

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	C1459
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Agency Information

Department / Agency	St. Mary's County Department of Economic Development
Division / Unit	N/A
Mission Statement/Link to division/unit website	https://www.stmarysmd.com/ded/

Schedule Information

Supersedes Schedule(s)	C1267
Amends Schedule(s)	N/A

Preparer Information

Name of Preparer	Robert Kelly
Title of Preparer	Chief Information Officer
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Date	4/15/2018

Agency Approval

Name of Agency Director	Chris Kaselemis, <i>Bennett Wilson</i> <small>Deputy Director</small>
Agency Director Signature	<i>Bennett Wilson</i>
Date	4/15/2019

State Archivist Approval

State Archivist Signature	<i>Timothy D. Bal</i>
Date	6-24-19

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1459 (To be completed by DGS/Records Management Division)
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Records Series Title: General Files – Department of Economic Development	Page 1 of 7
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Record Series Content	General Files
Record Series Function	Subject files containing interoffice memos, print correspondence, printed material related to the operation of County Government.
Organization/Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Pdf; loose paper
Volume (file drawers, gigabytes, etc.)	Estimated 500 Mb; 1 cubic foot
Annual Accumulation (file drawers, gigabytes, etc.)	Estimated 500 Mb; 1-2 cubic feet
Current Location	County File Servers; Department office
Audit Requirements	N/A
Date Span	2017 - present
Completeness /Gaps	None Known

Schedule Item Number	1
Retention	Retain for one (1) year, then screen and destroy with the following exception: Scan to MD State Archives Standards any material that serves to document the origin, development and accomplishments of the department or its divisions, then destroy hard copy. Transfer digital copy to County Archives and State Archives after scanning is complete.
Justification for Permanent Retention	Select subject files have historical value in documenting the origin, development and significant accomplishments of the department or its divisions

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 0002 C1459 (To be completed by DGS/Records Management Division)
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Records Series Title: Time and Attendance records – Department of Economic Development	Page 2 of 7
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Record Series Content	Time and Attendance records
Record Series Function	Time sheets/Leave slips filled out by County employees. Excludes comp time requests – these are included in the Retention Schedules of the Finance Department.
Organization/Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Hard copy
Volume (file drawers, gigabytes, etc.)	1.75 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	.25 file drawer
Current Location	Department Files
Audit Requirements	N/A
Date Span	2010 - present
Completeness /Gaps	None Known

Schedule Item Number	2
Retention	Retain seven (7) years then destroy.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **C1459**
 (To be completed by DGS/Records Management Division)

Records Series Title: Travel/Training Forms –
 Department of Economic Development

Page 3 of 7

Record Series Content	Travel\Training Forms
Record Series Function	Documentation on employees' travel expenses or expenses for career training sessions.
Organization/Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Hard copy
Volume (file drawers, gigabytes, etc.)	1.25 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	.25 file drawer
Current Location	Department Files
Audit Requirements	N/A
Date Span	2013 - present
Completeness /Gaps	None Known

Schedule Item Number	3
Retention	Retain five (5) years then destroy.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **C1459**
 (To be completed by DGS/Records Management Division)

Records Series Title: Non-Executive
 Correspondence – Department of Economic
 Development

Page 4 of 7

Record Series Content	Non-Executive Correspondence
Record Series Function	Internal and external email correspondence sent and received during office operations. These are "non-executive" in that contain day-to-day administrative functions and do not document executive-level decisions.
Organization/ Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	PDF\E-Mail
Volume (file drawers, gigabytes, etc.)	76 Gb
Annual Accumulation (file drawers, gigabytes, etc.)	19 Gb (1 Gb per person)
Current Location	County File Servers
Audit Requirements	N/A
Date Span	Present minus 39 months.
Completeness /Gaps	None Known

Schedule Item Number	4
Retention	Department custody. Retain for thirty nine (39) months then destroyed. Business related correspondence that is essential to a core function of another series should follow the retention period for that series.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1459 (To be completed by DGS/Records Management Division)
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Records Series Title: PILOT Program– Department of Economic Development	Page 5 of 7
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Record Series Content	PILOTS (Payment in Lieu of Taxes Program) documentation supporting the PILOT request.
Record Series Function	Internal and external documents which are related to the PILOT request. These are "non-executive" in that contain day-to-day administrative functions for the processing of these requests and do not document executive-level decisions.
Organization/ Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	PDF, E-Mail, Word, Excell
Volume (file drawers, gigabytes, etc.)	100 Mb
Annual Accumulation (file drawers, gigabytes, etc.)	1 Gb
Current Location	County File Servers
Audit Requirements	N/A
Date Span	2000 - forward
Completeness /Gaps	None Known

Schedule Item Number	5
Retention	Unapproved credits: Retain until credit is unapproved by the Commissioner, then destroy. Approved credits: Upon approval, scan to Maryland State Archives standards, then destroy paper. Retain images until PILOT expires, then destroy.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1459 (To be completed by DGS/Records Management Division)
Records Series Title: Tax Credit Program(s) – Department of Economic Development	Page 6 of 7

Record Series Content	St. Mary's County Tax Credit documentation supporting the request for a Tax Credit.
Record Series Function	Internal and external documents which are related to the 5 Year Tax Credit Program and the Property Tax Credit for New & Expanding Businesses Program. These are "non-executive" in that contain day-to-day administrative functions for the processing of these requests and do not document executive-level decisions.
Organization/Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	PDF, E-Mail, Word, Excel
Volume (file drawers, gigabytes, etc.)	1 Gb
Annual Accumulation (file drawers, gigabytes, etc.)	100 Mb
Current Location	County File Servers
Audit Requirements	N/A
Date Span	2000 - Forward
Completeness /Gaps	None Known

Schedule Item Number	6
Retention	Unapproved credits: Retain until credit is unapproved by the Commissioner, then destroy. Approved credits: Upon approval, scan to Maryland State Archives standards, then destroy paper. Retain images until Tax Credit expires, then destroy.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. (To be completed by DGS/Records Management Division)
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Records Series Title: MALPF – Department of Economic Development	Page 7 of 7
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Record Series Content	Maryland Agriculture Land Preservation Foundation (MALPF) Files documentation supporting the request for a MALPF.
Record Series Function	Internal and external documents which are related to the MALPF Program. These are "non-executive" in that contain day-to-day administrative functions for the processing of these requests and do not document executive-level decisions.
Organization/Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	PDF, E-Mail, Word, Excell
Volume (file drawers, gigabytes, etc.)	100 Mb
Annual Accumulation (file drawers, gigabytes, etc.)	1 Gb
Current Location	County File Servers
Audit Requirements	N/A
Date Span	
Completeness /Gaps	None Known
Schedule Item Number	7
Retention	Maintain within the Department until approved/denied. Retain until rescinded or denied, then destroy. Note: These records are also recorded in County Land Records.
Justification for Permanent Retention	