

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	<i>C1388A</i>
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Agency Information

Department / Agency	Anne Arundel County Department of Public Works
Division / Unit	Bureau of Engineering/Business Unit 4601
Mission Statement/Link to division/unit website	https://www.aacounty.org/departments/public-works/wprp/index.html

Schedule Information

Supersedes Schedule(s)	C-918
Amends Schedule(s)	C-1388

Preparer Information

Name of Preparer	Ginger Ellis
Title of Preparer	Planning Administrator
Preparer Email Address	pwelli16@aacounty.org
Preparer Telephone Number	410.222.0549
Date	April 23, 2019

Agency & Central Services Officer Approval

Name of Agency Director	Karen Henry
Agency Director Signature	<i>Karen Henry</i>
Date	<i>7/16/19</i>
Central Services Officer Name	Christine A. Romans
Central Services Officer Signature	<i>Christine A. Romans</i>
Date	<i>7/17/19</i>

State Archivist Approval

State Archivist Signature	<i>Timothy D. Baker</i>
Date	<i>9-11-19</i>

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

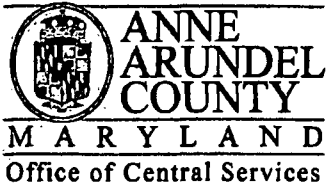
Schedule No.
C1388A

Records Series Title: Commission Files

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Record Series Content	Severn River Commission Files
Record Series Function	Documentation of Severn River Commission meetings and activities
Organization/ Arrangement	Alphabetical, Chronological
Indexing System	
Restrictions (Law or Regulation Citation)	None
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	~100 megabytes ~ 2 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	~ 1-2 megabytes Minimal file drawer space
Current Location	Paper copies located at 2662 Heritage Office Complex, 4 th Floor Electronic copies stored on County server located at 2662 Heritage Office Complex. Access available through the county's Office of Information Technology
Audit Requirements	None
Date Span	1985 - Present
Completeness /Gaps	Complete

Schedule Item Number	21
Retention	Permanent. Retain for 50 Years, then transfer to the Maryland State Archives for permanent retention. If scanned, scan paper in accordance with Maryland State Archives standards, destroy paper and transfer images to the Maryland State Archives
Justification for Permanent Retention	Records include minutes and agendas of Severn River Commission meetings



Heritage Office Complex
2660 Riva Road, 3rd Floor
Annapolis, MD 21401
Phone (410) 222-7644
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Christine A. Romans
Central Services Officer

April 30, 2019

ATTN: Victoria Chester
Records Management Division
Department of General Services
7275 Waterloo Road
Jessup, MD 20794

RE: Anne Arundel County Department of Public Works, Bureau of Engineering
Schedule No. C1388 Amended

Ms. Chester:

Attached are the Records Inventory and Retention Schedule forms to amend C1388, the approved schedule for the Department of Public Works, Bureau of Engineering, to add Severn River Commission records. This is the one outstanding watershed and environmental program item that was formerly included in either of the Office of Planning and Zoning's schedules C917 or C918, is now one of the Bureau of Engineering responsibilities, but was not included in C1388. The Bureau of Engineering provides the following information regarding the other watershed/environmental items on C917 and C918:

- C918, items 4 and 9B are in C1388, item 20.
- C918, item 7 is no longer applicable; DPW does not administer or have any current Coastal Zone Grants.
- C918, item 9a is no longer applicable.
- C918, item 10 is an Inspections & Permit responsibility since 2007 (this item will addressed separately with the revised I&P schedule)
- C917, item 5 is in C1388, items 2 and 8.

If there are any questions or comments, please contact Bess Glebus (410/222-7645; csgleb41@aacounty.org).

Regards,

A handwritten signature in cursive script that reads "Christine A. Romans".

Christine A. Romans

Enclosure

cc: Karen Henry