

OCEAN CITY
 PLANNING & COMMUNITY DEVELOPMENT
 RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. *M96*
 PAGE 1 OF 3

Agency Town of Ocean City		Division/Unit Planning & Zoning Department
ITEM NO	DESCRIPTION	RETENTION
1	Building Permits - Contains but not limited to: conditional approval, site plans, correspondence, building inspectors, office inspection report, building permit application, drawings, material list report, calculations report, bond estimate sheet, plumbing permit, notice of additions/corrections, etc.	Retain for 50 years, then destroy.
2	Alteration Permit - Same as Building Permits. - Pending permits (contains same as above).	Retain for 50 years, then destroy.
3	Housing Code Violations - Contains, but not limited to, hand written notes, correspondence, right of appeal notice, photos, certified mail receipt, housing report, subpoena, staff contact report, etc.	Screen annually. Destroy material having no further legal, administrative fiscal or operational value.
4	Building Plans/Engineering Drawings - Contains, but not limited to, renovation/additions - site plans, correspondence.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATION DATE <u>2/16/00</u> SIGNATURE <u><i>Jesse C. Houston</i></u> TYPE NAME <u>Jesse C. Houston</u> TITLE <u>Director Planning & Community Development</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>APR 11 2000</u> SIGNATURE <u><i>Edward C. Pappas</i></u>

OCEAN CITY
PLANNING & COMMUNITY DEVELOPMENT
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. *M96*

PAGE 2 OF 3

5	Sign Permits - Same as No. 1 above.	Retain for 50 years, then destroy.
6	Mobile Home Permits - Same as No. 1 above.	Retain for 50 years, then destroy.
7	Project Files - Contains, but not limited to, site plans, file report, zoning analysis, application for site plan and property resubdivision review, application for Planning and Zoning approval.	Screen annually. Destroy material having no further legal, administrative fiscal or operational value.
8	Board of Zoning Appeals - Contains, but not limited to, Appeal Board minutes, photos, master site plans, addition plans, votes, correspondence, resolutions, notice of public hearings, agenda.	Permanent. Transfer periodically to the Maryland State Archives.
9	Board of Port Wardens - Contains, but not limited to, cash receipt, site plans, correspondence, building permit application, application for Board of Port Wardens, notice to grant permit, notice to reconstruct, etc.	Screen annually. Destroy material having no further legal, administrative fiscal or operational value.
10	Board of Adjustment and Appeals - Contains, but not limited to, correspondence, hearing schedule notice, site plans, notice to appear - adjustments and appeals, building permit application, treasurer's receipt.	Screen annually. Destroy material having no further legal, administrative fiscal or operational value.
11	Public Hearings - Conditional Use/Rezoning - Contains, but not limited to, agreements, treasurer's receipt, temporary conditional use permit, minutes, notice of public hearing, conditional use applications, site drawings.	Permanent. Transfer periodically to the Maryland State Archives.

OCEAN CITY
PLANNING & COMMUNITY DEVELOPMENT
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. *1196*

PAGE 3 OF 3

12	Subject Files - Contains, but not limited to, National Estuary Program application, correspondence, Sanitation monthly reports, One Maryland Program, Water Quality Coastal Bays, American Shore & Beach Preservation District, Repetitive Loss Properties, log sheets, building reports, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
13	Audio Tapes - Contains, but not limited to, Board of Zoning Appeals, Planning and Zoning Commission, Board of Port Wardens, and Board of Adjustment and Appeals	Retain for 3 years, then destroy.
14	Inspections/Complaints/Subjects - Contains, but not limited to, inspection schedules, complaints, follow-up reports, unsafe properties, correction notices, housing code forms, zoning violations, scheduled reinspections, press meetings, etc.	Screen annually. Destroy material having no further legal, administrative fiscal or operational value.

OCEAN CITY
 PLANNING & COMMUNITY DEVELOPMENT
 RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. *1796*
 PAGE 1 OF 3

Agency Town of Ocean City		Division/Unit Planning & Zoning Department
ITEM NO	DESCRIPTION	RETENTION
1	Building Permits - Contains but not limited to: conditional approval, site plans, correspondence, building inspectors, office inspection report, building permit application, drawings, material list report, calculations report, bond estimate sheet, plumbing permit, notice of additions/corrections, etc.	Retain for 50 years, then destroy.
2	Alteration Permit - Same as Building Permits. - Pending permits (contains same as above).	Retain for 50 years, then destroy.
3	Housing Code Violations - Contains, but not limited to, hand written notes, correspondence, right of appeal notice, photos, certified mail receipt, housing report, subpoena, staff contact report, etc.	Screen annually. Destroy material having no further legal, administrative fiscal or operational value.
4	Building Plans/Engineering Drawings - Contains, but not limited to, renovation/additions - site plans, correspondence.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATION DATE <u>2/16/00</u> SIGNATURE <u><i>Jesse C. Houston</i></u> TYPE NAME <u>Jesse C. Houston</u> TITLE <u>Director Planning & Community Development</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>APR 11 2000</u> SIGNATURE <u><i>Edward C. Popeno</i></u>

OCEAN CITY
PLANNING & COMMUNITY DEVELOPMENT
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. 11196
PAGE 3 OF 3

12	Subject Files - Contains, but not limited to, National Estuary Program application, correspondence, Sanitation monthly reports, One Maryland Program, Water Quality Coastal Bays, American Shore & Beach Preservation District, Repetitive Loss Properties, log sheets, building reports, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
13	Audio Tapes - Contains, but not limited to, Board of Zoning Appeals, Planning and Zoning Commission, Board of Port Wardens, and Board of Adjustment and Appeals	Retain for 3 years, then destroy.
14	Inspections/Complaints/Subjects - Contains, but not limited to, inspection schedules, complaints, follow-up reports, unsafe properties, correction notices, housing code forms, zoning violations, scheduled reinspections, press meetings, etc.	Screen annually. Destroy material having no further legal, administrative fiscal or operational value.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 14

1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

*PLANNING/
ZONING*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

ALTERATION PERMITS

5. EARLIEST YEAR / LATEST YEAR

1992 - 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series;

*CONTAINS: CONDITIONAL APPROVAL; SITE PLANS;
CORRESPONDENCE; BUILDING INSPECTORS; OFFICE
INSPECTION REPORT; BUILDING PERMIT APPLICATION;
DRAWINGS; MATERIAL LIST REPORT; CALCULATIONS
REPORT; BOND ESTIMATE SHEET; PLUMBING
PERMIT; NOTICE OF ADDITIONS/CORRECTIONS; ETC.*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *drawings*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) *Permit No.*

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

34
Number *C.F.*

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 2ND FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

*Destroy material having no
further legal, administrative
fiscal or operational value
Retain for
50 years,
then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION PLANNING/
ZONING

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Building Permits / ~~signs / modifications~~

5. EARLIEST YEAR / LATEST YEAR

1974 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

SAME AS ALTERATIONS PERMITS

* ALSO PENDING PERMITS (CONTAIN SAME AS ABOVE)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) drawings
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

Permit No.

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

130
Number C.F.

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED

Retain for 50 years,
~~Destroy material having no~~
~~further legal, administrative~~
~~fiscal or operational value~~
then
destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE N.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

*PLANNING
ZONING*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Sign Permits

5. EARLIEST YEAR / LATEST YEAR

1974 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

SAME AS No. 1

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *DRAWINGS*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Numerical
- Alphabetical
- Chronological
- Geographical
- Other (Specify) _____

Permit No.

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*City Hall - 2nd Floor
Mobile Files*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

*Retain for 50
years,
then
destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

OCCOAN CITY

2. DIVISION PLANNING

ZONING

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Mobile Home Permits

5. EARLIEST YEAR / LATEST YEAR

1974 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

SAME AS NO. 1

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) DRAWINGS
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

Permit No.

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

50
Number C.F.

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
- Month(s)
- Year(s)

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 2nd Floor
Mobile Files

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 50 years,
Destroy material having no
further legal, administrative
fiscal or operational value
then
destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 3 Of 14

1. DEPARTMENT/AGENCY <u>OCEAN</u> <u>Zoning City</u>	2. DIVISION <u>PLANNING</u> <u>ZONING</u>	3. UNIT
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DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE <u>Housing Code Violations</u>	5. EARLIEST YEAR / LATEST YEAR <u>1993 TO 1999</u>
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

CONTAINS: HAND WRITTEN NOTES; CORRESPONDENCE; RIGHT OF APPEAL NOTICE; PHOTOS; CERTIFIED MAIL RECEIPT; HOUSING REPORT; SUBPOENA; STAFF CONTACT REPORT; ETC.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify) <u>DRAWINGS</u></p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>VIOLATION NO.</u></p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>2</u> Number <u>C.F.</u></p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p>Number _____</p>
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
	Number _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room) <u>CITY HALL - 2ND FLOOR</u>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS
<input type="checkbox"/> Yes _____ <input type="checkbox"/> No	<input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETEN
<input type="checkbox"/> Yes _____ <input type="checkbox"/> No	Destroy material having no further legal, administrative, fiscal or operational value

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION PLANNING/
ZONING

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

BUILDING PLANS
ENGINEERING DRAWINGS (OPEN) *

5. EARLIEST YEAR / LATEST YEAR

1996 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:)

RENOVATION/ADDITIONS - SITE PLANS;
CORRESPONDENCE;

* (closed Building PLANS)
90 ~~to~~ C.F. (Rolled)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) drawings
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) Address

9. VOLUME

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) _____
- 100 C.F.
Number Hanging Files

10. ANNUAL ACCUMULATION

- File Drawer (s)
 - Microfilm Reel (s)
 - Computer Tape(s)
 - Other (Specify) _____
- Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Use General Records Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION *PLANNING/
ZONING*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Project Files

5. EARLIEST YEAR / LATEST YEAR

1972-1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.)

CONTAINS: CORRESPONDENCE. SITE PLANS. File Report. Zoning Analysis; APPLICATION for site PLAN + Property Resubdivision Review; APPLICATION for PLANNING + ZONING APPROVAL

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *DRAWINGS*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) *Address*

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) *mobile files*

Number *mobile files*

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
- Month(s)
- Year(s)

Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*CITY HALL - Mobile Files
2nd Floor*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

*Destroy material having no
Further legal, administrative
Fiscal or operational value*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

*Planning/
Zoning*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Board Zoning Appeals

5. EARLIEST YEAR / LATEST YEAR

_____ TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*CONTAINS; APPEAL BOARD MINUTES, PHOTO;
MASTER SITE PLANS, ADDITIONAL PLANS, VOTES;
CORRESPONDENCE, RESOLUTIONS, NOTICE OF
PUBLIC HEARINGS, AGENDA;*

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify) _____

Number _____

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*CITY HALL - 2ND FLOOR
mobile files*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____ No

18. RECOMMENDED RE

Permanent. Transfer periodically
to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBL

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

CITY OF OCEAN CITY

2. DIVISION PLANNING

ZONING

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

ADJUSTMENTS - APPEALS

5. EARLIEST YEAR / LATEST YEAR

1983 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

CONTAINS: CORRESPONDENCE. HEARING SCHEDULE NOTICE, SITE PLANS, NOTICE TO APPEAR, ADJUSTMENTS AND APPEALS, BUILDING PERMIT APPLICATION, TREASURER'S RECEIPT;

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) DRAWINGS
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

YEAR

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

5
Number CITY MOBILE FILES

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 2ND FLOOR
MOBILE FILES

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Destroy material having no further legal, administrative Fiscal or operational value

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION *PLANNING/
ZONING*

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Public Hearings

5. EARLIEST YEAR / LATEST YEAR

_____ TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*CONTAINS: AGREEMENTS; TREASURER'S RECEIPT;
Temporary CONDITIONAL USE PERMIT - MINUTES;
NOTICE OF PUBLIC HEARING; CONDITIONAL USE
APPLICATIONS; SITE DRAWING;*

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) *DRAWINGS*

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*CITY HALL - 2nd Floor
Mobile Files*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____ No

18. RECOMMENDED RETENTION

Permanent. Transfer periodically
to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION PLANNING/
ZONING

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE Subject Files

5. EARLIEST YEAR / LATEST YEAR

1978 to 1998

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS: NATIONAL ESTUARY PROGRAM APPLICATION -
CORRESPONDENCE - SANITATION MONTHLY REPORTS -
ONE MARYLAND PROGRAM - WATER QUALITY
COASTAL BAYS - AMERICAN SHORE BEACH
PRESERVATION DISTRICT - REPETITIVE LOSS
PROPERTIES; LOG SHEETS; BUILDING REPORTS; ETC.

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

66
Number C.F.

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 2nd Floor
Mobile Files

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____ No

18. RECOMMENDED RETENTION

Use Federal Records
Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION *PLANNING/ZONING*

ZONING

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Audio Tapes

5. EARLIEST YEAR / LATEST YEAR

1981 TO 1989

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*Board Zoning Appeals; Planning + Zoning;
Board of Port Wardens;*

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

year

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

Number *mobile files*

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*CITY HALL 2ND FLOOR
Mobile Files*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- Yes No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes No

18. RECOMMENDED RETENTION

*Retain for 3 years,
then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION PLANNING/
ZONING

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

INSPECTIONS/COMPLAINTS/SUBJECTS

5. EARLIEST YEAR / LATEST YEAR

1990 to 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS: INSPECTION SCHEDULES; COMPLAINTS;
FOLLOW-UP REPORTS; UNSAFE PROPERTIES;
CORRECTION NOTICES; HOUSING CODE FORMS;
ZONING VIOLATIONS; SCHEDULED REINSPECTIONS;
PRESS MEETINGS; etc.

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

DATE

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

16
Number C.F.

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 2ND FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____ No

18. RECOMMENDED RETENTION

Destroy material having no
further legal, administrative
Fiscal or operational value

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

OCEAN CITY

2. DIVISION *PLANNING/
ZONING*

3. UNIT

PORT WARDENS

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*BOARD OF
PORT WARDENS*

5. EARLIEST YEAR / LATEST YEAR

1995 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*CONTAINS: CASH RECEIPT - SITE PLANS; CORRESPONDENCE;
BUILDING PERMIT APPLICATIONS; APPLICATION FOR
BOARD OF PORT WARDENS - NOTICE TO GRANT
PERMIT - NOTICE TO RECONSTRUCT; etc.*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *DRAWINGS*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) *Address*

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*CITY HALL - 2nd Floor
Mobile Files*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETE

Destroy material having no further legal, administrative fiscal or operational value

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER