drawers of a lateral filing cabinet)=8,910 inches cubic Total=70,785 inches cubic
Annual Accumulation (file drawers, gigabytes, etc.)	½ (file drawers)=2,228 inches cubic
Current Location	12 East Church Street, Frederick, MD Basement filing room and 2 nd floor Liquor Board office
Audit Requirements	n/a
Date Span	1970-2018
Completeness /Gaps	n/a

Schedule Item Number	3
Retention	Retain for 2 years then destroy
Justification for Permanent Retention	Not a Permanent Record

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Records Series Title: Correspondences	Page 4 of 8
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Record Series Content	Correspondences
Record Series Function	These records are correspondences from or to delegation, licensees, MALA (Maryland Alcohol Licensing Association) and MSLBA (Maryland State Licensed Beverage Association)
Organization/ Arrangement	These files are in our office in boxes in chronological order.
Indexing System	n/a
Restrictions (Law or Regulation Citation)	n/a
Formats (paper, electronic, etc.)	Loose paper until 2000, Emails 2000-current
Volume (file drawers, gigabytes, etc.)	6-(boxes)=12,375 inches cubic
Annual Accumulation (file drawers, gigabytes, etc.)	0 files in drawers since 2000 Approximately 50 electronic (emails) per a year beginning in 2000 to current
Current Location	12 East Church Street, Frederick, MD 2 nd floor Liquor Board office
Audit Requirements	n/a
Date Span	1930-2000; 2000-current
Completeness /Gaps	n/a

Schedule Item Number	4
Retention	Retain for 2 years then destroy both paper and electronic
Justification for Permanent Retention	Not a Permanent Record

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Records Series Title: Hearing Minutes	Page 5 of 8
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Record Series Content	Contains the minutes of the Liquor Board hearings
Record Series Function	This series records the happenings of the Liquor Board hearings
Organization/ Arrangement	Chronologically by meeting date
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Electronic (Word files, PDF files) also uploaded to website
Volume (file drawers, gigabytes, etc.)	250 mb
Annual Accumulation (file drawers, gigabytes, etc.)	10 mb
Current Location	County network storage
Audit Requirements	N/A
Date Span	2004-present
Completeness /Gaps	Complete

Schedule Item Number	5
Retention	Retain 10 years, then transfer to MSA. <i>(Maryland State Archives)</i>
Justification for Permanent Retention	These minutes have value for social and economic history.

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Records Series Title: Meeting Audio Recordings	Page 6 of 8
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Record Series Content	Electronic audio files of liquor board hearings
Record Series Function	These records capture the entire hearings as an audio record. Used to created written and supplement minutes.
Organization/ Arrangement	Chronologically by meeting date
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	MP3, WAV
Volume (file drawers, gigabytes, etc.)	100 gb
Annual Accumulation (file drawers, gigabytes, etc.)	500 mb
Current Location	County network storage
Audit Requirements	N/A
Date Span	2014-present
Completeness /Gaps	None

Schedule Item Number	6
Retention	Retain for 10 years, then destroy.
Justification for Permanent Retention	

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Records Series Title: License Database	Page 7 of 8
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Record Series Content	Contains all license information
Record Series Function	These records contain information regarding all establishments that have an licenses (active, inactive, and per diem) to sell alcoholic beverages. In these files are copies of: entity information, business licenses, renewals, licenses, corrections, renewals, and liquor board forms.
Organization/ Arrangement	These files are organized in a searchable database
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Electronic database
Volume (file drawers, gigabytes, etc.)	1 gigabyte or less (software can hold up to 1 terabyte)
Annual Accumulation (file drawers, gigabytes, etc.)	It is hard to gage annual accumulation as this software is shared with other county divisions such as Planning and Permitting.
Current Location	County network storage
Audit Requirements	N/A
Date Span	2006-present
Completeness /Gaps	Complete

Schedule Item Number	7
Retention	Retain 10 years, then destroy.
Justification for Permanent Retention	

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Records Series Title: License Records	Page 8 of 8
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Record Series Content	These records contain information regarding establishments and events that have a license to sell alcoholic beverages. These include each license that the local licensing board issues; and any revocation, suspension, or cancellation of a license and any restriction imposed on a license with a brief explanation of the reason of the action
Record Series Function	To record establishments or events licensed to sell alcoholic beverages, for regulation purposes
Organization/ Arrangement	These files are organized in alphabetical order
Indexing System	n/a
Restrictions (Law or Regulation Citation)	n/a
Formats (paper, electronic, etc.)	Loose paper, 2006-2018 information entered into electronic database (item 7)
Volume (file drawers, gigabytes, etc.)	5-(lateral filing cabinets with 5 drawers each) =111,375 inches cubic
Annual Accumulation (file drawers, gigabytes, etc.)	1-(file drawer)=4,455 inches cubic
Current Location	12 East Church Street, Frederick, MD 2 nd floor Liquor Board office
Audit Requirements	n/a
Date Span	1940-2018
Completeness /Gaps	n/a

Schedule Item Number	8
Retention	Retain 3 years after the date of the last entry or until all audit requirements have been met, whichever is later, then destroy
Justification for Permanent Retention	Not a Permanent Record