	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. M281
RE	CORDS RETENTION AND DISPOSAL SCHEDUL	Page 1 of 4
Agency Town of Bel Air		Division/Unit Administration
Item No.	Description	Retention
1	Charter Resolutions – original signed documents; be materials and ads. Charters Resolutions on file at Toffrom 1962 – present. Charter Resolutions that are an include any petitions from citizens, conditions, site pl reports, and other information related to the annexation	resolutions 50 years and then transfer to MD State Archives for permanent retention.
2	Ordinances – original signed documents; backup mads. Ordinances on file at Town Hall from 1874 – pr	
3	Resolutions – original signed documents; backup ma ads. Resolution on file at Town Hall from 1956 – pro	
4	Board of Town Commissioners meeting minutes – signed documents of Town meetings from 1890 – pro of Town Commissioners work session minutes 2006	esent. Board retained 30 years on site and
5	Town Meeting Agendas – Agendas from past Board Commissioners Town meetings. Includes backup malegislation, bid awards, policies, etc.	· · · · · · · · · · · · · · · · · · ·
Approved by Date	Department, Agency or Division Representative 3/01/2012	Schedule Authorized by State Archivist
Signature	O Po Dopleh	Date 3/29/2012
Type Name_	Chris Schlehr	Signature Llevel County
Title	Town Administrator	

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

Page 2 of 4

Schedule No.

M281

Agency Division/Unit Town of Bel Air Administration Item No. **Description** Retention Election (normally held every 2 years) - ads announcing Retain 12 years and then deadline dates; candidacy forms; invoices for associated costs; destroy. election equipment information; correspondences from and to Harford County Election Board; and election results. 7 Contracts - Includes contracts for services to be provided to the Retain for life of document Town by private contractors to include but not limited to building and then destroy. renovation; rental of Town property (Armory rentals listed separately); condo trash pickup; consultants; and police personnel for school events and shopping centers. 8 Suits against Planning Commission and Board of Appeals -Retain 7 years and then Includes notification of suits; copies of documents sent to the destroy. Court; legal opinions; and other general correspondences 9 Suit filed by Harford County against the Town reference Retain 50 years and then tipping fee - Includes notification of suit; copies of documents transfer to MD State Archives sent to the Court; legal opinions; research materials; and other for permanent retention. general correspondences. 10 Agreements - May include agreements for Harford County Retain for life of the Sewer and Stormwater; parking fee in lieu; pension trust for civil agreement and then destroy. and sworn officers; red light camera; Rockfield Foundation; State Highway; Harford Artists at Rockfield; Harford County Library parking; State Dept. of Environment project agreements; State Facilities (Armory); and other governmental agency agreements. 11 Easements (Right-of-way) - May include varies businesses and Retain 100 years and then condo associations; Harford Day School; and private citizens. transfer to MD State Archives for permanent retention.

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

(CONTINUATION SHEET)

Schedule No. M281

Page 3 of 4

Agency		Division/Unit Administration
	Town of Bel Air	
Item No.	Description	Retention
12	Deeds to the Town – May include land, roadbeds and deed of easements from homeowner associations; shopping center; Board of Education; private parties; Bel Air Volunteer Fire Company; and State Highway.	Retain 100 years and then transfer to MD State Archives for permanent retention.
13	Titles – Includes titles for all Police, Administration, Planning, and Public Works equipment and motor vehicles.	Retain until equipment or vehicle is sold, then destroy.
14	Bonds – May include general correspondences, bond documents and transcripts of closings for parking and building expansion bonds.	Retain for life of the bond and all financing/refinancing paid off, then destroy.
15	MD-American Water – General correspondences to and from the Water Company; public notices; rate change requests; sewer & water capital improvement master plan from the MD Environmental Service; and studies on Town acquisition of the water treatment facility/tanks.	Studies on Acquisition retain until such time as the Town owns the Water Company, then destroy. All other materials retain 20 years, then destroy.
16	Bel Air Reckord Armory – Annual rental contracts; signed indemnification forms; certificates of liability from users; Armory Committee minutes; and general correspondences.	Retain 5 years and then destroy.
17	Studies – May include topics on computer system, cultural arts, traffic, parking, open space/recreation and other miscellaneous studies.	Retain10 years and then destroy.
18	Special Events – Requests for an event on Town property; Events Committee minutes and decisions; letter of approval and conditions; setup requirements and site plans; labor reports; and bills to recoup Town expenses. Board of Education forms for use of the Bel Air High Auditorium for Town sponsored organizations.	Retain 4 years and then destroy.

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. M281
RE	CORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	Page 4 of 4
Agency		Division/Unit
	Town of Bel Air	Administration
Item No.	Description	Retention
19	Town's Insurance – liability (including excess and vehicles), Law Enforcement Legal Liability, Property, Environmental, Equipment Breakdown, and Public Officials cover files may include the following documents: a. coverage declaration forms. b. endorsements c. schedule of vehicles d. schedule of mobile equipment e. schedule of property f. crime/fraud bonds g. certificates of insurance h. renewal applications i. claims	Retain coverage declaration forms and endorsements in paper form for 5 years & in electronic document imaging system for 15 years, then destroy. Retain paper copies of certificates of insurance; renewal applications; and vehicle, mobile equipment, property schedules in paper form for 5 years, then destroy. Retain claims documentation in paper form 7 years after claim is resolved, then destroy. Retain crime/fraud bonds 7 years, then destroy.
20	General Correspondences – to and from Federal agencies; to and from State agencies; to and from County departments; and general daily correspondences both internal and external on a variety of topics.	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to MD State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.
21	Non-electronic Computer Management File – Technical Committee agendas; projects; meeting notes; maintenance agreements; and other general correspondences.	Retain 5 years and then destroy.
22	Vendor/Peddlers/Solicitors Licenses— applications and licenses.	Retain 3 years and then destroy.

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Instructions – Type or Print a separate form for each or revised record series. Forward with		OF GERNAL SERVICES	AGENCY RECORDS INVENTORY						
Records Retention Schedule (DGS 550-1)		o Road, P.O. Box 275							
,	Jessup,	PAGE	1	OF	5				
Department/Agency		0-799-1930							
Town of Bel Air	Division Administration		3. Unit						
Town of Bel 7th	/ Minimotration								
DEFINITION - RECORD SERIES: A group of related	records normally filed	and used as a unit for referen	ce as well as	retention at	nd dienne	ition purposes			
Record Series Title		5. Earliest Year/Latest Y	ear	retention a	iu uispus	mon purposes.			
Charter Resolutions									
			present						
6. Record Series Description (Briefly describe the	types of information/de	ocuments/forms found in the s	eries Include	the nurno	ee or fund	tion of the series			
Original signed Charter Resolution do	cuments; backur	materials and ads. A	nexations	s include	netitio	ns from			
citizens, conditions, site plans, staff re	ports, and other	information related to	the annexa	ation.	ponno				
7. Record Series Format(s) List All	8. Record Series Se	equence	9. Volume						
[x]Letter Size []Microfilm	[]Alphabetical			[x]File D	rawer(s)				
[x]Legal Size []Computer Tape	[v]Numorical		[]Microfilm Reel(s)						
	[x]Numerical		Number []Computer Tape(s)						
[]Audio Tape []Floppy Disk	[]Chronological			[]Other ((specify)				
[x]Bound Book	[]Geographical								
[]Other (specify)	[]Other (specify) _		10. Annual	Accumulati	ion				
				[x]File D	rawer(s)				
				[]Microfi	lm Reel(s	s)			
			n/a Number	[]Compu	iter Tape	(s)			
			Number	[]Other ((specify)_				
					., ,,=				
11. Files is Used		12. File Becomes Inactive A	fter			· · · · · · · · · · · · · · · · · · ·			
[]Daily []Weekly []Monthly	[X]Annually	n/a	1]Month(s)	ı]Year(s)			
42 0 11 11 12 12		Number	_						
13. Current Location(s) (Bldg., Floor, Roc Town Hall, Administration Department	om)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)							
,		[]Yes	[x]No						
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements							
[]Yes [x]No		[x]None []State	[]Federal	l []Inde	pendent				
17. Is an Index System used? If yes, explain brief	ly and describe	18. Recommended Retentio				<u> </u>			
requirements		Retain signed Charter Resolu	utions 50 yea	rs and then	transfer t	to MD State			
No		Archives for permanent reter	ilion. Destroy	y trie backuj	nateria	is aπer 50 years.			
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date						
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011						
l i			1						

Instructions – Type or Print a separate form for each or revised record series. Forward with	DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup,	o Road, P.O. Box 275 Maryland 20794 0-799-1930	PAGE -	2 OF5			
Department/Agency	2. Division	-	3. Unit				
Town of Bel Air	Administration						
DEFINITION – RECORD SERIES: A group of related	records permally filed	and used as a unit for referen	00 00 Wall 00	rotantian and diagonitian nursease			
Record Series Title	records normany med	5. Earliest Year/Latest Y		retention and disposition purposes.			
Ordinances		5. Lariest Teal/Latest T	Cai				
Ordinances		<u>7/09/1874</u> to	present				
6. Record Series Description (Briefly describe the t Original signed Ordinance documents			eries. Include	the purpose or function of the series.			
7. Record Series Format(s) List All	8. Record Series Se		9. Volume				
,		•		[x]File Drawer(s)			
[x]Letter Size []Microfilm	[]Alphabetical						
[x]Legal Size []Computer Tape	[x]Numerical		4	[]Microfilm Reel(s)			
			Number	[]Computer Tape(s)			
[]Audio Tape []Floppy Disk	[]Chronological			Other (specify)			
[x]Bound Book []Video Tape	[]Geographical						
[]Other (specify)	[]Other (specify) _		10. Annual	Accumulation			
				[x]File Drawer(s)			
		·		[]Microfilm Reel(s)			
			n/a Number	[]Computer Tape(s)			
			Number				
				Other (specify)			
11. Files is Used		12. File Becomes Inactive A	l fter				
[]Daily []Weekly [x] Monthly	[]Annually	n/a_ Number	[]]Month(s) []Year(s)			
13. Current Location(s) (Bldg., Floor, Roc	om)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)					
Town Hall, Administration Department	·	•		, , , , , , , , , , , , , , , , , , , ,			
		[]Yes	[x]No				
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements		4			
[]Yes [x]No		[x]None []State	[]Federal	I []Independent			
17. Is an Index System used? If yes, explain briefly and describe		18. Recommended Retentio					
requirements				ars and then transfer to MD State			
		Archives for permanent reter					
No							
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date				
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011				
10,00 A. Oliver, Director of Administration	710-030-4330		12/1/2011				

Instructions – Type or Print a separate form for each or revised record series. Forward with	DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1)		o Road, P.O. Box 275					
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4.5	·-·)-799-1930					
Department/Agency Town of Bel Air	2. Division Administration		3. Unit				
Town of Bel Air	Auministration						
DEFINITION – RECORD SERIES: A group of related	records normally filed	and used as a unit for referen	ce as well as retention and disposition nurnoses				
4. Record Series Title	records normany mes	5. Earliest Year/Latest Y					
Resolutions							
		<u>2/27/1956</u> to _	present				
6 Record Series Description (Briefly describe the	types of information/de	ocuments/forms found in the se	eries. Include the purpose or function of the series.				
Original signed Resolutions document							
7. Record Series Format(s) List All	8. Record Series Se		9. Volume				
			[x]File Drawer(s)				
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[x]Legal Size []Computer Tape	[x]Numerical		4 []Microfilm Reel(s)				
	,		[]Computer Tape(s)				
[]Audio Tape []Floppy Disk	[]Chronological						
[x]Bound Book []Video Tape	[]Geographical		[]Other (specify)				
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[]Other (specify)	[]Other (specify) _	· · · · · · · · · · · · · · · · · · ·	10. Annual Accumulation				
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11.1 1165 15 0560		12. File becomes mactive A	nei				
[]Daily []Weekly [x]Monthly	[]Annually	n/a	[]Month(s) []Year(s)				
13. Current Location(s) (Bldg., Floor, Roc	<u></u>	Number	tod Flourbass 2 /lf use specify specify specify				
Town Hall, Administration Department	лн)	14. Is Record Series Duplica	ated Elsewhere? (If yes, specify agency or office)				
, , , , , , , , , , , , , , , , , , ,		[]Yes [x]No					
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements					
[]Yes [x]No		[x]None []State	[]Federal []Independent				
17. Is an Index System used? If yes, explain brief	ly and describe	18. Recommended Retentio					
requirements			s 50 years and then transfer to MD State Archives				
No	1	years, whichever comes soon	stroy backup when resolution rescinded or after 10 ner				
			·· ·· ·				
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date				
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011				
00,000 A. Oliver, Director of Administration	410-030-4330		12/1/2011				

<u>Instructions</u> – Type or Print a separate form for each or revised record series. Forward with	1	F GERNAL SERVICES AGEMENT DIVISION	AGE	NCY REC	ORDS IN	NVENT	ORY
Records Retention Schedule (DGS 550-1)		Road, P.O. Box 275					
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		799-1930	, vor		- '' -	5	
Department/Agency	2. Division		3. Unit				
Town of Bel Air	Administration		0. 0				
DEFINITION – RECORD SERIES: A group of related	records normally filed an	nd used as a unit for reference	ce as well as i	retention ar	nd dispo	eition n	NILLUOGO C
4. Record Series Title		5. Earliest Year/Latest Ye		Otomion C.	id diopo	310071 P	diposes.
Board of Town Commissioners mee	eting minutes.		-				
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		present				
6. Record Series Description (Briefly describe the	types of information/docu	uments/forms found in the se	eries. Include	the purpos	e or fun	ction o	f the series.
Approved and signed minutes of mon	thly Board of Con	nmissioners meetings	.	p		•	
7. Record Series Format(s) List All	8. Record Series Sequ		9. Volume				
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				[]Microfil	m Reel(s)	
[x]Legal Size []Computer Tape	[x]Numerical	ļ	5				
			Number	[]Compu	ter Tape	e(s)	
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- . 	ĺ <u>.</u>			[]Other (specify)		
[x]Bound Book []Video Tape	[]Geographical						
[]Other (specify)	[]Other (specify)		10. Annual	Accumulati	~n		
	[]Other (specify)		IV. Annuar	x]File D		ı	-
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13. Current Location(s) (Bldg., Floor, Roo	om) 1/	4. Is Record Series Duplica	ited Elsewher	e? (If yes,	specify a	agency	or office)
Town Hall, Administration Department	, <u> </u>				·r· .	-5	,
		[]Yes [[x]No				
			<u>.</u>				
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	6. Audit Requirements					
·	Ī						
[]Yes [x]No	Ī	[x]None []State	[]Federal	[]Indep	endent		
17			·				
17. Is an Index System used? If yes, explain brief	ly and describe	8. Recommended Retention		• ••		.	_
requirements	I,	Retain singed minutes or	n site 30 years	s and then t	transfer	to Stat	e Archives.
No	Į vv	Nork Session minutes are to	be retained 4	years and	then de	stroy.	
19. Name and Title of Preparer	20. Telephone Number		04 Data				
13. Name and title of Freparei	. 20. тетернопе миньст	;r	21. Date				
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011				
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Instructions – Type or Print a separate form for		OF GERNAL SERVICES	AGENCY RECORDS INVENTORY				
each or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, N	NAGEMENT DIVISION Di Road, P.O. Box 275 Maryland 20794 1-799-1930	PAGE5 OF5				
Department/Agency	2. Division	730-1300	3. Unit				
			3. Olik				
Town of Bel Air	Administration						
DEFINITION - RECORD SERIES: A group of related	records normally filed a	and used as a unit for referen	ce as well as retention and disposition purposes.				
Record Series Title		5. Earliest Year/Latest Y					
Town meeting agendas.			 -				
Town mooting agonaus.			present				
6. Record Series Description (Briefly describe the	types of information/doc	cuments/forms found in the so	eries. Include the purpose or function of the serie	_			
Agendas contain recommended motion	one staff renorts	GIS mans contracts	agreements and other related material	3. C			
7. Record Series Format(s) List All	O Decord Corice Co.	Cio maps, contracts, a		<u>s.</u>			
7. Record Series Formal(s) List All	8. Record Series Sec	quence	9. Volume				
[x]Letter Size []Microfilm	[]Alphabetical		[x]File Drawer(s)				
(),	() up.resource.		[]Microfilm Reel(s)				
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[]Other (specify)	[]Other (specify)		10. Annual Accumulation				
			[x]File Drawer(s)				
			[]Microfilm Reel(s)				
			n/a []Computer Tape(s)				
			[]Other (specify)				
			., ,,				
11. Files is Used		12. File Becomes Inactive A	fter				
[]Daily []Weekly []Monthly	[x]Annually	1 6]Month(s) [x]Year(s)				
		Number	[](0)				
13. Current Location(s) (Bldg., Floor, Roc	om)	14. Is Record Series Duplica	ated Elsewhere? (If yes, specify agency or office)				
Town Hall, Administration Department		[IVoo	tv. This				
	ľ	[]Yes [[x]No				
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements					
[]Yes [x]No		[x]None []State	[]Federal []Independent				
17. Is an Index System used? If yes, explain briefly and describe		18. Recommended Retentio					
requirements		Retain 10 years and the	en destroy.				
No							
19. Name and Title of Preparer	20. Telephone Numb	oer .	21. Date				
•	·	· - ·					
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011				

Instructions – Type or Print a separate form for each or revised record series. Forward with	DEPARTMENT PECOPDS MA	AGENCY RECORDS INVENTORY						
Records Retention Schedule (DGS 550-1)		ANAGEMENT DIVISION DO ROAD, P.O. Box 275						
Tracer de Tractarion Concedence (DCC 350-1)	Jessup,	PAGE	1	_ OF	6			
Department/Agency	2. Division		3. Unit					
Town of Bel Air	Administration		0. U.m.					
DEFINITION - RECORD SERIES: A group of related	records normally filed	and used as a unit for referen	ice as well as	retention a	nd diennei	ition nurnosas		
4. Record Series Title	Tool do Hormany mod	5. Earliest Year/Latest Y	ear	Teterition at	id disposi	non purposes.		
Election documents			· Vui					
		May 1998 to _	present					
C December 1 Control 1 Con					<u></u>			
6. Record Series Description (Briefly describe the	types of information/d	ocuments/forms found in the s	eries. Include	the purpos	se or funct	tion of the series.		
Ads announcing deadline dates; candi-	dacy forms; invo	pices for associated cos	ts; election	n equipm	ient info	ormation;		
and correspondences from and to Harl	ford Co. Election	n Board.						
7. Record Series Format(s) List All	8. Record Series S	equence	9. Volume					
Iv II alter Cine 1 18 diam Cine	, , , , , , , ,			[x]File D	rawer(s)			
[x]Letter Size []Microfilm	[]Alphabetical							
[]Legal Size []Computer Tape	[]Numerical		1	[]Microfi	im Reel(s))		
[Joseph Grape	[]Numerical		Number	[]Compi	uter Tape('a)		
[]Audio Tape []Floppy Disk	[]Chronological		Maniper	[]Compt	iter rape(5)		
[]Bound Book []Video Tape	[]Geographical			[]Other ((specify)_			
•••								
Other (specify)	[x]Other (specify)	by date of election	10. Annual					
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11. Files is Used		12. File Becomes Inactive A	for					
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[]Daily []Weekly []Monthly	[X]Annually	12	[]M	fonth(s)	[x]	Year(s)		
42 Compath and and a 1914 St. 19		Number						
13. Current Location(s) (Bldg., Floor, Roo Town Hall, Administration Department	_' m)	14. Is Record Series Duplica	ated Elsewher	e? (If yes,	specify ag	jency or office)		
•		[x]Yes	[]No					
		Election results on file at Har		d's Office				
15. Access Restrictions (If Yes, cite Law(s) & Regu	ulation(s)	16. Audit Requirements						
[]Yes		[x]None []State	[]Federal	[]Indep	endent			
17. Is an Index System used? If yes, explain briefly and describe		18. Recommended Retention						
requirements	,	Retain 12 years and the						
		, south the your out a triol						
No								
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date					
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011					
esystem and a product of Marining additi	410-000-4000		12///2011					

Instructions – Type or Print a separate form for each or revised record series. Forward with		OF GERNAL SERVICES ANAGEMENT DIVISION	AGE	ENCY REC	ORDS INV	'ENTORY
Records Retention Schedule (DGS 550-1)	l .	oo Road, P.O. Box 275				
,	Jessup,	, Maryland 20794 10-799-1930	PAGE	2	OF	6
Department/Agency	2. Division	10-133-1330	3. Unit			
Town of Bel Air	Administration		3. Unit			
DEFINITION – RECORD SERIES: A group of related	records normally filed	and used as a unit for referen	ice as well as	retention a	nd dispositi	ion purposes.
4. Record Series Title		5. Earliest Year/Latest Y	/ear			No. 10 and 10 an
Contracts						
		to	present			
6. Record Series Description (Briefly describe the	types of information/d	locuments/forms found in the s	eries Include	the nurno	ee or functi	ion of the series
Signed contracts and addendums.	.jpoo oi iinoimation.a.	Oddinona/onna iodna in the a	Blics. Illolude	i lite pui pos	ie or iuricu	On or the senes.
7. Record Series Format(s) List All	8. Record Series Se	Seguence	9. Volume			
The sold sold of sindings Electric	0. Newla Jelies J.	equence	9. Volume	f v 1Eilo C	\rawar(a)	
[x]Letter Size []Microfilm	[]Alphabetical			[x]File D	rawer(s)	
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Other (specify)	x]Other (specify)))	10. Annual	Accumulati	ion	
	By date of election			[x]File D		
		!			· -	
	ĺ	!		[]Microtil	im Reel(s)	
		1	n/a	[]Compt	uter Tape(s)	s)
	1	ļ	Number	* 10th as /	· -:£.A	
	İ	!		[]Other (specity)	
	<u></u>					
11. Files is Used		12. File Becomes Inactive Al				
[]Daily [x]Weekly []Monthly	(v 14-puolly	Expiration Date	[[]Month(s)	[]Year(s)
[]Daily [x]AAGGEVIA []IMIOHUHY	(x]Annually	Number				
13. Current Location(s) (Bldg., Floor, Roo	om)	14. Is Record Series Duplica	ated Elsewher	e? (If yes,	specify agr	ency or office)
Town Hall, Administration Department		(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
		[]Yes [[x]No		•	
15. Access Restrictions (If Yes, cite Law(s) & Regu	ulation/s)	16. Audit Requirements				
•	Jiation(s)	10. Addit Negalienieno				
[]Yes [x]No		[x]None []State	[]Federal	[]Indep	endent	1
17. Is an Index System used? If yes, explain briefl	ly and describe	18. Recommended Retention				
requirements		Retain for life of docume	nt and then de	estroy.		
No						
19. Name and Title of Preparer	20. Telephone Num		04 Data			
To. Harris and This of Frepares	20. Felephone Num	ibei	21. Date			
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011			ı
	i		1			
		,	1			

DGS 550-4 (Rev. 1/93)

Instructions – Type or Print a separate form for each or revised record series. Forward with		OF GERNAL SERVICES	AGE	ENCY REC	ORDS II	NVEN	ITORY	
Records Retention Schedule (DGS 550-1)	1	Road, P.O. Box 275			 -			
,	Jessup, M 410-	PAGE .	3	_ OF _		6		
Department/Agency	2. Division		3. Unit					
Town of Bel Air	Administration		0. 5					
DEFINITION – RECORD SERIES: A group of related	records normally filed a	and used as a unit for referen	an an wall an	-atantian a	-d diana	-:4:00		
4. Record Series Title	1600103 Horniany mod di	5. Earliest Year/Latest Y		retention at	lu uispo	SILIOI	purpose	<u>35.</u>
Suits against Planning Commission	and Board of	o. Lamest TourLatest T	Cai					
Appeals	aliu Doalu oi	2003 to	present					
Appeais			prosont					
6. Record Series Description (Briefly describe the	types of information/doc	cuments/forms found in the s	eries Include	the nurno:	se or fun	etion	of the sc	
Notifications of suits; copies of docur	ments sent to the (Court: legal oninions:	and other	related c	tonera!	100011	UI IIIG SC	31 ICS.
correspondences.	Homes some to the	Jourt, logar opinions,	and outer.	I Claicu E	General	ı		
7. Record Series Format(s) List All	O Boosed Corion Con		1 O Malauma					
7. Record Selles Format(s) List All	8. Record Series Seq	luence	9. Volume	ר ארטי ד	/-			
[x]Letter Size []Microfilm	[]Alphabetical	!		[x]File D	rawer(s)		
[x]Letter Oize []iviteroitiin	[]MIHIADEIIOAI	!		r Microfi	l- Dool	/ <u>-</u> \		
[]Legal Size []Computer Tape	[]Numerical	!	1	[]Microfi	ım Reei((S)		
(Jeogai Oizo [Jooinpatoi Tapo	[]ivuinerioai	!	Number	r 1Compi	tor Tan	2/2)		
[]Audio Tape []Floppy Disk	[x]Chronological	!	INUITIOET	[]Compu	iter rape	e(s)		
[]r toppy Store	[x]Offionological	!		f 1Other ((annoifi)	ı		
[]Bound Book []Video Tape	[]Geographical			[]Other ((Specity)			
[]Other (specify)	[x]Other (specify)	!	10. Annual	Accumulati	ion			
[]outer (openit)	By date of election.		IV. Alliluai	[x]File D		Λ		
	D) 440 0. 5.550	,		[x]ı ııe b	// awei (o)	,		
				[]Microfi	lm Reel((s)		
1	(!	n/a	[]Compu	iter Tand	a/e)		I
	1	!	Number	()oompo	וופו ועף	5(3)		
		•		[]Other ((snecify)	i		
		!		[]	, upuu., ,,			
11. Files is Used	<u> </u>	12. File Becomes Inactive Al	fter	.,				
		*					- 4	
[]Daily []Weekly []Monthly	(x]Annually _		[]Mo	onth(s)	IJ	Year(s)	
13. Current Location(s) (Bldg., Floor, Roo Town Hall, Administration Department)m) 1	14. Is Record Series Duplica	ited Elsewher	e? (If yes,	specify a	agend	cy or offic	ce)
Town Floring Administration Doparation	1	[]Yes	[x]No					I
	1	[] i eo ['x lino					
15. Access Restrictions (If Yes, cite Law(s) & Regr	ulation(s)	16. Audit Requirements						
[x]Yes []No	[f. Mana f 10tata	1 15 - danal	* 11-1-	••			
Until Court decision is filed.		[x]None []State	[]Federal	[]Indep	endent			i
17. Is an Index System used? If yes, explain brief	ly and describe	18. Recommended Retention	n					
requirements	·	Retain 7 years and then o						l
		,	,					l
No								l
19. Name and Title of Preparer	20. Telephone Number	er	21. Date					
	,							I
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011					ļ
	(1						

Instructions – Type or Print a separate form for each or revised record series. Forward with	1	OF GERNAL SERVICES NAGEMENT DIVISION	AGENCY RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1)	7275 Waterloo						
	Jessup, N	PAGE	4	OF	6		
Department/Agency	2. Division	-799-1930	3. Unit				
Town of Bel Air	Administration] 3. Om				
DEFINITION – RECORD SERIES: A group of related	records normally filed a	and used as a unit for referen	ce as well as ret	ention and	disposi	tion purposes.	
Record Series Title		5. Earliest Year/Latest Y	ear				
Harford County vs. Town – Tipping	; Fee						
			present				
6. Record Series Description (Briefly describe the	types of information/do	L cuments/forms found in the s	eries Include th	e purpose	or funct	tion of the series	
Court filing papers, decision, and back	cup materials to it	nclude original agreen	ent to excha	nge To	SVn nr	onerty for	
free dumping of Town trash at the Co	unty landfill	morado original agreen	ioni to exem	inge 10	wii pi	sperty for	
and dumping of 10 wil train at the co	ancy fanami.						
7. Record Series Format(s) List All	8. Record Series Sec	nuence	9. Volume				
(a)	0. 1100014 001105 001	quonoo	1]File Dra	wer(s)		
[x]Letter Size []Microfilm	[]Alphabetical		,	,			
[x]Legal Size []Computer Tape	[]Numerical		1]Microfiln	n Reel(s))	
[]Audio Tape []Floppy Disk	[]Chronological		Number []Comput	er Tape(s)	
[]Bound Book []Video Tape	[]Geographical			x]Other (rchives	specify)_	<u>Town</u>	
Other (specify)	[]Other (specify)	•					
() outs. (spool))	[]Other (specify) _	*· · · · · · · · · · · · · · · · · · ·	10. Annual Ac	cumulatio	n		
			1	File Dra			
			_			-	
			[]Microfiln	n Reel(s))	
			n/a Number]Comput	er Tape(s)	
]Other (s	necify)		
		·		100.0. (0	P • • • • • • • • • • • • • • • • • • •		
11. Files is Used – Only when subject comes up.		12. File Becomes Inactive A	fter				
[]Daily []Weekly []Monthly	[x]Annually	n/a	ſ 1Mc	onth(s)	١,]Year(s)	
		Number					
13. Current Location(s) (Bldg., Floor, Roc)m)	14. Is Record Series Duplica	ited Elsewhere?	(If yes, s	pecify ag	jency or office)	
Town archives – 705 Churchville Rd., Bel Air, MD	21014	f N/a-	78.1				
		[]Yes	x]No				
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements					
[]Yes [x]No		[x]None []State	[]Federal	[]Indepe	endent		
17. Is an Index System used? If yes, explain brief	ly and describe	18. Recommended Retentio	n				
requirements		Retain 50 years and then train	nsfer to MD State	e Archives	for perr	nanent retention.	
19. Name and Title of Preparer	20. Telephone Numb	er	21. Date			-	
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011				
50,500 A. Oliver, Director of Administration	4 IU-030-433U	1	12/7/2011				

Instructions – Type or Print a separate form for each or revised record series. Forward with		OF GERNAL SERVICES NAGEMENT DIVISION	AGENCY RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1)		o Road, P.O. Box 275					
<u> </u>	Jessup, I	PAGE	5	OF _	6		
Department/Agency	2. Division		3. Unit				
Town of Bel Air	Administration						
DEFINITION - RECORD SERIES: A group of related	records normally filed	and used as a unit for referen	ce as well as	retention ar	nd disnos	ition nurnoses	
Record Series Title		5. Earliest Year/Latest Y		rotorition ar	ia diapos	nion purposes.	
Agreements							
_			present				
6. Record Series Description (Briefly describe the	ypes of information/do	ocuments/forms found in the s	eries. Include	the purpos	e or func	tion of the series.	
Agreements for: County sewer and st	ormwater; parkin	ng fee-in-lieu; pension	trust docu	ments for	r civilia	an and sworn	
officers plans; red light camera; Rock	field Foundation;	State Highway; Coun	ty Library	State D	ept. of	-	
Environment; and other governmental	agency agreeme	ents.		,	•		
7 December Corine Comment All List All			T				
7. Record Series Format(s) List All	8. Record Series Se	equence	9. Volume	(1511 D			
[x]Letter Size []Microfilm	[x]Alphabetical			[x]File D	rawer(s)		
[Nacionalis	[x j/liphabelical			[]Microfil	m Reel(s	a	
[x]Legal Size []Computer Tape	[]Numerical		2 Number	[]Compu	•		
[]Audio Tape []Floppy Disk	[]Chronological		, and the second		•		
[]Bound Book []Video Tape	[]Geographical			[]Other (specify)_		
Other (specify)	[]Other (specify)		10. Annual	Accumulati	on		
_	'			[x]File D			
				[]Microfil	m Reel(s	· 3)	
			n/a	[]Compu	ter Tape	(s)	
			Number			. ,	
		ь.		[]Other (specify)_		
11. Files is Used		12. File Becomes Inactive A	fter				
		TE. The Bosomos madays A	1101				
[]Daily []Weekly []Monthly	[x]Annually	Life of the agreement Number]Month(s)]Year(s)	
13. Current Location(s) (Bldg., Floor, Roo	m)	Is Record Series Duplica	ited Elsewher	e? (If yes,	specify a	gency or office)	
Town Hall, Administration Department		[]Yes	[x]No				
15. Access Restrictions (If Yes, cite Law(s) & Regi	ulation(s)	16. Audit Requirements					
	``	•					
[]Yes		[x]None []State	[]Federal	[]Indep	endent		
17. Is an Index System used? If yes, explain brief requirements	y and describe	18. Recommended Retention Retain for life of the agreement and then destroy.					
19. Name and Title of Preparer	20. Telephone Numb	per	21. Date				
Joyce A. Oliver, Director of Administration	440 G20 4EE0		40/7/0044				
Joyce A. Oliver, Director of Administration	410-638-4550	1	12/7/2011				

Instructions – Type or Print a separate form for each or revised record series. Forward with	1	OF GERNAL SERVICES ANAGEMENT DIVISION	AGF	ENCY RECORDS INVENTORY
Records Retention Schedule (DGS 550-1)	7275 Waterlo Jessup,	NAGEMENT DIVISION DO Road, P.O. Box 275 Maryland 20794 10-799-1930	PAGE	6 OF6
1 Danatmont/Aganay		0-733-1300	2 11.11	
1. Department/Agency	2. Division	,	3. Unit	
Town of Bel Air	Administration	!		
DEFINITION – RECORD SERIES: A group of related	records normally filed	and used as a unit for referen	oo as well as	retention and disposition nurnoses
4. Record Series Title	Toolas nomany	5. Earliest Year/Latest Ye		retention and disposition purposes.
		3. Edillest Fear/Latest in	ear	
Easements (right-of-way)		1		
			present	
6. Record Series Description (Briefly describe the Easements	.ypes of information/do	ocuments/forms found in the se	eries. Include	the purpose or function of the series.
7. Record Series Format(s) List All	8. Record Series Se	Adilonea	9. Volume	
1. Noodid Johnson Simally, Listin	D. Necola Jelies J.	squence	9. VOIUIIIE	For 20th - Characteria
[x]Letter Size []Microfilm	[x]Alphabetical	l		[x]File Drawer(s)
[x]Legal Size []Computer Tape	[]Numerical	!	1	[]Microfilm Reel(s)
		1	Number	[]Computer Tape(s)
	[]Chronological			[]Other (specify)
[]Bound Book []Video Tape	[]Geographical	ļ	<u></u>	
[]Other (specify)	[]Other (specify) _		10. Annual	Accumulation
		1		[x]File Drawer(s)
		1	n/a	[]Microfilm Reel(s)
			Number	[]Computer Tape(s)
				[]Other (specify)
			l	
11. Files is Used – as needed		12. File Becomes Inactive Af	iter	
[]Daily []Weekly []Monthly	[]Annually	n/a	[]Month(s) []Year(s)
42 Commattendal (Dida Floor Dos		Number	· - .	
13. Current Location(s) (Bldg., Floor, Roc	·m)			re? (If yes, specify agency or office)
Town Hall, Administration	ı	[x]Yes	[]No	
		Circuit Court of Harford Coun	ity	
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements		
[]Yes [x]No		[x]None []State	[]Federal	[]Independent
17. Is an Index System used? If yes, explain brief	ly and describe	18. Recommended Retention		
requirements		Retain 100 years and the retention.	en transfer to	MD State Archives for permanent
19. Name and Title of Preparer	20. Telephone Num	iber	21. Date	
Joyce A. Oliver, Director of Administration	410-638-4550	30.	12/7/2011	
•				

	<u> </u>					
Instructions – Type or Print a separate form for each or revised record series. Forward with		OF GERNAL SERVICES NAGEMENT DIVISION	AGENCY RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, I	o Road, P.O. Box 275 Maryland 20794 0-799-1930	PAGE1 OF7			
Department/Agency Town of Bel Air	2. Division Administration		3. Unit			
DEFINITION - RECORD SERIES: A group of related r	ecords normally filed	and used as a unit for reference	e as well as retention and disposition purposes.			
4. Record Series Title		5. Earliest Year/Latest Ye	ear			
Deeds						
			present			
6. Record Series Description (Briefly describe the type Deeds to include: land, roadbeds, and	pes of information/do land deeded as e	ocuments/forms found in the se easements for utilities f	ries. Include the purpose or function of the series. rom a variety of entities.			
7. Record Series Format(s) List All	8. Record Series Se	equence	9. Volume [x File Drawer(s)			
[x]Letter Size []Microfilm	[x]Alphabetical		[]Microfilm Reel(s)			
[x]Legal Size []Computer Tape	[]Numerical		1 Number []Computer Tape(s)			
[]Audio Tape	[]Chronological		[]Other (specify)			
[]Bound Book []Video Tape	[]Geographical		[Jotner (specify)			
[]Other (specify)	[]Other (specify) _		Annual Accumulation []File Drawer(s)			
			[]Microfilm Reel(s)			
			n/a []Computer Tape(s)			
			[]Other (specify)			
11. Files is Used – as needed basis		12. File Becomes Inactive After				
[]Daily []Weekly []Monthly	[]Annually	n/a Number	[]Month(s) []Year(s)			
13. Current Location(s) (Bldg., Floor, Roc	om)		ated Elsewhere? (If yes, specify agency or office)			
Town Hall, Administration	····· <i>I</i>	[x]Yes []No				
		Circuit Court of Harford Co				
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements				
[x]Yes []No		[x]None []State	[]Federal []Independent			
17. Is an Index System used? If yes, explain brie	ly and describe	18. Recommended Retention	n			
requirements		Retain 100 years and then transfer to MD State Archives for permanent				
19. Name and Title of Preparer	20. Telephone Nun	retention.	21. Date			
15. Italio dia Tilo 51. Toparoi						
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011			

· · · · · · · · · · · · · · · · · · ·		EPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		PAGE _	2	_ OF _	7	
Department/Agency	2. Division	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	3. Unit				
Town of Bel Air	Administration		J. Offic				
DEFINITION – RECORD SERIES: A group of related	records normally filed	and used as a unit for reference	ce as well as r	etention ar	nd dispos	sition purposes.	
Record Series Title		5. Earliest Year/Latest Y					
Titles – Vehicles and Equipment			2010				
6. Record Series Description (Briefly describe the MD State Motor Vehicle titles for all pehicles.							
7. Record Series Format(s) List All	8. Record Series Se	2010000	O Volume				
<u>,</u>	,	equence	9. Volume	[x]File D	rawer(s)		
[x]Letter Size []Microfilm	[]Alphabetical		[]Microfilm Reel(s)				
[]Legal Size []Computer Tape	[]Numerical	1 Number	e(s)				
[]Audio Tape []Floppy Disk	[x]Chronological		[]Other (specify)				
[]Bound Book []Video Tape	[]Geographical						
[]Other (specify)	[]Other (specify) _		10. Annual A	Accumulation []File Dra			
				[]Microfil	m Reel(s)	
			n/a Number	[]Compu	iter Tape	:(s)	
			, , , , , , , , , , , , , , , , , , ,	[]Other (specify)		
11. Files is Used		12. File Becomes Inactive A	fter				
[]Daily []Weekly []Monthly	[x]Annually	n/a Number	[]M	fonth(s)	[]]Year(s)	
13. Current Location(s) (Bldg., Floor, Roc	om)	14. Is Record Series Duplica	ted Elsewhere	? (If ves.	specify a	agency or office)	
Town Hall, Administration	,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) [x]Yes				igono, or omoc,	
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements			-		
[]Yes		[x]None []State	[·]Federal	[]Indep	pendent		
17. Is an Index System used? If yes, explain brief requirements	fly and describe	18. Recommended Retentio	n				
requirentents		Retain until equipment/vehicl	e is sold, then	destroy.			
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date				
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011				

Instructions – Type or Print a separate form for		OF GERNAL SERVICES	AGENCY RECORDS INVENTORY				
each or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, I	NAGEMENT DIVISION D Road, P.O. Box 275 Maryland 20794 D-799-1930	PAGE3				
4. Danadmant/Assault		J-133-1330	2 11-11				
Department/Agency	2. Division		3. Unit				
Town of Bel Air	Administration						
DEFINITION - RECORD SERIES: A group of related i	records normally filed	and used as a unit for reference	ce as well as retention and disposition purposes.				
Record Series Title		5. Earliest Year/Latest Ye	· · · · · · · · · · · · · · · · · ·				
Bonds – parking and buildings							
Dones parking and buildings			2009				
6. Record Series Description (Briefly describe the t	vnes of information/do	ocuments/forms found in the se	pries Include the nurnose or function of the series				
General correspondences, bond docum	• •						
7. Record Series Format(s) List All	8. Record Series Se	nulence	9. Volume				
7. Necold Genes Format(s) List All	o. Record oches oc	quenoc	[x]File Drawer(s)				
[x]Letter Size []Microfilm	[x]Alphabetical		[]Microfilm Reel(s)				
[]Legal Size []Computer Tape	[]Numerical		1 Number []Computer Tape(s)				
[]Audio Tape []Floppy Disk	[]Chronological		[]Other (specify)				
[]Bound Book []Video Tape	[]Geographical		[Journal (Specify)				
[]Other (specify)	[]Other (specify) _		10. Annual Accumulation []File Drawer(s)				
			[]Microfilm Reel(s)				
			n/a []Computer Tape(s)				
			Number				
			[]Other (specify)				
11. Files is Used – as needed		12. File Becomes Inactive A	fter				
[]Daily []Weekly []Monthly	[]Annually	n/a	[]Month(s) []Year(s)				
f leave f land	()	Number	()(-)				
13. Current Location(s) (Bldg., Floor, Roc	om)	14. Is Record Series Duplica	ated Elsewhere? (If yes, specify agency or office)				
Town Hall, Administration	,	[x]Yes	[]No				
		Financing Institution					
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements	,				
[]Yes		[x]None []State	[]Federal []Independent				
17. Is an Index System used? If yes, explain brief	ly and describe	18. Recommended Retentio					
requirements		Retain life of the bond and al	I financing/refinancing paid off, then destroy.				
19. Name and Title of Preparer	20. Telephone Num	aber	21. Date				
Laura A Olivar Discrete of Adv. 111 H	440 000 4550		40/7/0044				
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011				

Instructions – Type or Print a separate form for each or revised record series. Forward with		GERNAL SERVICES AGEMENT DIVISION	AGENCY RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1)		Road, P.O. Box 275				
1	Jessup, Ma	aryland 20794 799-1930	PAGE4 OF7			
Department/Agency	2. Division		3. Unit			
Town of Bel Air	Administration					
DEFINITION - RECORD SERIES: A group of related r	ecords normally filed ar	nd used as a unit for reference	e as well as retention and disposition purposes.			
Record Series Title	······································	5. Earliest Year/Latest Ye				
MD-American Water						
			present			
6. Record Series Description (Briefly describe the ty						
General correspondences; public notices; rate change requests; capital improvement master plan; and studies on						
Town acquisition of the water facility.						
7. Record Series Format(s) List All	8. Record Series Seq	uence	9. Volume			
			[x]File Drawer(s)			
[x]Letter Size []Microfilm	[]Alphabetical		[]Microfilm Reel(s)			
[]Legal Size []Computer Tape	[]Numerical		1			
[]Audio Tape []Floppy Disk	[x]Chronological		() Lempton - Lpc(-)			
[]Bound Book []Video Tape	[]Geographical		[]Other (specify)			
[]Other (specify)	[]Other (specify)		10. Annual Accumulation			
			[]File Drawer(s)			
			[]Microfilm Reel(s)			
			n/a []Computer Tape(s)			
			[]Other (specify)			
11. Files is Used		12. File Becomes Inactive Af	fter			
[]Daily []Weekly	[]Annually _	n/a	[]Month(s) []Year(s)			
13. Current Location(s) (Bldg., Floor, Roc	om)	Number 14. Is Record Series Duplica	ited Elsewhere? (If yes, specify agency or office)			
Town Hall, Administration	,	·				
,		[]Yes [x]No			
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements				
[]Yes [x]No		[x]None []State	[]Federal []Independent			
17. Is an Index System used? If yes, explain brief		18. Recommended Retentio				
requirements			apital improvement plans retain until such time as ompany, then destroy. All other materials retain 20			
19. Name and Title of Preparer	20. Telephone Numb		21. Date			
Joyce Oliver, Director of Administration	410-638-4550		2/29/2012			

Instructions – Type or Print a separate form for each or revised record series. Forward with	1	OF GERNAL SERVICES NAGEMENT DIVISION	AGENCY RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1)	7275 Waterlo Jessup,	o Road, P.O. Box 275 Maryland 20794 0-799-1930	PAGE <u>5</u> OF <u>7</u>				
Department/Agency	2. Division		3. Unit				
Town of Bel Air	Administration		J. Office				
DEFINITION – RECORD SERIES: A group of related	records normally filed	and used as a unit for reference	ce as well as retention and disposition purposes				
4. Record Series Title	rootido normany mod	5. Earliest Year/Latest Ye					
		J. Carliest Teal/Latest T	cai				
Armory Contracts			present				
6 Pacard Series Description (Briefly describe the	hungs of information/de	ourmonts/forms found in the ac	eries. Include the purpose or function of the series.				
Rental contracts; signed indemnificating general correspondences.							
7. December Coming Format/a) Link All	D. Dansad Carios Co		0.77				
7. Record Series Format(s) List All	8. Record Series Se	equence	9. Volume				
[x]Letter Size []Microfilm	[]Alphabetical		[x]File Drawer(s)				
[]Legal Size []Computer Tape	[]Numerical		[]Microfilm Reel(s)				
[]Audio Tape []Floppy Disk	[x]Chronological		Number []Computer Tape(s)				
[]Bound Book []Video Tape	[]Geographical		[]Other (specify)				
Other (specify)	[]Other (specify) _		10. Annual Accumulation				
			[]File Drawer(s)				
			[]Microfilm Reel(s)				
			n/a []Computer Tape(s)				
			[]Other (specify)				
11. Files is Used		12. File Becomes Inactive A	fter				
[x]Daily []Weekly []Monthly	[]Annually	1	[]Month(s) [x]Year(s)				
		Number					
13. Current Location(s) (Bldg., Floor, Roc Town Hall, Administration	om)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) [x]Yes []No					
•		Copies of contracts located in					
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements					
[]Yes		[x]None []State	[]Federal []Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention Retain 5 years and then destroy.					
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date				
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011				
	I		1				

DGS 550-4 (Rev. 1/93)

<u>Instructions</u> – Type or Print a separate form for each or revised record series. Forward with		OF GERNAL SERVICES ANAGEMENT DIVISION	AGENCY RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1)	7275 Waterlo Jessup,	PAGE -	6	OF	7		
Department/Agency	2. Division		3. Unit				
Town of Bel Air	Administration		J. Ollit				
DEFINITION – RECORD SERIES: A group of related	records normally filed	l and used as a unit for referen	re as well as r	etention an	nd dispositio	n purposos	
Record Series Title		5. Earliest Year/Latest Y		CICITION BI	iu dispositio	in purposes.	
Studies			-				
	•		2009				
6. Record Series Description (Briefly describe the	types of information/d	ocuments/forms found in the s	eries Include	the nurnos	e or function	n of the series	
Studies on computer system, cultural	arts, traffic, park	ing, open space/recreat	tion and oth	ner misc	ellaneous	s studies.	
7. Record Series Format(s) List All	8. Record Series S	equence	9. Volume				
		-4	o. volunio	[x]File D	rawer(s)		
[x]Letter Size []Microfilm	[x]Alphabetical			[]	(0)		
[]Legal Size []Computer Tape	[]Numerical		1	[]Microfil	m Reel(s)		
[]Audio Tono []Elempy Disk	[10hmanalasiaal		Number	[]Compu	iter Tape(s)		
[]Audio Tape []Floppy Disk	[]Chronological			[]Other (opooifu\		
[]Bound Book []Video Tape	[]Geographical			[]Other (specify)		
Other (specify)	[]Other (specify)		10. Annual	Accumulation			
				() no one	14401(0)		
				[]Microfile	m Reel(s)		
			n/a	[]Compu	ter Tape(s)		
			Number	[]Other (sposifu)		
				[]Outer (:	specify/		
11. Files is Used – as needed		12. File Becomes Inactive A	<u> </u> fter				
[]Daily []Weekly []Monthly	[]Annually	Study is implemented Number		[]Moi	nth(s)	[]Year(s)	
13. Current Location(s) (Bldg., Floor, Roo	om)	14. Is Record Series Duplica	ated Elsewhere	e? (If ves. s	specify ager	ncy or office)	
Town Hall, Administration	·	<u>'</u>		()	,3	,,	
		[]Yes	[x]No				
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements					
[]Yes [x]No		[x]None []State	[]Federal	[]Indep	endent		
17. Is an Index System used? If yes, explain brief	ly and describe	18. Recommended Retention	n .	-			
requirements		Retain 10 years and then de	stroy.				
40 N			···				
19. Name and Title of Preparer	20. Telephone Num	nber	21. Date				
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011				

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MAN 7275 Waterloo	OF GERNAL SERVICES NAGEMENT DIVISION Road, P.O. Box 275 Maryland 20794	AGENCY RECORDS INVENTORY PAGE 7 OF 7				
		-799-1930	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
1. Department/Agency Town of Bel Air	2. Division Administration		3. Unit				
DEFINITION - RECORD SERIES: A group of related r	ecords normally filed a	and used as a unit for reference	ce as well as retention and disposition purposes.				
4. Record Series Title Special Events			present				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Requests for events on Town property; Events Committee minutes and decisions; letters of approval and conditions; site plans and setup requirements; labor reports; and bills to recopy Town expenses. Board of Education forms for use of the Bel Air High Auditorium for Town sponsored organizations.							
7. Record Series Format(s) List All	8. Record Series Se	quence	9. Volume				
[x]Letter Size []Microfilm []Legal Size []Computer Tape []Audio Tape []Floppy Disk	[]Alphabetical []Numerical [x]Chronological		[x]File Drawer(s) []Microfilm Reel(s) 2				
[]Bound Book []Video Tape	[]Geographical						
[]Other (specify)	[]Other (specify) _		10. Annual Accumulation []File Drawer(s)				
			[]Microfilm Reel(s) n/a Number []Computer Tape(s) []Other (specify)				
11. Files is Used		12. File Becomes Inactive A	l fter				
[]Daily [x]Weekly []Monthly	[]Annually	1Number	[]Month(s) [x]Year(s)				
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) [x]Yes []No Labor costs and bills in Finance.					
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements					
[]Yes		[x]None []State	[]Federal []Independent				
17. Is an Index System used? If yes, explain brief requirements	ly and describe	18. Recommended Retention Retain 4 years and then destroy.					
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration	20. Telephone Num 410-638-4550	ber	21. Date 12/7/2011				

Instructions – Type or Print a separate form for each or revised record series. Forward with		GERNAL SERVICES	AGENCY RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794		PAGE 1 OF 4			
		799-1930				
Department/Agency	2. Division		3. Unit			
Town of Bel Air	Administration					
DEFINITION – RECORD SERIES: A group of related r	ecords normally filed ar	nd used as a unit for reference	e as well as retention and disposition purposes			
4. Record Series Title	ocordo normany mod ar	5. Earliest Year/Latest Ye				
Town's Insurance Documents			present			
10 Wil B Middle 200 differents			 			
6. Record Series Description (Briefly describe the t	vpes of information/doc	uments/forms found in the se	ries. Include the purpose or function of the series.			
Coverage declaration forms; endorse	• •					
bonds; certificates of insurance; renew	•	•				
contab, continues of mountaine, reme.	upp,					
7. Record Series Format(s) List All	8. Record Series Sequ	uence	9. Volume			
(,			[x]File Drawer(s)			
[x]Letter Size []Microfilm	[]Alphabetical					
			[]Microfilm Reel(s)			
[]Legal Size []Computer Tape	[]Numerical		Number []Computer Tape(s)			
[]Audio Tape []Floppy Disk	[x]Chronological		Number []Computer rape(s)			
[] topp) Sisk	[x]oo.ioiogicai		Other (specify)			
[]Bound Book []Video Tape	[]Geographical					
[x]Other (specify) DocStar Imaging System	[]Other (specify)		10. Annual Accumulation			
			[]File Drawer(s)			
			[]Microfilm Reel(s)			
			n/a []Computer Tape(s)			
			Number			
			[]Other (specify)			
11. Files is Used	L	 12. File Becomes Inactive Af	fer			
11.1 lies is Osed		12. 1 110 Boodings induly 7 11				
[]Daily	[x]Annually	5	[]Month(s) [x]Year(s)			
42 Compatible setting(s) (Dide Floor Poor		Number	ated Elsewhere? (If yes, specify agency or office)			
13. Current Location(s) (Bldg., Floor, Roc Town Hall, Administration)111)	[x]Yes	[]No			
Town Hail, Administration			ce Trust Headquarters, Hanover, MD			
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)	16. Audit Requirements				
[]Yes [x]No		[x]None []State	[]Federal []Independent			
17. In an Index Custom used? If you explain brief	Ty and describe	19 Percommended Retention	n: Retain coverage declaration forms and			
17. Is an Index System used? If yes, explain brief requirements			for 5 years & in electronic document imaging			
requirements			stroy. Retain paper copies of certificates of			
	∬ i	nsurance; renewal applicatio	ns; and vehicle, mobile equipment, property			
			years, then destroy. Retain claims documentation			
1			aim is resolved, then destroy. Retain crime/fraud			
		bonds 7 years, then destroy.				
19. Name and Title of Preparer	20. Telephone Number	er	21. Date			
To the time that the state of t						
Joyce A. Oliver, Director of Administration	410-638-4550	·	2/29/2012			

		OF GERNAL SERVICES NAGEMENT DIVISION	AGENCY RECORDS INVENTORY					
Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, I	D Road, P.O. Box 275 Maryland 20794 0-799-1930	PAGE	2	OF	4		
Department/Agency	2. Division	7 7 0 0 10 0 0	2 Unit		····			
			3. Unit					
Town of Bel Air	Administration							
DEFINITION – RECORD SERIES: A group of related	records normally filed :	and used as a unit for referer	ce as well as	rotontion o	ad diapositi			
Record Series Title	Toodido Horriday faca (E Codicat Vocali etact	CE as Well as	retention a	ia dispositi	on purposes.		
		5. Earliest Year/Latest \						
General Correspondences			present					
6 Record Series Description (Priofly describe the	tumon of information Ida			- 				
6. Record Series Description (Briefly describe the	types of information/do	cuments/forms found in the s	eries. Include	the purpos	se or function	on of the series.		
General correspondences to and from	n Federal, State ai	nd County agencies, a	nd interna	l and ext	ernal dai	ily		
correspondences on a variety of topic	S.					•		
7. Record Series Format(s) List All	8. Record Series Ser	quence	9. Volume					
[x]Letter Size []Microfilm	[x]Alphabetical			[x]File D	rawer(s)			
[] WICTORITI	[x]Aiphabelical		[]Microfilm Reel(s) 11 Number []Computer Tape(s)					
[]Legal Size []Computer Tape	[]Numerical							
[]Audio Tape []Floppy Disk	[]Chronological							
[]Bound Book []Video Tape	[]Geographical		[]Other (specify)					
		,						
Other (specify	[]Other (specify)		10. Annual					
				[]File Dra	awer(s)			
				[]Microfil	m Reel(s)			
			n/a	[]Compi	iter Tape(s))		
			Number	[10ther (if-\			
				[]Other (specify)			
11. Files is Used	<u> </u>	40 5" 5						
11. I lies is Osed		12. File Becomes Inactive A	tter					
[x]Daily []Weekly []Monthly	[]Annually	10	ſ 1Mc	onth(s)	[x]Ye	ar/e)		
	, ,	Number	[]	,,,u,(3)	[^] 1 6	ai (3 <i>)</i>		
13. Current Location(s) (Bldg., Floor, Roc	om)	14. Is Record Series Duplica	ted Elsewher	e? (If ves	specify age	ency or office)		
Town Hall, Administration	ŕ	[]Yes	[x]No	o. ()oo,	opoony ago	moy or office,		
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation/a)	40 A 11 D						
[]Yes [x]No	uiation(s)	16. Audit Requirements	f 155 days	f. 11				
		[x]None []State	[]Federal	[]Indep	endent			
17. Is an Index System used? If yes, explain brief	ly and describe	18. Recommended Retentio	n: Screen an	nually and	destroy ma	terial that is no		
requirements	1	longer needed for current but	siness with the	e following	exception:	Transfer to MD		
		State Archive for permanent	retention any	material th:	at serves to	document the		
	· .	origin, development, and acc	omolishment	of the office	a and has	continuina		
		administrative, fiscal, legal or	historical val	ve.	c and nas	Continuing		
		,, . 		•				
19. Name and Title of Preparer	20. Telephone Number	er	21. Date					
Joyce A. Oliver, Director of Administration	410-638-4550		40/7/0044					
Soyou A. Oliver, Director of Auntinistration		12/7/2011						

, ,		GERNAL SERVICES	AGENCY RECORDS INVENTORY					
Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		PAGE _	3	_ OF	4		
Department/Agency Town of Bel Air	2. Division Administration		3. Unit		-			
DEFINITION – RECORD SERIES: A group of related	records normally filed and	used as a unit for refere	nce as well as r	etention a	nd disposi	ition purposes.		
Record Series Title Non-electronic computer managem		5. Earliest Year/Latest						
6. Record Series Description (Briefly describe the Technical Committee agendas; project correspondences.	types of information/docu cts, meeting notes; 1	l ments/forms found in the maintenance agreer	series. Include nents; and o	the purpo ther ger	se or func neral	tion of the series.		
7. Record Series Format(s) List All [x]Letter Size	8. Record Series Seque []Alphabetical []Numerical [x]Chronological []Geographical []Other (specify)	ence	9. Volume 3 Number 10. Annual A	[]Compa	ilm Reel(s uter Tape((specify) ion rawer(s) ilm Reel(s) uter Tape((s) 		
				[]Other	(specify)_			
11. Files is Used	12	. File Becomes Inactive	After					
[x]Daily []Weekly []Monthly 13. Current Location(s) (Bldg., Floor, Roo Town Hall, Administration	[]Annually	3 Number Is Record Series Dupli	[]Mont cated Elsewhere [x]No		[x]Ye	. ,		
		{	[x] ₁₄₀					
15. Access Restrictions (If Yes, cite Law(s) & Reg []Yes [x]No	ulation(s) 16	Audit Requirements [x]None []State	[]Federal	[]Indep	endent			
17. Is an Index System used? If yes, explain brief requirements	· ·	Recommended Retent etain 5 years and then de						
19. Name and Title of Preparer	20. Telephone Number		21. Date			-		
Joyce A. Oliver, Director of Administration	410-638-4550		12/7/2011					

Instructions – Type or Print a separate form for each or revised record series. Forward with	DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1)	4	7275 Waterloo Road, P.O. Box 275					
	Jessup, Maryland 20794 410-799-1930		PAGE	4	_ OF _	4	
Department/Agency	2. Division		3. Unit			·····	
Town of Bel Air	Administration				•		
DEFINITION – RECORD SERIES: A group of related	records normally filed and	d used as a unit for referen	ice as well as	retention a	nd disnosi	ition nurnoses	
4. Record Series Title		5. Earliest Year/Latest Year					
Vendor/Peddlers/Solicitors Licenses		topresent					
6. Record Series Description (Briefly describe the	types of information/docu	ments/forms found in the s	eries Include	the purpo	se or func	tion of the series	
Applications and issued licenses to v	endors/peddlers/sol	icitors.		ano puipo	00 01 10110	non or the series.	
7. Record Series Format(s) List All	8. Record Series Seque	ence	9. Volume				
F. N. W. O'				[x]File Drawer(s)			
[x]Letter Size []Microfilm	[]Alphabetical						
[x]Legal Size []Computer Tape	[]Numerical	1	[]Microfilm Reel(s)				
[]Audio Tape []Floppy Disk	[x]Chronological		Number	[]Computer Tape(s)			
[]Bound Book []Video Tape	[]Geographical			[]Other (specify)			
Other (specify	[]Other (specify)		10. Annual Accumulation []File Drawer(s)				
[]Suici (Speediy							
				[]Microfi	lm Reel(s))	
			n/a	[]Computer Tape(s)			
			Number			•	
				[]Other (specity)_		
11. Files is Used		12. File Becomes Inactive After					
[]Daily []Weekly [x]Monthly	[]Annually	3	[]Mon	th(e)	[x]Ye	ar/c)	
		Number	[]IVIOII	u1(3)	[\] 6	ai (5)	
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) []Yes [x]No					
							15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)
[]Yes [x]No		[x]None []State []Federal []Independent					
17. Is an Index System used? If yes, explain briefly and describe		18. Recommended Retention					
requirements	Re	etain 3 years and then des	troy.				
19. Name and Title of Preparer	20. Telephone Number		21. Date				
Joyce A. Oliver, Director of Administration 410-638-4550			12/7/2011				

DGS 550-4 (Rev. 1/93)