

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

Schedule No. M-246

Page 1 of 5

Agency

Town of Bel Air

Division/Unit

Planning

Item No.

Description

Retention

1

Economic Development Files
- including, but not limited to contracts, correspondence, agreements of purchase and sale, drawings

Screen annually and destroy material having no further legal, administrative or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the office and/or has historical value. Transfer annually to the MD State Archives.

2

Community Development Project Files
- including, but not limited to census and demographic data, quarterly available space inventory, parade applications, calendar of events

Retain census data for 50 years, then destroy. Other materials to be destroyed after 3 years.

3

Planning Commission
Annual reports, bylaws, minutes and case files

Permanent. Transfer periodically to the State Archives.

4

General Files
- including but not limited to, awards, building and street photos, correspondence, surveys, drawings

Screen annually and destroy material having no further legal, administrative or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the office and/or has historical value. Transfer annually to the MD State Archives.

5

Subdivisions
Correspondence, plats, site drawings, copies of deeds, perpetual easements

Screen annually. Destroy material having no further legal, administrative or operational value. Retain permanently any material that serves to document development approvals. Transfer periodically to the State Archives.

6

Maps

Permanent. Transfer periodically to the State Archives.

Approved by Department, Agency or Division Representative

Date June 19, 2009

Signature 

Type Name Chris G. Schlehr

Title Town Administrator

Schedule Authorized by State Archivist

Date 14 Jul 09

Signature 

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Schedule No. M-246

Page 2 of 5

Agency		Division/Unit
Town of Bel Air		Planning
Item No.	Description	Retention
7	<u>Comprehensive Plans, Development Regulations and Rezoning</u> Timetables, plats, applications, staff analysis, correspondence, reports, data analysis	Screen annually. Destroy material having no further legal, administrative or operational value. Retain permanently any material that serves to document the Town regulations. Transfer periodically to MD State Archives.
8	<u>Traffic Studies</u>	Screen annually. Destroy material having no further legal, administrative or operational value.
9	<u>Parking</u> Reports and minutes from parking committee, parking study recommendations, parking contracts, preferential residential parking applications, maps	Retain for three (3) years and until all audit requirements have been met, then destroy, unless needed for legal, administrative or operational purposes.
10	<u>Fiscal Indicators</u> Various fiscal reports that indicate financial trends, revenues per capita, etc.	Retain until updated or superseded, then destroy.
11	<u>Correspondence</u> sent to various property owners, law firms, etc.	Retain for three (3) years, then destroy.
12	<u>Town Departments</u> General files with data concerning various cities, correspondence, newspaper articles, memorandum of understanding between Town and Cities.	Screen annually and destroy material having no further legal, administrative or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the office and/or has historical value. Transfer annually to the MD State Archives
13	<u>Programs in conjunction with the State of MD</u> - including, but not limited to; program open space, annual reports, grants (MIP, FIP, CL), Smart Growth, correspondence, quarterly reports.	Screen annually. Destroy material having no further legal, administrative or operational value.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Schedule No. M-246

Page 3 of 5

Agency	Town of Bel Air		Division/Unit
			Planning
Item No.	Description	Retention	
14	<u>Town Projects</u> - including, but not limited to correspondence, Request For Proposals, Contracts, appraisal reports, newspaper ads, engineering drawings	Retain until updated or superseded, then destroy.	
15	<u>Fiscal Files</u> - including, but not limited to budget, paid bills, purchase orders, budget reports, timesheets, maps, brochures	Retain for three (3) years and until all audit requirements have been met, then destroy.	
16	<u>Board of Appeals</u> - including, but not limited to drawings, correspondence, applications, staff reports, order for appeal, petition, newspaper ads, minutes, facts, permit fee receipt	Permanent. Transfer periodically to the MD State Archives.	
17	<u>Street Files</u> Handwritten notes, correspondence, street maps, photos, property violations, site drawings	Destroy material having no further legal, fiscal, administrative or operational value.	
18	<u>Historic Preservation Commission</u> - including, but not limited to correspondence, applications, photos, agendas, memos, contracts	Screen annually. Destroy material having no further legal, administrative or operational value.	
19	<u>Historic Preservation Commission</u> Historic inventory files and minutes	Permanent. Transfer periodically to the MD State Archives.	
20	<u>Misc. Federal Government Agency Files</u> - including, but not limited to forms, reports, correspondence, questionnaires, HUD procedures and checklists	Retain until updated or superseded. Destroy materials having no further legal, administrative or operational value.	
21	<u>Planning Department Ordinances/Resolutions, Development Regulations, Code Amendments</u>	Permanent. Transfer periodically to the MD State Archives	
22	<u>Misc. Forms/Specifications relating to Site Plan, Subdivision, Bound Books</u>	Permanent. Transfer periodically to MD State Archives	

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Schedule No. M-246

Page 4 of 5

Agency	Division/Unit	
Town of Bel Air	Planning	
Item No.	Description	Retention
23	<p><u>Capital Improvement Projects</u> - including, but not limited to project description forms, revenue/expenditure projects; correspondence</p>	Retain until updated or superseded, then destroy.
24	<p><u>Easement Agreements</u> - including, but not limited to photos, resolutions, correspondence, release of deed and agreement, identity signage, site drawings, plats</p>	Permanent. Transfer periodically to the MD State Archives.
25	<p><u>Floodplain Management</u> Flood insurance study, floodplain regulations</p>	Permanent. Transfer periodically to the MD State Archives.
26	<p><u>Annexation</u> Annexation Agreements</p>	Permanent. Transfer periodically to the MD State Archives.
27	<p><u>Permit Fee Receipt Books</u> Receipts for sign, shed, fence, temporary use, home occupation, untagged vehicles</p>	Retain for five (5) years and until all audit requirements have been met, then destroy.
28	<p><u>Permit Files</u> Fence, shed, sign, temporary use, home occupation, untagged vehicles</p>	Retain for ten (10) years and until all audit requirements have been met, then destroy
29	<p><u>Cultural Arts</u> - Including, but not limited to contracts, correspondence, purchase agreements</p>	Destroy material having no further legal, administrative or operational value.
30	<p><u>Visitors Center</u> Including, but not limited to volunteer information, display materials, financial reports, product information</p>	Destroy material having no further legal, administrative or operational value.
31	<p><u>Programs in Conjunction with Harford County</u> - Including, but not limited to grants, correspondence, memoranda of understanding, meeting reports, minutes, agreements</p>	Destroy material having no further legal, administrative or operational value.
32	<p><u>Main Street Program</u> - including, but not limited to correspondence, contracts, plats, agreements, work plans</p>	Destroy material having no further legal, administrative, or operational value.
33	<p><u>Telephone Message Books</u></p>	Destroy after five (5) years

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Schedule No. M-246

Page 5 of 5

Agency		Division/Unit
Town of Bel Air		Planning
Item No.	Description	Retention
34	<u>Grant Programs</u> Agreements, quarterly reports, final reports, background & support data	Retain for 7 years and until all audit requirements have been met. Destroy material having no further legal, administrative, or operational value.
35	<u>Parks Info</u>	Destroy after fifty (50) years
36	<u>Comprehensive Plan Books</u>	Permanent. Transfer periodically to the MD State Archives.
37	<u>Tapes</u> – Recording of meetings	Retain for three years, then destroy.