

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

City of Greenbelt		Planning
AGENCY		DIVISION
Item No.	Description	Retention
	<p>The Planning and Development Division includes both the planning of city projects and facilities. It also deals with new development taking place and the inspection of work being done.</p> <p style="text-align: center;"><u>TYPE OF RECORD</u></p>	
1.	Construction Permits	1. Retain for 5 years after construction completed, then destroy.
2.	Bids	2. Same as item 1.
3.	Zoning Applications/Petitions	3. Same as item 1.
4.	Blueprints	4. Permanent. Transfer periodically to State Archives.
5.	Greenbriar Condo correspondence	5. Same as item 1.

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

4/2/90 E. R. Breyfel Dir. of Admin. Services  
 Date Signature Title

4/12/98 [Signature]  
 Date State Archivist

1. Department City of Greenbelt	2. Division General Government 3. Unit Planning
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4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Permits

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Construction Permits --

These are permits issued for a wide variety of construction projects which include various streets, construction and renovation of municipal building, Center Mall, Fire House Addition, B/W Parkway overpass, Golden Triangle, Greenway Center, North Springhill Lake, etc.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 5	7. Audit Requirements State <input type="checkbox"/> Federal <input type="checkbox"/> - Internal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) 1/2	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). )

Current Year H M L  
 After 1. Yr, H M L      After what year does activity become LOW 3

9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> When: _____	10. Recommended Retention: Retain for 5 years after construction then destroy.
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11. Inventory prepared by C. R. Prybyl Date: 7-12-89  
 (Print Name)

Telephone Number: 301-474-8052

1. Department City of Greenbelt	2. Division General Government
	3. Unit Planning

4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Bids/Blueprints

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Bids -

These consist of instruction to bidders and copies of the bids.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 4	7. Audit Requirements State <input type="checkbox"/> Federal <input type="checkbox"/> - Internal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) 1/2	
8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). ) Current Year H M L After 1. Yr, H M L After what year does activity become LOW 3	
9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> When: _____	10. Recommended Retention: Retain for 5 years then destroy.

11. Inventory prepared by C. R. Prybyl Date: 9-12-89  
 (Print Name)

Telephone Number: 301-474-8052

AGENCY RECORDS INVENTORY

1. Department City of Greenbelt	2. Division General Government  3. Unit Planning
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4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Zoning

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Zoning Applications/Petitions -

These are requests for zoning and correspondence relating to various zoning issues.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 4	7. Audit Requirements State <input type="checkbox"/> Federal <input type="checkbox"/> - Internal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> - External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) 1/4	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). )

Current Year H M L  
 After 1. Yr, H M L      After what year does activity become LOW 3

9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>  When: _____	10. Recommended Retention: Retain for 5 years then destroy.
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11. Inventory prepared by C. R. Prybyl Date: 9-12-89  
 (Print Name)

Telephone Number: 301-474-8052

AGENCY RECORDS INVENTORY

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of \_\_\_\_\_

1. Department City of Greenbelt	2. Division General Government 3. Unit Planning
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4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Bids/Blueprints

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Blueprints -  
 These are for various projects in the City.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) 3	7. Audit Requirements State <input type="checkbox"/>
6. Estimated Accumulation (Yearly) 1/2	Federal <input checked="" type="checkbox"/> - Internal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> External <input checked="" type="checkbox"/>
8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). ) Current Year H M L After 1. Yr, H M L      After what year does activity become LOW <u>3</u>	
9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> When: _____	10. Recommended Retention: Retain permanently.

11. Inventory prepared by C. R. Prybyl Date: 7-12-89  
 (Print Name)

Telephone Number: 301-474-8052

AGENCY RECORDS INVENTORY

1. Department City of Greenbelt	2. Division General Government 3. Unit Planning
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4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)  
Greenbriar Condo

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Various reports -

These are a variety of reports relating to the construction of the Greenbriar Condos and contain sewage treatment plan, easement, pumping station, inspections, and other type of correspondence.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>2</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input type="checkbox"/> - Internal <input type="checkbox"/> Independent <input checked="" type="checkbox"/> - External <input checked="" type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>0</u>	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). )

Current Year H M L  
After 1. Yr, H M L      After what year does activity become LOW 3

9. Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> When: _____	10. Recommended Retention: RETAIN FOR 5 YRS, THEN Destroy  <i>Prv Mr Prybyl in 4 Apr 90 for econ (This could have been in a first column</i>
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11. Inventory prepared by C. R. Prybyl Date: 9-12-89  
(Print Name)

Telephone Number: 301-474-8052