

# **OFFICE OF CENTRAL SERVICES**

## Records Management Division

Schedule No	o.		
	C1361		
Page No.			
1	of	3	

## RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY	: OFFICE OF PLANNING AND ZONII	NG DIVISION	: PLANNING				
Item No.	Description		Retention				
1 <b>A</b>	TRANSITORY CORRESPONDENCE Incoming and outgoing correspondence rela short term interest. Transmittal correspon individuals, departments or external partie	UPERSEDES SCHEDULES C-917, C-918 AND C-921 RANSITORY CORRESPONDENCE coming and outgoing correspondence related to matters of cort term interest. Transmittal correspondence between dividuals, departments or external parties containing no contractual, financial or policy information.					
1B	ADMINISTRATIVE CORRESPONDENCE Incoming and outgoing business-related correated in the course of administering agen programs. Administrative correspondence of assigned, work accomplished, transactions taken.	Retain for two (2) years and then destroy.					
1C	EXECUTIVE CORRESPONDENCE Incoming and outgoing non-transitory, busicorrespondence of the agency director. Thes document executive decisions made regardifunctions, policies, procedures or programs	Retain for 6 years after Director terminates position and then transfer to MD State Archives.					
2	ZONING APPLICATION FILES Individual zoning application files for requespecial exception and variances containing staff report, site plan, agency comments and Hearing Officer or Board of Appeals.	Retain closed files in-house for three (3) years then transfer to outside storage for ten (10) years, then destroy.					
3	NON-CONFORMING USE FILES Individual files containing application for le conforming use, site plan, documentary evid and annual questionnaires. Files are number case number (e.g. 2009-0117-N).	Retain in-house for 100 years then transfer to MD State Archives for permanent retention.					
Schedule App	proved by	Schedule Approved by	<u> </u>				
	agement Officer	Chief Administrative					
422/19	(augustanon						
Date	Signature	Date	Signature				
Schedule App Agency or Di	roved by vision Representative	Schedule Approved by State Archivist	·				
3000 20	AR FIRE	6-13-19	(inota) Bah				
Date	Signature	Date	Signature				



#### **OFFICE OF CENTRAL SERVICES**

Schedule No.
C1361

Records Management Division

Page No.

2

of

3

# RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

AGENCY:	OFFICE OF PLANNING AND ZONING DIVISION:	PLANNING
Item No.	Description	Retention
4	COMPREHENSIVE ZONING FILES Individual files on applications for change or retention of zoning during comprehensive zoning process. Includes department and PAB recommendations.	Retain closed files in-house for fifty (50) years, transfer to outside storage for twenty (20) years and then destroy.
5	PLANNING ADVISORY BOARD FILES  Meeting minutes and decisions; background files and studies.	Retain minutes and decisions inhouse for twenty (20) years then transfer to MD State Archives. Retain background files for two (2) years then destroy. Retain recordings for five (5) years then destroy. In accordance with §1-3-102 of County Code.
6	ADOPTED MASTER PLANS General Development Plans, Water and Sewer Master Plans, Small Area Plans, Town Center Plans, Greenways Master Plan, etc.	Retain in-house for 40 years then transfer to MD State Archives for permanent retention.
7	PLANNING STUDIES, REPORTS, AND DOCUMENTS Studies, reports, inventories, and other publications.	Retain in-house for twenty (20) years, then transfer to outside storage for twenty (20) years, then destroy.
8	MAPS AND AERIAL PHOTOGRAPHS Aerial photographs 1943, 1952, 1961-1963, 1970, 1977, 1980, 1984, 1988, 1990, 1995 and, comprehensive zoning maps.	Retain in-house for 150 years, then transfer to MD State Archives for permanent retention.
9	DEMOGRAPHIC PUBLICATIONS Publications on population and housing from each census, population of small areas, population and housing, income and employment data tract level.	Retain in-house for twenty (20) years, then transfer to MD State Archives for permanent retention.
	DEVELOPMENT IMPACT FEES Credit agreements between County and property owners for use of impact fees paid toward school and road projects; reports, background materials and correspondence.	Retain in-house twenty (20) years after project completion and then destroy.



## **OFFICE OF CENTRAL SERVICES**

Schedule No.
C1361

of

Records Management Division

Page No.

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3

# RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

AGENCY:	OFFICE OF PLANNING AND ZONING DIVISION:	PLANNING
Item No.	Description	Retention
11	CULTURAL RESOURCES FILES Historic and archaeological site evaluations, background and final reports.	Retain reports in-house for 100 years then transfer to MD State Archives for permanent retention. Retain backup in-house for 10 years then destroy.
12	ZONING CERTIFICATES OF USE Approved certificates of use.	Retain hard copy in-house for 30 days then destroy. Retain electronic copy in house for 20 years then transfer to MD State Archives for permanent retention.
13	ZONING ENFORCEMENT CASE FILES Case files on reported zoning violations including notices, citations, inspector notes, correspondence, photographs, and final disposition of violation.	Retain in-house for one year, then transfer to outside storage for six years, then destroy.

70.2					AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for	DEPARTMEN		-		ADDIO RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)			id, P.O. Box	275	PAGE 1 OF 1		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Division				3. Unit		
Anne Arundel County							
Office of Planning and Zoning	Planning				Administration		
·							
DEFINITION: RECORD SERIES: A group of related purposes.	d records norma	ally filed a	nd used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie:	st Year/Latest Year		
ITEM 1 - CORRESPONDENCE			-	<u>2014</u> 1	o <u>2018</u>		
6. Record Series Description (Briefly describe the t	ypes of informat	tion/docun	nents/forms f	ound in th	e series. Include the purpose or function of the		
series.)							
1A- Transitory CorrespondenceIncoming and outgoing between individuals, departments or external partie							
1B- Administrative Correspondence- Incoming and	outgoing busine	ess-relate	d correspond	lence crea	ted in the course of administering agency		
functions and programs. Administrative correspond 1C – Executive Correspondence - Incoming and ou							
document executive decisions made regarding age							
programs of the agency.	•	•	•		, , , ,		
7. Record Series Format(s) List all	8. Re	ecord Series	Sequence	9. Volume	9. Volume		
_				_250			
☑ Letter Size ☐ Microfilm	□^	Alphabetical		Number			
☑ Legal Size ☐ Computer Tape	☐ Numerical			=	☑ File Drawer(s)  ☐ Microfilm Ree(s)		
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		·		= '	specify)_Email_2.3 GB		
☑ Bound Book ☐ Video Tape	100	Geographical	}	10. Annual	Accumulation		
Other (specify)Email	Ø	Other (specify	y) By topic	Varies			
·				Number			
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				Microfile	m Reel(s)		
				Compu	ter Tape(s)		
				Other (	pecify)		
11. File is Used	<u> </u>	I	12. File Become	nes Inactive After			
☐ Dailly 🔀 Weekly 🗀 Monthly 🔲 Ann	weltv		3_   Number   Month(s)   ⊠ Year(s)				
Daily   Weekly   Molitally   Alli	luany		Number	" ∪ "	ionui(s) 🖸 rear(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	erles Duplicat	ed Elsewhere? (If yes, specify agency or office.)		
2664 Riva Road, Annapolis, 4th Floor			Yes	⊠ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes     No							
			None     Non	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe r	requirements	$\neg \uparrow$	18. Recom	mended R	etention		
☐ Yes       ·			1A- retain u	ntil admini	strative need ends then destroy.		
				•	s then destroy.		
			1C- retain for MD State A		after Director terminates position then transfer to		
19. Name and Title of Preparer	20	Telephon	e Number	21. Date	,		
Jean Tinsley, Management Assistant		)-222-745		9/14/18	•		
	4 10-222-7402						

Instructions –Type or Print a separate form for DEPARTMENT OF GE			GENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORD	OS MANAG	EMENT DIVIS	SION			
with Records Retention Schedule (DGS 550-1)	7275 W	/aterloo Ro	oad, P.O. Box 275		PAGE 1 OF 1		
	Je	/land 20794 9-1930					
1. Department/Ageпcy	2. Division				3. Unit		
Anne Arundel County	Planning			Zoning Section			
Office of Planning and Zoning							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norm	nally filed a	nd used as a u	nit for refe	rence as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
ITEM 2 – ZONING APPLICATION FILES				2015 (	o 2018		
Record Series Description (Briefly describe the t	ypes of informa	ation/docum	nents/forms fo	und in the	series. Include the purpose or function of the		
series.)	•	-					
Zoning application files for requests for rezoning, s	pecial exceptio	ons, and va	riances contair	ning applic	ations, staff reports, site plans, agency comments,		
and decisions of the Hearing Officer or Board of Ar	peals.						
	•				·		
7. Record Series Format(s) List all	8. 1	Record Series	Sequence	9. Volume			
				950_+/-			
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□ Legal Size    □ Computer Tape		Numerical			⊠ File Drawer(s)		
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☐ Bound Book ☐ Video Tape		] Geographical	.	Other (specify)			
Other (specify)		Other (specify	10. Annual Accumulation  fy) By case 40				
	yea		Number .				
			ł				
			☐ Microfit		**		
			Computer Tape(s)  Other (specify)		l l		
11. File is Used			12. File Become	s Inactive Afte	er		
☑ Daily ☐ Weekly ☐ Monthly ☐ Anr	nually		3 Number	□ M	onth(s) 🛛 Year(s)		
		1			,		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
2664 Riva Road, Annapolis, 3 <sup>rd</sup> Floor		·	☑ Yes ☐ No  Office of Administrative Hearings				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requi				
☐ Yes  ☑ No		·	<b>.</b>	<b>-</b>	- · · · <b>-</b>		
			⊠ None [	_  State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recomm	nended Re	etention		
☐ Yes      No				_	ee years, then transfer to outside storage for ten		
			years, then o				
					÷		
19. Name and Title of Preparer	20	). Telephon	ne Number	21. Date			
Jean Tinsley Management Assistant 410-222-745							

Instructions –Type or Print a separate form for DEPARTMENT OF GENE			ENERAL SER	NIERAL SERVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DI						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
Will Records Retention Schedule (BSS 555 7)	Jessup, Maryland 20794				PAGE 1 OF 1		
	410-799-1930						
Department/Agency	2. Division				3. Unit		
Anne Arundel County	Planning				Zoning Section		
Office of Planning and Zoning							
					·		
DEFINITION: RECORD SERIES: A group of related purposes.	d records nor	rmally filed a	nd used as a i	unit for refe	erence as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
ITEM 3 - NON-CONFORMING USE FILES				1977	to 2018		
6. Record Series Description (Briefly describe the ty	ypes of inforn	mation/docui	ments/forms fo	und in the	series. Include the purpose or function of the		
series.)					. ,		
Application, site plan, evidence, annual questionna	ires. Zoning	code provid	es a process f	or registrat	ion of a use that is no longer permitted in the		
zoning district, but that existed as a legal use prior	_	•	,	-	, <u>-</u> , .		
					· · · · · · · · · · · · · · · · · · ·		
7, Record Series Format(s) List all .	.   8	3. Record Series	Sequence	9. Volume 1600 +/-			
	.   [	Alphabelical		Number			
☑ Legal Sìze  ☐ Computer Tape		Numerical		⊠ File Dra	☑ File Drawer(s)		
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Bound Book Video Tape	[	Geographica	1				
	١.	<b></b>	10, Annual Accumulation				
Other (specify)	_	⊠ Other (specif year	y) By case 40 Number				
·				File Dra	• •		
			Compu		* "		
				Other (			
11. File is Used			12. File Become 3	s Inactive Att	er		
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number	□м	onth(s) 🛛 Year(s)		
			,		·		
13. Current Location(s) (Bfdg., Ftoor, Room)		,	14. Is Record S	eries Duplicat	ed Elsewhere? (If yes, specify agency or office.)		
2664 Riva Road, Аллароlіs, 3 <sup>rd</sup> Floor			☐ Yes	⊠ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requi	rements			
☐ Yes      No							
			None [	State	Federal Independent		
	•						
17. Is an Index System used? If yes, explain briefly and describe in	equirements		18. Recomi	mended Re	etention		
☐ Yes 🔯 No					0 years then transfer to State Archives for		
,			permanent r		- /		
40 Name and Title of Draneyer	Τ.	20 Talanh	an Number	24 D-4-			
19. Name and Title of Preparer		20. Telephor		21. Date			
Jean Tinsley, Management Assistant	1 4	410-222-745	-	9/14/18			

[ <u>.</u>					AGENCY RECORDS INVENTORY	
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV				70010	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box				5105 4 05	
	Jessup, Maryland 20794 410-799-1930				PAGE1 OF1	
Department/Agency	2. Divisio		9-1930		3. Unit	
	1					
Office of Planning and Zoning	Planning				Long Range Planning Section	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed a	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title				-	est Year/Latest Year	
ITEM 4- COMPREHENSIVE ZONING FILES				1972	to 2012	
6. Record Series Description (Briefly describe the t	types of info	crmation/docu	ments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Comprehensive Zoning Applications, maps, and su	apporting ac	ocumentation.	•			
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume		
	1		·	2000 +/-		
☑ Letter Size ☐ Microfilm		Alphabetical	'	Number	1	
☑ Legal Size ☐ Computer Tape		Numerical			⊠ File Drawer(s)  ☐ Microfilm Real(s)	
☐ Audio Tape ☐ Floppy Disk			al	Compu	uter Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographica	;al	Other (specify)		
					Accumulation	
Other (specify)		Other (speci	my)	Number: No annual accumulation. Process is undertaken approximately every 8 years.		
				⊠ File Dra	nan/e)	
		ļ		Microfii	im Reel(s)	
		1		Compu	uter Tape(s) (specify)	
11. File is Used Varies			12. File Becom	es Inactive Af	iter: n/a	
l <del></del>	nually		Number	<b>-</b>	Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Ouplica	ated Elsewhere? (If yes, specify agency or office.)	
2664 Riva Road, 4th Floor			Yes 🛛 No			
		· .				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requ	irements		
Lea 🖾 Ido			⊠ None	State [	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention	
☐ Yes     No Numerical system and by Planning Area or Council District.			Retain in-ho	ouse for fif	fty (50) years, then transfer to outside storage for	
, <u>-</u>			twenty (20)	years, the	n destroy.	
	<del></del>					
Name and Title of Preparer     Jean Tinsley, Management Assistant		20. Telepho 410-222-74		21. Date 9/14/18		
				9/14/18		

10-4-							
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL			•	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			SION	·		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 1 OF 1		
·		Jessup, Mar	yland 20794 9-1930				
Department/Agency	2. Divisio				3. Unit		
Anne Arundel County	Planning	l			Administration		
Office of Planning and Zoning		•					
• •							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title		-		5. Earlie	st Year/Latest Year		
ITEM 5 - PLANNING ADVISORY BOARD FILES				2000	to 2018		
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/docu	ments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Meeting minutes and decisions of the Planning Adv	visory Boa	rd; backgroun	d files; and stu	ıdies.			
7. Record Series Format(s) List all		8. Record Serie	e Saguence	9. Volume			
7. Toodid Corres Formally List Si		0, 1400014 00114	o oquenoe	_270 +/			
⊠ Letter Size		Alphabetica	ı	Number	<del></del>		
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Audio Tape ☐ Floppy Disk			cal	Microfilm Reel(s) Computer Tape(s)			
. ⊠ Bound Book □ Video Tape		☐ Geographic	:a1	Other (specify)			
				10. Annual	Accumulation		
Other (specify)CDs		Other (spec	offy)				
				Number			
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,				☐ Computer Tape(s) ☐ Other (specify)			
				<b>)</b>			
11. File is Used			12. File Becom	es Inactive Af	iter		
☐ Daily ☐ Weekly ☑ Monthly ☐ Ann	nually		Number	· 🗆 v	Month(s) Year(s)		
			N/A				
					·		
13. Current Location(s) (Bldg., Floor, Room) 2664 Riva Road, Annapolis, 4th Floor		,	14, Is Record 9	Series Duplica No	ted Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	ulrements	· · ·		
☐ Yes ☑ No							
			⊠ None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention		
☐ Yes   ☑ No			Retain mini	utes and d	ecisions in house for twenty years then transfer to		
			State Archi	ves. Retair	n background files for two years then destroy.		
			Retain reco	rdings for	five years then destroy. In accordance with §1-3-		
			102 of County Code.				
19. Name and Title of Preparer	,	20. Telepho	ne Number	21. Date			
Jean Tinsley, Management Assistant	410-222-7452		9/14/18				

·					AGENCY RECORDS INVENTORY	
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL S				AGENCI REGONDS INVENTORY	
with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box				·	
Will Necota's Neterlatin defication (200 300 1)	Jessup, Maryland 20794			210	PAGE1 OF1	
		410-79	9-1930			
1. Department/Agency	2. Divisio	-		,	3. Unit	
Office of Planning and Zoning	Planning	Í			Multiple	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed a	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
ITEM 6- ADOPTED MASTER PLANS			1978 to 2018			
6 Decard Series Decariation (Briefly describe that		armatian (da a	una anta Harras a	found in th	a paring language the muranes are function of the	
6. Record Series Description (Briefly describe the t series.)	ypes or mi	oi mation/docu	iments/iorms	iouria iri tri	e series. Include the purpose of function of the	
General Development Plans, Water & Sewer Maste	er Plans, S	mall Area Pla	ns, Town Čen	ter Plans,	Greenways Master Plans.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Votume		
Letter Size Microfilm		Alphabetica	I	50 Number		
Legal Size Computer Tape		☐ Numerical		⊠ File Dra	• •	
☐ Audio Tape ☐ Floppy Disk			al	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
Bound Book		Geographic	al	Other (specify)		
				10. Annual Accumulation		
Other (specify)_CDs_		Other (spec	:iry)	1 · Number		
				⊠ File Dra	awer(s)	
				Microfilm Real(s)		
				Computer Tape(s)           Other (specify)n/a		
11, File is Used		<u> </u>	12. File Becom	on Inactive At	and the same of th	
11. File is used						
. □ Dally ⊠ Weekly ⊠ Monthly □ An	nually		Number Month(s) Year(s)			
			N/A			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
2664 Riva Road, Annapolis, 4™ Floor			X Yes			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes					Federal   Independent	
			None		Trade III III dependent	
17. Is an Index System used? If yes, explain briefly and describe i	requirements		18. Recom	mended F	Retention	
☐ Yes 🛛 No			Retain in-h	oùse for 40	years then transfer to MD State Archives for	
			permanent	retention.		
19. Name and Title of Preparer		20. Telepho	;	21. Date		
Jean Tinsley, Management Assistant	410-222-7452		52	9/14/18		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
, , ,	Jessup, Maryland 20794			_, _	PAGE 1 OF 1		
		410-79	•		·		
Department/Agency	2. Divisio	n			3. Unit		
Anne Arundel County	Planning				Research & GIS/Long Range Planning / Zoning/		
Office of Planning and Zoning  DEFINITION: RECORD SERIES: A group of relate	d records s	ormally filed	and used as a	unit for re	Zoning Enforcement/ Cultural Resources		
purposes.	a recolus i	iormany meu	ano useu as a	unit for re	nerence as wen as retention and disposition		
Record Series Title				5. Earlie	st Year/Latest Year		
ITEM 7- PLANNING STUDIES, REPORTS, AND D	OCUMEN	TS		1970'	s to Present		
- 10-10-		•					
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	ments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Studies, reports, inventories, and other publication	<b>s</b>						
·							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	,		
		Alphabetica	ı	50 +/- Number			
S Center 3126 S INDICIONIN		Арлассиса	'	Number			
☑ Legal Size ☐ Computer Tape		Numerical			ile Orawer(s)		
☐ Audio Tape ☐ Floppy Disk	,		-al	☐ Microfil	m Reel(s) uter Tape(s)		
C Additional Company of the Company		23 Ontollologic	~1	Other (			
☑ Bound Book ☐ Video Tape		Geographic	al				
Other (specify)_CDs_		Other (spec	:ify)	10. Annual Number: 5	Accumulation .		
			—				
				☑ File Dr			
			I =		m Reel(s) ster Tape(s)		
				Other (	specify)		
11. File is Used			12. File Becom	es Inactive Al	fter: n/a		
☐ Daily ☐ Weekly	inually	•	Number				
13. Current Location(s) (Bldg., Floor, Room)			14 le Record S	Serios Duniles	tind Eleganhara? Iff year propriet agency or office		
2664 Riva Road, 3 <sup>rd</sup> and 4 <sup>th</sup> Floors			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes ☒ No				
,					•		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes 🔯 No			,				
	•		None 🛚	State [	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention		
Yes 🔯 No			Retain in-h	ouse for 20	years then transfer to outside storage for 20		
		years, then	destroy.				
			!				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Jean Tinsley, Management Assistant	410-222-7452			9/14/18			

<del></del>					
Instructions –Type or Print a separate form for	DEPAR	RTMENT OF G	ENERAL SER	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			SION	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 1 OF 1
	Jessup, Maryland 20794				PAGE 1 OF 1
	410-799-1930				·
Department/Agency	2. Divisio	on			3. Unit
Anne Arundel County	Planning	1			Research and GIS Section
Office of Planning and Zoning					
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed	and used as a	unit for ref	erence as well as retention and disposition
purposes.  4. Record Series Title				5 Earlie	st Year/Latest Year
ITEM 8 – MAPS AND AERIAL PHOTOGRAPHS					
TIEM 6 - MAPS AND AERIAL PHOTOGRAPHS				1943	to present
					· · · · · · · · · · · · · · · · · · ·
Record Series Description (Briefly describe the t	ypes of inf	ormation/docu	ments/forms for	ound in the	e series. Include the purpose or function of the
series.)					
Aerial photographs, zoning maps, critical area map	s, address	ing maps, top	o maps, tax m	aps, wetla	nd maps, water/sewer maps, landscape maps.
,		•			
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·
7713350 33132 7 31132,47 233211		0.11000.2		_15,000 +/	
☑ Letter Size    Microfilm '		Alphabetica		Number	
		<b>5</b>		_	
□ Computer Tape		Numerical		☑ File Drawer(s) ☐ Microfilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk		Chronologic	al	Computer Tape(s)	
		_ ,		Other (specify) Hanging files	
☑ Bound Book ☐ Video Tape		Geographic	al	,	
Other (specify) 30 x 50 Photos; 24 x 36 Mylars; Paper; CDs		Other (spec	if i Tanina		Accumulation
23 Other (specify) 50 x 50 Filotos, 24 x 50 Mylais, Faper, CDS		Grid Grid	ny) Zonnig	300 Number	
•				File Dra	
				☐ Microfilm Real(s) ☐ Computer Tape(s)	
				Other (specify)_Digital format = 300 GB	
					,
11. File is Used			12. File Become	es Inactive Af	er
	- 44				
. ⊠ Đaily	iually		Number N/A		lonth(s)
			N/2-1		
13. Current Location(s) (Bidg., Floor, Room)			I	eries Duplical	ted Elsewhere? (If yes, specify agency or office.)
2664 Riva Road, Annapolis, 4th Floor			☐ Yes	⊠ 140	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements	
Yes 🛛 No					
•			⊠ None (	State	Federal Independent
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention
⊠ Yes					·
Year created, ADC Grid, Zoning Grid		,			0 years then transfer to State Archives for
			permanent of	retention.	
,					
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	
Jean Tinsley, Management Assistant	410-222-7452		9/14/18	•	

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Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEE	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIVIS				
with Records Retention Schedule (DGS 550-1)		5 Waterloo Ro			
With Records Retention deficulty (200 000 1)	Jessup, Maryland 20794			2,0	PAGE 1 OF 1
		410-79	•		·
Department/Agency	2. Divisio	on			3. Unit
Anne Arundel County	Planning	3			Research and GIS Section
Office of Planning and Zoning					
	,				· ·
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	unit for re	ference as well as retention and disposition
4. Record Series Title				5. Earlie	st Year/Latest Year
ITEM 9 - DEMOGRAPHIC PUBLICATIONS				2005	to Present
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	ments/forms	found in th	e series. Include the purpose or function of the
series.)	,				
Publications on population, housing, development,	, and other	demographic	data.		
		•			
					•
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	<del>,</del>
				60	
Letter Size Microfilm		Afphabetica	I	Number	
Legal Size Computer Tape	Numerical .			☑ File Drawer(s) ☐ Microfilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk		☑ Chronologic	al	Compu	iter Tape(s)
☑ Bound Book ☐ Video Tape	☐ Geographicat		:at	Other (	specify)
					Accumulation
Other (specify)	Other (spe		ify) 5 Number		
·				Marinet	
				⊠ File Dri	
	*			Microfi	
				Other (	ster Tape(s)
			,		
11. File is Used			12. File Becom	ies Inactive A	fter ·
☐ Daily ☐ Weekly ☑ Monthly ☐ An	nually		Number	П,	Month(s) Year(s)
	•		N/A	_	
٠					
13. Current Location(s) (Bldg., Ftoor, Room)			14. Is Record \$	Series Duplica	eled Elsewhere? (If yes, specify agency or office.)
2664 Riva Road, Annapolis, 4th Floor			☐ Yes	⊠ No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Regi	irements	·
☐ Yes ☑ No					
			None 🛚	State [	Federal ndependent
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention
☐ Yes					venty years then transfer to State Archives for
			permanent		
			pominion	. 5.0.11011.	·
No. 10 The of Bosses		00 7-1		04 0-1	
19. Name and Title of Preparer		20. Telepho		21. Date	
Jean Tinsley, Management Assistant		410-222-74	<b>5</b> 2	9/14/18	

11						
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		RECORDS MANAC 7275 Waterloo Ro	EMENT DIVISION ad, P.O. Box 275		AGENCY RECORDS INVENTORY PAGE 1 OF 1	
•	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Divisio	n			3. Unit	
Anne Arundel County	Planning	ı			Research and GIS Section	
Office of Planning and Zoning						
DEFINITION: RECORD SERIES: A group of relate	d records r	normally filed and	used as a unit for r	eference a	s well as retention and disposition purposes.	
Record Series Title			5. Earliest Year/Latest Year			
ITEM 10 – DEVELOPMENT IMPACT FEE FILES				,1990	to Present	
6. Record Series Description (Briefly describe the t	•		nts/forms found in t	he series.	Include the purpose or function of the series.)	
Records of Development Impact Fee Vouchers and	d Refunds.					
	-					
7. Record Series Format(s) List all		8. Record Series Seq	uence	9. Volume 50 -60		
☑ Letter Size ☐ Microfilm		Alphabetical		Number		
☑ Legal Size ☐ Computer Tape		Numerical				
☐ Audio Tape ☐ Floppy Olsk		Chronological		Computer Tape(s)		
⊠ Bound Book ☐ Video Tape		Geographical		Other (specify)		
				Accumulation		
Other (specify)		Other (specify) B number	uilding permit	<u>_5</u> Number		
				l _		
			⊠ File Di		awer(s) Im Reet(s)	
					iter Tape(s)	
				Other (	specify)	
11. File is Used			12. File Becomes Inc	active After		
			<u>3</u>			
☐ Daily 🖾 Weekly ☐ Monthly ☐ And	nually		Number	Month)	s) 🛛 Year(s)	
·						
13. Current Location(s) (Bldg., Floor, Room)			14 to Depart Carlos Dusticated Elegators 2 (15 year association appropriate )			
2664 Riva Road, Annapolis,, 4 <sup>th</sup> Floor			14. ts Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		•	16. Audit Requireme	ents		
☐ Yes 🏻 No						
			None [] Si	iate 📙 Fed	eral 🔯 Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommen	ided Reter	ition .	
			Retain in house	twenty ye	ars after project completion and then destroy.	
19. Name and Title of Preparer		20. Telephone N	Number	21. Date	•	
Jean Tinsley, Management Assistant		410-222-7452		9/14/18		

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL			VICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS	MANAG	EMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 1 OF 1	
,	Jessup, Maryland 20794 410-799-1930				TAGE 1 GV 1	
Department/Agency	2. Division				3. Unit	
Anne Arundel County	Planning				Cultural Resources Section	
Office of Planning and Zoning						
DEFINITION: RECORD SERIES: A group of related purposes.	l records norma	ally filed a	nd used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title	•		5. Earliest Year/Latest Year			
ITEM 11 - CULTURAL RESOURCES FILES				1940 (	o 2018	
	·					
6. Record Series Description (Briefly describe the ty	pes of informat	tion/docur	ments/forms f	ound in the	e series. Include the purpose or function of the	
series.)	•				,	
Historic, archaeology, cemetery site files and Comp	liance Reports.	. Site form	n and suppor	ting docun	nentation for Maryland Inventory of Historic Sites,	
Archaeological site forms and Historic cemeteries.						
					·	
7. Record Series Format(s) List all	8. Re	lecord Series	Sequence	9. Votume		
M Labor Cina D Minnelles		Alababallasi		8000 +/-	•	
☑ Letter Size	"	Alphabetical		Number		
☑ Legal Size ☐ Computer Tape	×⊠	Numerical		⊠ File Drawer(s)		
Audio Tape 📋 Floppy Disk		Chronologica	ıl	Computer Tape(s)		
,				Other (specify)		
☑ Bound Book ☑ Video Tape		Geographica	'	10 Annual	Accumulation	
Other (specify)		Other (specif			, 353111312301	
,				Number	•	
				☐ File Dra	wer(s)	
				☐ Microfil		
,				Compu		
				Other (	specify)	
11. File is Used			12. File Becom	es Inactive Af	ter	
Daily Weekly Monthly Annu	lally		Number N/A	_ \	Ionth(s) Year(s)	
					•	
13. Current Location(s) (Bidg., Floor, Room)			14 le Becord S	orice Dunlica	ted Elsewhere? (If yes, specify agency or office.)	
2664 Riva Road, Annapolis, 4th Floor			✓ Yes	No	led Libewilere: (III yes, spesify agency or diffice.)	
			Maryland Histo	rical Trust		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	Irements		
(16USC 470w-3) Federal Archaeological Data is Restricted for Site	Protection		None	State	Federal Independent	
Slate = Art 83B 5-615(d) and Art 40/COMAR 05.08.05 102						
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	monded B	otoption	
⊠ Yes □ No	,					
State Assigned Site Numbers			,		e for 100 years then transfer to State Archives for	
			permanent	elenuon.		
40 11	T			0.5	<del>- · ·</del>	
19. Name and Title of Preparer			ne Number	21. Date		
Jean Tinsley, Management Assistant	410	0-222-745	4	9/14/18		

<del></del>			•	——————————————————————————————————————	
InstructionsType or Print a separate form for	DEPARTMENT OF (	SENERAL SER	VICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVIS	SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box 2	275		
,		yland 20794		PAGE 1 OF 1	
	•	99-1930			
Department/Agency	2. Division			3. Unit	
Anne Arundel County	Planning			Zoning Enforcement Section	
Office of Planning and Zoning				·	
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a i	unit for refe	erence as well as retention and disposition	
4. Record Series Title		5. Earliest Year/Latest Year			
ITEM 12 – ZONING CERTIFICATES OF USE			2002	to 2018	
· 					
6. Record Series Description (Briefly describe the ty	pes of information/docu	ments/forms fo	und in the	series. Include the purpose or function of the	
series.)					
Files containing business name, address, and zonir	ng of property. All uses	except single fa	amily dwell	ings are required to obtain a Certificate which	
certifies compliance with zoning.				ı	
7 December Control Company	8. Record Serie	- C	0.1/5/15	*	
7. Record Series Format(s) List all	a. Record Serie	s Sequence	9. Votume 40 +/-		
☑ Letter Size ☐ Microfilm	☐ Alphabetica	ı	Number		
Legal Size Computer Tape	Numerical		⊠ File Dra	awer(s)	
C Audio Tono C Sinon Dist	<b>5</b> 7 05	· ·	Microfil	• •	
☐ Audio Tape ☐ Floppy Disk	☑ Chronologic	aı	Other (	ter Tape(s) specify)	
Bound Sook Video Tape	☐ Geographic	al		,	
Other (specify)_Computer disk	Other (spec	ify) By case	10. Annual 400-500	Accumulation	
	year	·· <u></u>	Number		
			⊠ File Drawer(s)		
			☐ Microfil	• •	
			_	ter Tape(s)	
			Other (specify)		
11. File is Used		12. File Become	s Inactive Aft	er	
☑ Daily ☐ Weekly ☐ Monthly ☐ Annu	ually	Number	□м	onth(s) Year(s)	
		N/A			
		ļ			
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record S	_	ed Elsewhere? (If yes, specify agency or office.)	
2664 Riva Road, Annapolis, 3™ Floor		Office of Admini	☐ No strative Heari	ngs .	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requi			
☐ Yes     No		57 Na 1	<b>7</b> 0	State Character	
, '		X None [	State	Federal Independent	
,					
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recomi	mended Re	etention	
☐ Yes     No		Retain hard	copy in ho	use for thirty days then destroy. Retain electronic	
		copy in hous	se for twen	ty years then transfer to State Archives for	
	•	permanent	etention.		
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date	, , , , , , , , , , , , , , , , , , , ,	
Jean Tinsley, Management Assistant	410-222-74		9/14/18		

		OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY				
SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD		NAGEMENT DIVISION OO ROAD, P.O. BOX 275					
WITH	JESSUP, 1	MARYLAND 20794	Bass 1 of 1				
RECORDS RETENTION SCHEDULE (DGS 550-1)	(41	0) 799-1930	Page 1 of 1				
COMAR 14.18.02		·					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Anne Arundel County Office of Planning	Planning		Zoning Enforcement				
and Zoning							
	related records stored	electronically and used as a	I a unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
ITEM 12 – ZONING CERTIFICATE	OF USE FILES		2002 to 2018				
6 INDLIT Identify assume of information to	to he esterned	7 OUTBUT Granter	upo (a of information appearant of the second				
6 INPUT - Identify source of information t Application information	to be entered	Date of issuance, use of	use/s of information generated by system property, zoning				
· · · · · · · · · · · · · · · · · · ·			n - in - i - iya — - i - i'g				
8 ELECTRONIC RECORD SERIES DESC	 	v describe the information	n/documents/forms				
			purpose and function of the system.				
The database contains date of issuance, na	ame of business, ar	dress and zoning of prop	erty All uses except single family				
dwellings are required to obtain a certificate			erty. All does except single failing				
			·				
9 POLICY ON ACCESS AND USE - EXP	olain or attach copy	if established in writing.	<del></del>				
The database is open to the public and ma	w he seembed rem	atoly:					
The database is open to the public and ma	ly be searched rente	neiy.					
10 UPDATING CYCLES OR CONDITION	S AND RULES FOR	R REVISING INFORMATI	ON IN THE SYSTEM				
Revisions are made under a separate field	in the database. O	riginal information is retai	ned.				
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.							
	ility throughout the r						
ensure the record's retention and usab		ecord's authorized life cy	cle.				
		ecord's authorized life cy	cle.				
ensure the record's retention and usable.  The database is maintained on the County		ecord's authorized life cy	cle.				
ensure the record's retention and usab	's electronic networ	ecord's authorized life cy	e Office of Information Technology.				
ensure the record's retention and usable.  The database is maintained on the County  12 RECOMMENDED RETENTION Retain in house for twenty years then trans  13 TYPED OR PRINTED NAME OF	sfer to State Archive	ecord's authorized life cyck drive, maintained by the state of the sta	cle.  Office of Information Technology.				
ensure the record's retention and usable.  The database is maintained on the County  12 RECOMMENDED RETENTION Retain in house for twenty years then trans  13 TYPED OR PRINTED NAME OF PREPARER	's electronic networ	ecord's authorized life cyck drive, maintained by the state of the sta	cle.  Office of Information Technology.				
ensure the record's retention and usable.  The database is maintained on the County  12 RECOMMENDED RETENTION Retain in house for twenty years then trans  13 TYPED OR PRINTED NAME OF PREPARER  Jean Tinsley	sfer to State Archive	ecord's authorized life cyck drive, maintained by the state of the sta	cle.  Office of Information Technology.				
ensure the record's retention and usable.  The database is maintained on the County  12 RECOMMENDED RETENTION Retain in house for twenty years then trans  13 TYPED OR PRINTED NAME OF PREPARER  Jean Tinsley  16 TITLE OF PREPARER	sfer to State Archive	ecord's authorized life cyck drive, maintained by the state of the sta	cle.  Office of Information Technology.				
ensure the record's retention and usable.  The database is maintained on the County  12 RECOMMENDED RETENTION Retain in house for twenty years then trans  13 TYPED OR PRINTED NAME OF PREPARER  Jean Tinsley  16 TITLE OF PREPARER  Management Assistant	sfer to State Archive	ecord's authorized life cyck drive, maintained by the state of the sta	cle.  Office of Information Technology.				
ensure the record's retention and usable.  The database is maintained on the County  12 RECOMMENDED RETENTION Retain in house for twenty years then trans  13 TYPED OR PRINTED NAME OF PREPARER  Jean Tinsley  16 TITLE OF PREPARER	sfer to State Archive	ecord's authorized life cyck drive, maintained by the state of the sta	cle.  Office of Information Technology.				
ensure the record's retention and usable.  The database is maintained on the County  12 RECOMMENDED RETENTION Retain in house for twenty years then trans  13 TYPED OR PRINTED NAME OF PREPARER  Jean Tinsley  16 TITLE OF PREPARER  Management Assistant	sfer to State Archive	ecord's authorized life cyck drive, maintained by the state of the sta	cle.  Office of Information Technology.				
ensure the record's retention and usable.  The database is maintained on the County  12 RECOMMENDED RETENTION Retain in house for twenty years then trans  13 TYPED OR PRINTED NAME OF PREPARER  Jean Tinsley  16 TITLE OF PREPARER  Management Assistant	sfer to State Archive	ecord's authorized life cyck drive, maintained by the state of the sta	cle.  Office of Information Technology.				

loctrictions. Type or Print a constate form for	DEPARTMENT OF (	CENERAL SEC	NUCES	AGENCY RECORDS INVENTORY	
Instructions -Type or Print a separate form for each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R				
		ryland 20794		PAGE 1 OF 1	
		99-1930	-		
1. Department/Agency	2. Division			3. Unit	
Anne Arundel County	Planning			Zoning Enforcement Section	
Office of Planning and Zoning				·	
DEFINITION: RECORD SERIES: A group of related purposes.	I records normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title		Ţ	5. Earlie	st Year/Latest Year	
ITEM 13 – ZONING ENFORCEMENT FILES	•		20101	to 2018	
6. Record Series Description (Briefly describe the ty	/pes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)					
Case files on reported zoning violations including no	otices, citations, inspec	tor notes, corre	espóndenc	e, photographs and final disposition of violation.	
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume		
B			2000	•	
☑ Letter Size	☐ Alphabetic	al	Number		
🔀 Legal Size 🔲 Computer Tape	Numerical		File Drawer(s)		
Audio Tape  Floppy Disk	Chronolog	ical			
			Other (specify)		
Bound Book Video Tape .	☐ Geographi	cal	10. Annual	Accumulation .	
Other (specify)	Other (spe	cify)			
			Number		
			⊠ Fite Ora	awer(s)	
			Microfilm Reel(s)		
,			Compu	ter Tape(s)	
·			1		
11. File is Used	•	12. File Becom	es Inactive Af	ter - compliance with code is achieved	
☐ Dally ☐ Weekly ☑ Monthly ☐ Annu	ually	Number	<b>□</b> ^	fonth(s) Year(s)	
				·	
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
2664 Riva Road, Annapolis, 3™ Floor		Yes	⊠ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	ilrements		
☐ Yes		⊠ None	□ State □	Federal   Independent	
·	·			J	
. 17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recom	manded B	etention	
☐ Yes     No	•	II			
	•	<b>I</b>		e year, transfer to outside storage for six years,	
		then destro	<b>y</b> ·		
19. Name and Title of Preparer	20 Teleph	II one Number	21. Date	· · · · · · · · · · · · · · · · · · ·	
Jean Tinsley, Management Assistant	410-222-74		9/14/18		

P				· · · · · · · · · · · · · · · · · · ·	
Instructions –Type or Print a separate form for	DEPARTMENT OF				
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVI	SION	,	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Box	275	PAGE 1 OF 1	
	Jessup, Maryland 20794 410-799-1930				
Department/Agency	2. Division			3. Unit	
Arme Arundel County					
Office of Planning and Zoning	Planning			Administration	
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for re	ference as well as retention and disposition	
Record Series Title			5. Earlie	st Year/Latest Year	
ITEM 1 - CORRESPONDENCE			2014	to <u>2018</u>	
Record Series Description (Briefly describe the ty series.)	pes of information/doo	cuments/forms	found in th	e series. Include the purpose or function of the	
1A- Transitory CorrespondenceIncoming and outg	oing correspondence	related to matte	ers of short	term interest. Transmittal correspondence	
between individuals, departments or external parties	s containing no final co	ontractual, finar	icial or pol	icy information.	
1B- Administrative Correspondence- Incoming and functions and programs. Administrative correspondence					
1C - Executive Correspondence - Incoming and our	tgoing non-transitory, I	business-relate	d correspo	indence of the agency director. These records	
document executive decisions made regarding ager programs of the agency.	ncy interests and provi	ae unique infor	mation reli	ating to the functions, policies, procedures or	
,					
7. Record Series Format(s) List all	8. Record Se	ies Sequence	9. Volume		
			_250		
■ Letter Size	Alphabetion	a)	Number		
🔀 Legal Size 🔲 Computer Tape	Numerica	ı	⊠ File Drawer(s)		
Audio Tape	Chronological		Computer Tape(s)		
☑ Bound Book ☐ Video Tape	☐ Geographical		☐ Other (specify) <u>Email 2.3 GB</u>		
Other (specify)Email	⊠ Other (sp	ecify) By topic	10. Annual Varies	Accumulation	
	2 0 1.0. (0)		Number		
			☑ File Dra	ewer(s)	
			☐ Microfil		
			Computer Tape(s)		
			Other (	specify)	
11, File is Used	<u> </u>	12. File Become	es Inactive Af	ter	
		3			
Daily 🛛 Weekly 🗌 Monthly 🔲 Annu	ally	Number	□ ¼	flonth(s) ☑ Year(s)	
·				,	
13. Current Location(s) {Bklg., Floor, Room}		14. Is Record S	eries Duplica	ted Elsewhere? (If yes, specify agency or office.)	
2664 Riva Road, Annapolis, 4 <sup>th</sup> Floor		☐ Yes	⊠ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	irements		
☐ Yes  ☑ No		None     Non	State 🗆	Federal Independent	
,			,- <u> </u>		
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recom	mended R	etention	
☐ Yes 🔲 No		II.		strative need ends then destroy.	
		III	-	rs then destroy.	
		1C- retain for MD State A		after Director terminates position then transfer to	
19. Name and Title of Preparer	20. Teleph	one Number	21. Date		
Jean Tinsley, Management Assistant	410-222-7	452	9/14/18		
DGS 550-4 (Rev. 1/93)	<u> </u>				

· · ·	<del></del>				
Instructions –Type or Print a separate form for	DEPARTMENT OF G	BENERAL SER	VICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAG				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Re				
,		ryland 20794		. PAGE 1 OF 1	
		99-1930			
Department/Agency	2. Division			3. Unit	
Anne Arundel County	Planning			Zoning Section	
Office of Planning and Zoning					
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a u	unit for refe	rence as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
ITEM 2 - ZONING APPLICATION FILES			20151	to 2018	
6. Record Series Description (Briefly describe the ty	pes of information/docu	ments/forms fo	und in the	series. Include the purpose or function of the	
series.)					
Zoning application files for requests for rezoning, sp	pecial exceptions, and v	ariances contai	ning applic	ations, staff reports, site plans, agency comments,	
and decisions of the Hearing Officer or Board of App	peals.				
•		•			
7. Record Series Format(s) List all	8. Record Serie	s Sequence	9. Volume		
		·	_950_+/-		
☑ Letter Size ☐ Microfilm	Alphabeticat	1	Number		
ઇ ☑ Legal Size ☐ Computer Tape	Numerical		☑ File Drawer(s)		
			☐ Microfili	m Reel(s)	
Audio Tape Floppy Disk	☐ Chronologic	;al	Compu	· · · ·	
☐ Bound Book ☐ Video Tape	Geographic	al			
El Coheron de la	M Other (see	W.A. Diversor	10. Annual 40	Accumulation	
Other (specify)	Other (spec year	ify) by case			
•			Number		
			Fife Dra	- · ·	
			Microfili Compu	m reel(s) ter Tape(s)	
		Other		specify)	
11. File is Used		12. File Become			
i i. File is Osea		3	S INACTIVE ATE	er	
☑ Daily ☐ Weekly ☐ Monthly ☐ Annu	ually	Number	☐ Mo	onth(s) X Year(s)	
·					
				<u>-</u>	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
2664 Riva Road, Aπnapolis, 3 <sup>rd</sup> Floor		Yes □ No Office of Administrative Hearings			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requi			
☐ Yes     No		B3.51 [	n	<b>-</b>	
		Mone L	_  State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	etnements	18. Recomm	nended Re	etention	
☐ Yes	•	Retain in-ho	use for thre	ee years, then transfer to outside storage for ten	
		years, then	destroy.		
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date		
Jean Tinsley, Management Assistant	410-222-74	52	9/14/18		

<del></del>	<del></del>				
Instructions –Type or Print a separate form for	DEPARTMENT OF G			AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAG	SEMENT DIVIS	SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box 2	275	PAGE 1 OF 1	
		ryland 20794 99-1930			
Department/Agency	2. Division			3. Unit	
Anne Arundel County	Planning			Zoning Section	
Office of Planning and Zoning					
Office of Figure 2011 and 2011					
DEFINITION: RECORD SERIES: A group of related	1 records normally filed :	and used as a u	unit for refe	Prence as well as retention and disposition	
purposes.	Trooping Hermany Hitz	/// OCCU		Torrow do from do rotoricon and disposition	
4. Record Series Title		.	5. Earlie	st Year/Latest Year	
ITEM 3 – NON-CONFORMING USE FILES		٠	1977	to 2018	
·					
6. Record Series Description (Briefly describe the ty	vpes of information/docu	ments/forms fo	und in the	series. Include the purpose or function of the	
series.)					
Application, site plan, evidence, annual questionnai	ires. Zonina code provid	tes a process fo	or registrat	tion of a use that is no longer permitted in the	
zoning district, but that existed as a legal use prior t		•	_	ion of a ass man to no longer permitted in the	
ZOTIITIY CISUICI, DUI III at Existed as a legal use prish t	Office engrancial or supe	equent zonnig	laws.		
			,		
7. Record Series Format(s) List all	8. Record Series	s Sequence	9. Volume		
			1600 +/-		
🔀 Letter Size 🔲 Microfilm	☐ Alphabetical		Number		
₹410: □ Computer Topo	Numarical		KZI E (In Da		
☑ Legal Size ☐ Computer Tape	Numerical Numerical				
☐ Audio Tape ☐ Floppy Disk	☐ Chronologic	al	_	eler Tape(s)	
		,	= '	specify)	
☐ Sound Book ☐ Video Tape	☐ Geographica	al		-100-	
C Observation	M Other (case	W 1 B	l	Accumulation	
Other (specify)	Other (speci	lly) By case	40 Number		
	,,,,,		Number		
		·	☑ File Dr	awer(s)	
			☐ Microfi	• /	
				iter Tape(s)	
			Other (	specify)	
11. File is Used		12. File Become	l s Inactive Aft	er	
·		<u>3</u>			
☑ Daily ☐ Weekly ☐ Monthly ☐ Anni	ually	Number	□м	onth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record So	erles Ouplicat	ed Elsewhere? (If yes, specify agency or office.)	
2664 Riva Road, Annapolis, 3™ Floor		☐ Yes	<b>⊠</b> No		
		12 A St Barrel			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes ☑ No		16. Audit Requi	irements		
		⊠ None [	State	Federal  Independent	
		<u> </u>			
17. Is an Index System used? If yes, explain briefly and describe n	eduirements.	18. Recomr	mended Ŕ	etention	
Yes 🛭 No '		Retain in-ho	use for 10	0 years then transfer to State Archives for	
,		permanent r		·	
			•		
	1	<u>II</u>	1 5-4-		
19. Name and Title of Preparer	20. Telepho		21. Date		
Jean Tinsley, Management Assistant	410-222-74	52	9/14/18	·	

					AGENCY RECORDS INVENTORY	
Instructions –Type or Print a separate form for			ENERAL SEF		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			SEMENT DIVI		·	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE1 OF1	
	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Divisio	วก			3. Unit	
·						
Office of Planning and Zoning	Planning	I			Long Range Planning Section	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
ITEM 4- COMPREHENSIVE ZONING FILES				1972	to 2012	
6. Record Series Description (Briefly describe the t	types of int	ormation/docu	uments/forms	tound in th	e series. Include the purpose or function of the	
Series.)						
Comprehensive Zoning Applications, maps, and su	apporung u	ocumentation	•			
7. Record Series Format(s) List atl		8. Record Serie	s Sequence	9. Volume 2000 +/-		
☑ Letter Size ☐ Microfilm		Alphabetica	ıl	Number		
☑ Legal Size ☐ Computer Tape		Numerical		⊠ File Dra	awar/c\	
Za coga oza		Z Namenous		Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk			al	Computer Tape(s)		
☐ Bound Book ☐ Video Tape	Geographicat			Other (specify)		
<b></b>					Accumulation	
Other (specify)		Other (spec	eity)	Number: N every 8 yea	o annual accumulation. Process is undertaken approximately	
				File Dra	• •	
				_	ni reens)	
	•			Olher (specify)		
11, File is Used			12. File Becom	es Inactive Af	ter: n/a	
<u>Varies</u>				_		
☐ Daily ☐ Weekly ☒ Monthly ☐ An	nually		Number	<b>□</b> ^	flonth(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14 to Possori 9	Parios Dunlies	ted Streethorn? (If you specify money or office)	
2664 Riva Road, 4th Floor			14. ts Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
☐ Yes 🔯 No			_		_	
			None ⊠	State [	Federal Independent	
					,	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	Retention	
Yes No  Numerical system and by Planning Area or Council District.			Retain in-h	ouse for fif	ty (50) years, then transfer to outside storage for	
			twenty (20)	years, the	n destroy.	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	•	
Jean Tinsley, Management Assistant		410-222-74	52	9/14/18		

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			SEMENT DIVI			
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box			
Will records received recirculate (500 000 1)	Jessup, Maryland 20794				PAGE 1 OF 1	
·	410-799-1930					
Department/Agency	2. Divisio	n			3. Unit	
Anne Arundel County	Planning				Administration	
Office of Planning and Zoning						
				•		
DEFINITION: RECORD SERIES: A group of related records normally filed a purposes.				unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
ITEM 5 - PLANNING ADVISORY BOARD FILES				2000	to 2018	
6. Record Series Description (Briefly describe the ty	pes of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Meeting minutes and decisions of the Planning Advi	isorv Boar	d: backgroun	d files: and stu	udies.		
gg	,	-,g				
					,	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
☑ Letter Size ☐ Microfilm		Alphabetica	ıl	_270 +/ Number		
Legal Size	. Numerical			☑ File Drawer(s)		
☑ Audio Tape ☐ Floppy Disk			nal			
☑ Addio Labe ☐ Lephbà pier		⊠ Cutotiologic	ud)	Other (specify)		
☑ Scurid Book ☐ Video Tape	Geographical ·					
Other (specify)C0s		Other (spec	ify)	10. Annual	Accumulation	
				Number		
					•	
		*	<i>"</i>			
				Computer Tape(s)		
'				Other (specify)		
11. File is Used			12. File Becom	oc Inactivo Af	inc	
11. File is Osea			12. File Becom	ies mactive A	tei	
☐ Daily ☐ Weekly 🗵 Monthly ☐ Annu	ually		Number	□ ^	flonth(s) Year(s)	
			N/A			
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
2664 Riva Road, Annapolis, 4th Floor			☐ Yes   ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes     No			16. Audit Requ	uirements		
C 162 M 140			None	State	Federal Independent	
·						
	<del> </del>					
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑ No	ednements		18. Recom	mended F	etention	
			Retain minu	utes and d	ecisions in house for twenty years then transfer to	
			State Archi	ves. Retair	background files for two years then destroy.	
			Retain reco	rdings for	five years then destroy. In accordance with §1-3-	
			102 of Cou	nty Code.		
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	1	
Jean Tinsley, Management Assistant		410-222-74	52	9/14/18		

Lastructions Tune as Drint a consecto form for	DEDAR	TMENT OF C	ENEDAL SEC	2)/(055	. AGENCY RECORDS INVENTORY	
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SEI RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)		5 Waterloo Ro		,		
WINT TOWN TO THE PROPERTY OF T		Jessup, Mar	yland 20794		PAGE1 OF1	
4. Donartmant/Aganov	2. Divisio	410-799	9-1930		3. Unit	
Department/Agency     Office of Planning and Zoning	Planning				Multiple	
					·	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed a	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
ITEM 6- ADOPTED MASTER PLANS				1978	to 2018	
					· · · · · · · · · · · · · · · · · · ·	
6. Record Series Description (Briefly describe the t	types of into	ormation/docu	iments/forms i	found in th	e series. Include the purpose or function of the	
series.) General Development Plans, Water & Sewer Mast	er Plans S	mall Area Pla	ns Town Cen	ter Dlane	Greenwaye Master Plans	
Ocheral Develophiciti Flans, Water & Cone, Mass	51 F16115, 5	man Arca i la	IIS, TOWN CO.	lti Fiane,	Ofeeliways iriasici Fians.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
Letter Size		Alphabetical	1	50 Number		
Legal Size Computer Tape		Numerical		☑ File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk		☑ Chronologic	;al		uter Tape(s)	
, ⊠ Bound Book   ☐ Video Tape		☐ Geographic	al	Other (specify)		
Other (specify)_CDs_	Other (specify)		elfu)	10. Annual Accumulation		
EZ ener (about)			"",			
				M File Dr	maunife l	
·				⊠ File Drawer(s)		
				Computer Tape(s) Other (specify)n/a		
					spectry)iua	
11. File is Used			12, File Becom	es Inactive Af	iter	
☐ Daily 🛛 Weekly 🔀 Monthly 🗌 An	nually		Number	<b>□</b> •	Month(s) Year(s)	
			N/A			
13. Current Location(s) (Bfdg., Floor, Room) 2664 Riva Road, Annapolis, 4th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☑ Yes ☐ No			
			Available on website.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uìrements		
☐ Yes ☑ No	,	,	⊠ None [	⊓ State Γ	Federal 🔀 Independent	
					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention	
☐ Yes   ☑ No					0 years then transfer to MD State Archives for	
			permanent		•	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date		
Jean Tinsley, Management Assistant		410-222-74	.52	9/14/18		

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Instructions –Type or Print a separate form for	DEPART	MENT OF G	GENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward		SEMENT DIVI	-			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2					
,	Jessup, Maryland 20794		· •	PAGE 1 OF 1		
	410-789-1930					
Department/Agency	2. Division	n			3. Unit	
Anne Arundel County	Planning				Research & GIS/Long Range Planning / Zoning/	
Office of Planning and Zoning DEFINITION: RECORD SERIES: A group of relate	d records no	ormally filed	and used as a	unit for co	Zoning Enforcement/ Cultural Resources	
purposes.	a records no	January med a	and used as a	dilicion le	referice as well as retention and disposition	
4. Record Series Title	-		5. Earliest Year/Latest Year			
ITEM 7- PLANNING STUDIES, REPORTS, AND D	OCUMENT	S	1970's to Present		s to Present	
<u> </u>						
6. Record Series Description (Briefly describe the t	ypes of info	rmation/docu	uments/forms t	found in th	e series. Include the purpose or function of the	
series.)		•				
Studies, reports, inventories, and other publications	<b>š</b> .				·	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
■ Letter Size		☐ Alphabetical		50 +/- Number		
2 2010 012				Nambo	•	
■ Legal Size		Numerical			☑ File Drawer(s)  ☐ Microfilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk		□ Chronologic	eal		m Reel(s) ter Tape(s)	
		Z om onologio		Other (		
☑ Bound Book ☐ Video Tape	☐ Geographical		al			
Other (specify)_CDs_	Other (specify)		ify)	10. Armual Number: 5	Accumulation	
_		_				
					• *	
					ter Tape(s)	
·				Other (	specify)	
11. File is Used			12. File Becom	es Inactive Af	ter: n/a	
□ Delity □ Weekly ☑ Monthly □ Annually			<u> </u>		=	
☐ Daily ☐ Weekly ☑ Monthly ☐ Annually			Number .	U N	fonth(s) Year(s)	
					•	
13, Current Location(s) (Bidg., Floor, Room)			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)	
2664 Riva Road, 3™ and 4™ Floors			☐ Yes 🖾 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes 🛛 No						
			⊠ None	State L	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe of	equirements		18. Recommended Retention			
☐ Yes         No ·			Retain in-ho	ouse for 20	years then transfer to outside storage for 20	
·		3	years, then	destroy.		
·						
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Jean Tinsley, Management Assistant	410-222-7452		9/14/18			

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Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEE	VICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box				·	
Will Trees (da Trees like) To distance (200 000 1)	Jessup, Maryland 20794			2,0	PAGE 1 OF 1	
		410-79				
Department/Agency	2. Divisio	n			3. Unit	
Anne Arundel County	Planning	,			Research and GIS Section	
Office of Planning and Zoning						
DEFINITION: RECORD SERIES: A group of related	d records r	normally filed a	and used as a	unit for ref	erence as well as retention and disposition	
purposes.  4. Record Series Title				5. Earliest Year/Latest Year		
ITEM 8 - MAPS AND AERIAL PHOTOGRAPHS					to present	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
6. Record Series Description (Briefly describe the ty	voes of info	ormation/docu	ments/forms f	ound in the	e series. Include the ourpose or function of the	
series.)	, , , , , , , , , , , , , , , , , , , ,				s solico. Madada dia parposa di fanodian di tria	
Aerial photographs, zoning maps, critical area map	s address	ing mans, top	o mans tax m	aos, wella	nd maps, water/sewer maps, landscape maps	
richar photographic, zaming maps, orman area map	0, 000,000	mg mopo, top	o mapo, tan m	<b></b>	ind maps, material in maps, terral scape maps.	
		•				
7. Record Series Format(s) List all		8. Record Series	s Sequence	9, Volume		
☐ Letter Size ☐ Microfilm		☐ Alphabetical		_15,000 +/- Number	•	
	Numerical     ■     Numerical     Numerical     ■     Numerical     Num			File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk			ed.	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
Audio rape		M CHOICHG	aı		specify) Hanging files	
☑ Bound Book ☐ Video Tape		Geographica	a1	-,		
Other (specify) 30 x 50 Photos; 24 x 36 Mylars; Paper; CDs	-	Other (speci	ifu) Zonina		Accumulation	
Strict (apocity) 30 x 30 Priotos, 24 x 30 Mytata, Paper, 303		Grid	ny, zoning	300 Number		
				File Dra	· · ·	
•	ŕ			Microfil Compu	m Reel(s) ter Tape(s)	
				Other (specify)_Digital format – 300 GB		
			1			
11. File is Used			12. File Becom	es Inactive Afi	er	
☑ Dally ☐ Weekly ☐ Monthly ☐ Ann	ually	ļ	Number		lonth(s) Year(s)	
	•		N/A			
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
2664 Riva Road, Annapolis, 4th Floor			☐ Yes	⊠ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	iremente		
To: Access restrictions (in rest, clie Law(e) & regulation(s)			io. Addit requ	an ornion to		
			⊠ None	State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
☑ Yes ☐ No						
Year created, ADC Grid, Zoning Grid					io years then transfer to State Archives for	
_			permanent	retention.		
19. Name and Title of Preparer	·	20. Telepho	ne Number	21. Date	•	
Jean Tinsley, Management Assistant		410-222-7452		9/14/18		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 1 OF 1		
i	Jess	sup, Maryl 410-799-	land 20794 1930				
Department/Agency	2. Division				3. Unit		
Anne Arundel County	Planning				Research and GIS Section		
Office of Planning and Zoning	•	ı					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normal	ally filed a	nd used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
ITEM 9 - DEMOGRAPHIC PUBLICATIONS				2005 (	o Present		
6. Record Series Description (Briefly describe the t	ypes of informati	tion/docur	ments/forms t	found in th	e series. Include the purpose or function of the		
series.)							
Publications on population, housing, development,	and other demog	ographic d	lata.				
	·						
7. Record Series Format(s) List all	8. Re	ecord Series	Sequence	9, Volume			
Display Circ. Disputition	<b>5</b>			60			
Letter Size Microfilm	UA	Alphabetical		Number	*		
Legal Size Computer Tape	☐ Numerical			⊠ File Drawer(s)			
Audio Tape	Mc	^brosolonien	,	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
			"	Other (specify)			
☑ Bound Book ☐ Video Tape	□G	Geographical	· ,				
Other (specify)	l no	Other (specify	v)	10. Annual <u>5</u>	Accumulation		
	-			= Number			
				<b>S</b> === 0=			
				⊠ File Drawer(s)			
				_	ter Tape(s)		
				Other (specify)			
11. File is Used		ŢŢ.	12. File Become	es Inactive Af	ter		
		i		_	,		
☐ Daily ☐ Weekly ☑ Monthly ☐ Annually		i	Number N/A	_ №	fonth(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14 is Record 9	arios Dunlica	ted Elegathers? (If use sperify agency or office )		
2664 Riva Road, Annapolis, 4th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes     No				
45 Assess Dealerships (MV-) - No. 1 and 1 and 1			46 A	denome - tr			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes  ☐ No		.	16. Audit Requ	m ernents			
			☑ None ☐ State ☐ Federal ☐ Independent				
		1					
17. Is an Index System used? If yes, explain briefly and describe	ndex System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
☐ Yes 🏻 No			Retain in house for twenty years then transfer to State Archives for				
			permanent retention.				
			F =				
		·					
19. Name and Title of Preparer	20	Telephon	ne Number	21. Date	·		
Jean Tinsley, Management Assistant		)-222-745		9/14/18			
- court indicy, management reduction	-,10	,	-	וויווס (0			

Instructions –Type or Print a separate form for	tions –Type or Print a separate form for DEPARTMENT OF GENERAL				AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			SEMENT DIVISION		•		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275						
With Property Colonial Colonial (200 000 1)		Jessup, Mar			PAGE 1 OF 1		
·		410-79	•				
Department/Agency	2. Divisio	2. Division			3. Unit		
Anne Arundel County	Planning	Planning			Research and GIS Section		
Office of Planning and Zoning					,		
DEFINITION: RECORD SERIES: A group of relate	d records r	normally filed and	used as a unit for r	eference s	se well as retention and disposition ournoses		
4. Record Series Title	<u>u 1000103 1</u>	iormany med and	asca as a anicion		st Year/Latest Year		
ITEM 10 - DEVELOPMENT IMPACT FEE FILES			1990 to Present				
6. Record Series Description (Briefly describe the t	ypes of info	ormation/documen	its/forms found in t	he series.	Include the purpose or function of the series.)		
Records of Development Impact Fee Vouchers and	d Refunds.				, ,		
7. Record Series Format(s) List all		8. Record Series Seq	uence	9. Volume			
□ Letter Size		Alabahatiaal		50 -60 Number			
☑ Legal Size ☐ Computer Tape		Numerical			☑ File Drawer(s) ☐ Microfilm Real(s)		
Audio Tape Floppy Disk				Computer Tape(s) Other (specify)			
☑ Bound Book ☐ Video Tape	Geographical						
Other (specify)		Other (specify) Building permit			10. Annual Accumulation _5		
		number		Number			
				⊠ ca o			
	ŀ	}		⊠ File Drawer(s)     Microfilm Reel(s)			
				Computer Tape(s)			
			•	Other (	specify)		
11. Fite is Used			12. File Becomes Ina	ictive After			
			3	<b></b>	. 5.		
☐ Daily 🔀 Weekly ☐ Monthly ☐ And	nually		Number	Month(	s) 🔀 Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		-	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
2664 Riva Road, Annapolis, 4th Floor			☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requireme	ents			
☐ Yes			None State Federal ⊠ Independent				
17. Is an Index System used? If yes, explain briefly and describe	requirements	,	18. Recommen	ded Reter	tion		
Yes 🛛 No			Retain in house	twenty ye	ars after project completion and then destroy.		
•							
19. Name and Title of Preparer		20. Telephone N	lumber	,21. Date	•		
Jean Tinsley, Management Assistant		410-222-7452		9/14/18			

· · ·					· · · · · · · · · · · · · · · · · · ·		
Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVIS				•		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
``	Jessup, Maryland 20794				PAGE 1 OF 1		
		410-79	9-1930				
Department/Agency	2. Division	n			3. Unit		
Anne Arundel County	Planning	÷			Cultural Resources Section		
Office of Planning and Zoning							
DEFINITION: RECORD SERIES: A group of relate	d rocords n	ormally filed	and used as a	unit for ro	forence as well as retention and disposition		
purposes.	o records no	onnany med	and used as a	unition re	reference as well as retention and disposition		
Record Series Title	Record Series Title			5. Earliest Year/Latest Year			
ITEM 11 - CULTURAL RESOURCES FILES				1940	to 2018		
				·			
6. Record Series Description (Briefly describe the t	ypes of info	rmation/docu	ments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Historic, archaeology, cemetery site files and Comp	pliance Rep	orts. Site for	m and suppor	ting docur	nentation for Maryland Inventory of Historic Sites,		
Archaeological site forms and Historic cemeteries.							
·							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
□ Letter Size    □ Microfilm	Alphabetical		1	8000 +/- Number			
Z Letter 0/20 micromiti		- Aphiencina	'	110111001			
☑ Legal Size ☐ Computer Tape	ļ	Numerical		File Drawer(s)			
Audio Tape	i	☐ Chronologic	cal	☐ Microfilm Ree!(s) ☐ Computer Tape(s)			
B. 1995				Other (			
☑ Bound Book ☑ Video Tape		Geographic	al				
Other (specify)		Other (spec	:lfy)	10. Anлual 60	Accumulation		
				Number			
				⊠ File Dra	nuar(n)		
				_	licrofilm Reel(s) computer Tape(s)		
				Other (specify)			
11. File is Used			12. File Becom	es Inactive Af	ter		
		·		σ.			
⊠ Daily ☐ Weekly ☐ Monthly ☐ Ann	ıvally		Number N/A	<b>□</b> <sup>1</sup>	Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14 is Record S	Series Dunlica	led Elsewhere? (If was specify agency or office )		
2664 Riva Road, Алпароlis, 4 <sup>th</sup> Ftoor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ⊠ Yes □ No				
			Maryland Histo				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☑ Yes ☐ No			16. Audit Requ	irements			
(16USC 470w-3) Federal Archaeological Data is Restricted for Site	Protection		None	State [	Federal Independent		
State = Art 83B 5-615(d) and Art 40/COMAR 05.08.05 102		•	,				
17. Is an Index System used? If yes, explain briefly and describe in	requirements		18. Recom	mended 5	etention		
⊠ Yes ☐ No	·				se for 100 years then transfer to State Archives for		
State Assigned Site Numbers			permanent		to tot 100 Jeans then transfer to State Archives 101		
			pomanent	. Storidori.			
40 Alama and Title of Presence	<u> </u>	20 Talaata	no Alverter	24 5-1			
19. Name and Title of Preparer		410-222-74	one Number	21. Date 9/14/18			
Jean Tinsley, Management Assistant		→ IV-ZZZ-/4	Ų <b>∠</b>	7/14/10			

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SER	VICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	. PAGE 1 OF 1		
		Jessup, Mar	-		1,202 1 51 1		
Department/Agency	2. Divisio		9-1930		3. Unit		
Anne Arundel County	Planning				Zoning Enforcement Section		
Office of Planning and Zoning	_						
·							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed a	ind used as a i	unit for refe	erence as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year (				
ITEM 12 - ZONING CERTIFICATES OF USE				2002 to 2018			
Record Series Description (Briefly describe the t	types of info	ormation/docu	ments/forms fo	ound in the	series. Include the purpose or function of the		
series.)			overes electe f	المنتاب المنتاب	lines are residently attacks. Confidently which		
Files containing business name, address, and zoni certifies compliance with zoning.	ing of prope	eny. All uses (	except single to	amily dwei	lings are required to obtain a Certificate which		
certifies compliance with zoning.							
	T	0.0 10 1		I			
7. Record Series Format(s) List all	8. Record Series Sequence		Sequence	9. Votume 40 +/-	9. Volume 40 .+/-		
☑ Letter Size ☐ Microfilm		☐ Alphabetical		Number			
Legal Size Computer Tape	☐ Numerical			⊠ File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk			al .	Microfilm Real(s) Computer Tape(s)			
	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~		21	Other (specify)			
☐ Bound Book ☐ Video Tape		☐ Geographica	il	10. Annual Accumulation			
☑ Other (specify)_Computer disk		Other (speci	fy) <u>By case</u>	400-500	Accumulation		
		year		Number			
-				☑ File Drawer(s)			
				Microfii			
				Compu	specify)		
	, <u>.</u>						
11. File iş Uşed			12. File Become	s Inactive Aft	er		
☑ Daily ☐ Weekly ☐ Monthly ☐ Anr	nually		Number	<b>□</b> M	onth(s) Year(s)		
			N/A				
13. Current Location(s) (Bldg., Floor, Room) 2664 Riva Road, Аппароlis, 3∾ Floor			14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.)  ☐ Yes ☐ No				
2004 rava rwau, Alliapais, 3 · rwoi			Office of Admin	_	ngs		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
☐ Yes    No			⊠ None	State 🗌	Federal Independent		
					_ · ·		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recomi	mended R	etention		
☐ Yes 🖾 No	-				buse for thirty days then destroy. Retain electronic		
			11		ty years then transfer to State Archives for		
			permanent retention.				
19. Name and Title of Preparer		20. Telepho	<u> </u>	21. Date			
Jean Tinsley Management Assistant		410-222-7452		9/14/18			

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 14.18.02	JESSUP,	MARYLAND 20794 10) 799-1930	Page 1 of 1				
DEPARTMENT/AGENCY     Anne Arundel County Office of Planning     and Zoning	2 DIVISION Planning		3 UNIT Zoning Enforcement				
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 ITEM 12 – ZONING CERTIFICATE O	ONIC RECORD SERIES TITLE  - ZONING CERTIFICATE OF USE FILES						
6 INPUT - Identify source of information to Application information	be entered	7 OUTPUT - Identify the Date of issuance, use of	use/s of information generated by system property, zoning				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.				
The database contains date of issuance, name of business, address and zoning of property. All uses except single family dwellings are required to obtain a certificate which certifies compliance with zoning.							
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.							
The database is open to the public and may be searched remotely.							
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM							
Revisions are made under a separate field in	the database. (	Original information is retain	ned.				
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability							
The database is maintained on the County's	electronic netwo	rk drive, maintained by the	Office of Information Technology.				
12 RECOMMENDED RETENTION Retain in house for twenty years then transfe	r to State Archive	es for permanent retention					
13 TYPED OR PRINTED NAME OF PREPARER Jean Tinsley	14 TELEPHO 410-222-7452	NE NUMBER	15 DATE 9/14/18				
16 TITLE OF PREPARER Management Assistant			***				
DGS 550-6 (rev. 10/12)		·					

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Instructions –Type or Print a separate form for	DEPARTM	MENT OF GE	ENERAL SER	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		
	J∈	essup, Mary	land 20794		PAGE 1 OF 1	
		410-799	-1930			
Department/Agency	2. Division				3. Unit	
Anne Arundel County	Planning				Zoning Enforcement Section	
Office of Planning and Zoning						
		·· -, .	-			
DEFINITION: RECORD SERIES: A group of related purposes.	d records nor	mally filed a	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
ITEM 13 - ZONING ENFORCEMENT FILES			2010 to 2018			
6. Record Series Description (Briefly describe the t	ypes of inform	nation/docui	ments/forms f	ound in th	e series. Include the purpose or function of the	
series.)						
Case files on reported zoning violations including n	otices, citatio	ns, inspecto	or notes, corre	espondenc	e, photographs and final disposition of violation.	
7 Personal Control Con		Daniel Dada		0.)(-1		
. 7. Record Series Format(s) List all	"	I. Record Series	s Sequence	9. Volume 2000		
☑ Letter Size ☐ Microfilm	☐ Alphabetical			Number ·		
M. 10: Do 1.7	١,	<b>5</b> 1		<b>5</b>		
☑ Legal Size	Numerical			⊠ File Drawer(s)     Microfilm Reel(s)		
Audio Tape Floppy Disk	0	Chronologica	al	Computer Tape(s)		
_				Other (specify)		
Bound Book Video Tape	Geographical		31	10 Appuel	Accumulation	
Other (specify)		Other (specif	fy)	2000	ACCUMUS SOL	
•				Number		
				M ena nor	hungefol	
				srO eli7 ⊠ litorolil □	-	
				Computer Tape(s)		
				Other (specify)		
11. File is Used		1	12. File Becom	es Inactive Af	ter - compliance with code is achieved	
Daily Weekly Monthly Ann	ually		Number Month(s) Year(s)			
					·	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
2664 Ríva Road, Annapolis, 3™ Floor			☐ Yes	⊠ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes No		ŀ	,			
•	•		⊠ None	e State Federal Independent		
					<u> </u>	
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recommended Retention			
☐ Yes 🖾 No			Retain in ho	ouse for or	ne year, transfer to outside storage for six years,	
			then destro			
			·	-		
40 Name and Title of Property		20 Talanhai	ne Number	21. Date		
19. Name and Title of Preparer  Jean Tinsley, Management Assistant		20. Telepho 410-222-745		9/14/18	· .	
Jean Histey, Manayement Assistant	1.4	TIU-LLL-140	/£	₩ 197 IO		