

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	C1464
---	-------

-----

### Agency Information

Department / Agency	St. Mary's County Department of Human Resources <i>Land Use &amp; Growth Mgmt</i>
Division / Unit	N/A
Mission Statement/Link to division/unit website	<a href="https://www.stmarysmd.com/finance/">https://www.stmarysmd.com/finance/</a>

### Schedule Information

Supersedes Schedule(s)	C-1260 and C-1261
Amends Schedule(s)	N/A

### Preparer Information

Name of Preparer	Robert Kelly
Title of Preparer	Chief Information Officer
Preparer Email Address	<a href="mailto:Bob.Kelly@stmarysmd.com">Bob.Kelly@stmarysmd.com</a>
Preparer Telephone Number	301-475-4200 *1013
Date	6/19/2019

### Agency Approval

Name of Agency Director	Bill Hunt
Agency Director Signature	<i>Bill Hunt</i>
Date	6/19/2019

### State Archivist Approval

State Archivist Signature	<i>Tom Bar</i>
Date	7-31-19

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> C1444 (To be completed by DGS/Records Management Division)
--	---

<b>Records Series Title: St. Mary's County Department of Land Use and Growth Management - General Files</b>	<b>Page 1 of 6</b>
---	--------------------

<b>Record Series Content</b>	General Files
<b>Record Series Function</b>	Subject files containing interoffice memos, print correspondence, printed material related to the operation of County Government.
<b>Organization/ Arrangement</b>	
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper, electronic files, loose leaf notebooks
<b>Volume (file drawers, gigabytes, etc.)</b>	48 loose leaf notebooks, 20 file drawers, 20 gigabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2 file drawers of paper copies and 12 megabytes of electronic files
<b>Current Location</b>	County, Electronic File Servers; Department office
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	c. 1978 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	1
<b>Retention</b>	Retain for one year, then destroy with the following exceptions: Scan to MD State Archives Standards any material that serves to document the origin, development and accomplishments of the department or its divisions, and then destroy hard copy. Transfer digital copy to County Archives and State Archives after scanning is complete.
<b>Justification for Permanent Retention</b>	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.** C1464  
(To be completed by DGS/Records Management Division)

**Records Series Title: St. Mary's County  
Department of Land Use and Growth Management  
Time and Attendance records**

**Page 2 of 6**

<b>Record Series Content</b>	Time and Attendance records
<b>Record Series Function</b>	Time sheets/Leave form/comp time form filled out by employees.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper copy
<b>Volume (file drawers, gigabytes, etc.)</b>	10 file drawers
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2 file drawers
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	2013 - present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	2
<b>Retention</b>	Retain five years then destroy.
<b>Justification for Permanent Retention</b>	

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

Schedule No. **C1464**  
(To be completed by DGS/Records Management Division)

**Records Series Title: St. Mary's County  
Department of Land Use and Growth Management  
Travel/Training Forms**

**Page 3 of 6**

<b>Record Series Content</b>	Travel/Training Finance and Accounting Forms
<b>Record Series Function</b>	Documentation on employees' travel expenses or expenses for career training sessions.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper Copies, electronic files
<b>Volume (file drawers, gigabytes, etc.)</b>	23 file drawers, 6 gigabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	2 file drawers, 2 megabytes of scanned paper copies
<b>Current Location</b>	Department Files
<b>Audit Requirements</b>	Accounting, Finance and Annual Auditing Services
<b>Date Span</b>	2013 - present
<b>Completeness /Gaps</b>	None Known

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

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <u>  C1464  </u> (To be completed by DGS/Records Management Division)
--	--

<b>Records Series Title: St. Mary's County Department of Land Use and Growth Management - Non-Executive Email Correspondence</b>	<b>Page 4 of 6</b>
--	--------------------

<b>Record Series Content</b>	Non-Executive Email
<b>Record Series Function</b>	Internal and external email correspondence sent and received during office operations. These are "non-executive" in that they contain day-to-day administrative functions and do not document executive-level decisions.
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	E-Mail
<b>Volume (file drawers, gigabytes, etc.)</b>	936,000 individual email
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	300,000 individual email
<b>Current Location</b>	County Electronic File Servers
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	Present minus 39 months.
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	4
<b>Retention</b>	Department custody. Retain for thirty nine (39) months then destroy.
<b>Justification for Permanent Retention</b>	

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

**Schedule No.** C1464  
(To be completed by DGS/Records Management Division)

**Records Series Title: St. Mary's County  
Department of Land Use and Growth Management  
- Permits and Development Plans**

**Page 5 of 6**

<b>Record Series Content</b>	Permit Records
<b>Record Series Function</b>	Residential and Non-Residential Development Plans and Building Permits
<b>Organization/ Arrangement</b>	Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Paper Copies, Microfiche, and Electronic Records
<b>Volume (file drawers, gigabytes, etc.)</b>	220 file drawers and flat files 55,000 microfiche records 5 file drawers of non-residential development plans 40 gigabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	12 file drawers building permits 8 file drawers of non-residential plans 10 gigabytes
<b>Current Location</b>	County Files
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	c. 1978 to present
<b>Completeness /Gaps</b>	None Known

<b>Schedule Item Number</b>	5
<b>Retention</b>	Department custody. Scan hardcopy to Maryland State Archives standards then destroy. Retain digital copies fifty (50) years then destroy.
<b>Justification for Permanent Retention</b>	

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No.</b> <u>C1464</u> (To be completed by DGS/Records Management Division)
--	--

<b>Records Series Title: INS Form I-9 – St. Mary’s County Department of Land Use and Growth Management – Historic Preservation</b>	<b>Page 6 of 6</b>
--	--------------------

<b>Record Series Content</b>	Historic Preservation Documents / Historic Buildings and Cemeteries
<b>Record Series Function</b>	Recording county history. These records are a resource for historians, historical architects, and genealogists.
<b>Organization/ Arrangement</b>	Chronological based on the year the property was added to the inventory.
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Electronic records, loose leaf notebooks, paper copies. The main component of the record series is paper copies of the Maryland Historical Trust, Historic Properties Form. Forms have been completed for approximately 900 historic buildings and cemeteries in St. Mary’s County. In addition to the Properties Forms some sites have additional information that has been added when it has been discovered in other published sources, such as locally authored historic articles, pamphlets, references in books.
<b>Volume (file drawers, gigabytes, etc.)</b>	15 file drawers, 48 loose leaf notebooks, 20 gigabytes
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	1 file drawer, 1 gigabyte
<b>Current Location</b>	Library room in the Department of Land Use and Growth Management, Patuxent Building, 23150 Leonard Hall Drive, Leonardtown MD
<b>Audit Requirements</b>	N/A
<b>Date Span</b>	1974 to present
<b>Completeness /Gaps</b>	None Known.

<b>Schedule Item Number</b>	6
<b>Retention</b>	Permanent. Scan hardcopy to Maryland State Archives standards then destroy hardcopy. Transfer digital records to County and Maryland State Archives to retain permanently.
<b>Justification for Permanent Retention</b>	The main component of the record series is paper copies of the Maryland Historical Trust, Historic Forms have been completed for approximately 900 historic buildings and cemeteries in St. Mary’s County. These records are a resource for historians, historical architects, and genealogists.