

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

Schedule No. M281

Page 1 of 4

Agency
Town of Bel Air

Division/Unit
Administration

Item No.	Description	Retention
1	Charter Resolutions – original signed documents; backup materials and ads. Charters Resolutions on file at Town Hall from 1962 – present. Charter Resolutions that are annexations include any petitions from citizens, conditions, site plans, staff reports, and other information related to the annexation.	Retain the signed Charter resolutions 50 years and then transfer to MD State Archives for permanent retention. Destroy the backup materials after 50 years.
2	Ordinances – original signed documents; backup materials and ads. Ordinances on file at Town Hall from 1874 – present.	Retain the signed ordinances 100 years and then transfer to MD State Archives for permanent retention. Destroy the backup after 20 years.
3	Resolutions – original signed documents; backup materials and ads. Resolution on file at Town Hall from 1956 – present.	Retain signed resolutions 50 years and then transfer to MD State Archives for permanent retention. Destroy backup when resolution rescinded or after 10 years whichever comes sooner.
4	Board of Town Commissioners meeting minutes – original signed documents of Town meetings from 1890 – present. Board of Town Commissioners work session minutes 2006 – present.	Town Meeting minutes retained 30 years on site and then move to State Archives. Work Session minutes are to be maintained 4 years and then destroy.
5	Town Meeting Agendas – Agendas from past Board of Town Commissioners Town meetings. Includes backup materials for legislation, bid awards, policies, etc.	Retain 10 years and then destroy.

Approved by Department, Agency or Division Representative

Date 3/01/2012

Signature Chris Schlehr

Type Name Chris Schlehr

Title Town Administrator

Schedule Authorized by State Archivist

Date 3/29/2012

Signature Edward C. Tupper

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

Schedule No. M281

Page 2 of 4

Agency

Town of Bel Air

Division/Unit

Administration

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

**DEPARTMENT OF GENERAL SERVICES
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(CONTINUATION SHEET)**

Schedule No. M281

Page 3 of 4

Agency

Town of Bel Air

**Division/Unit
Administration**

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.

Retain 10 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
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(CONTINUATION SHEET)**

Schedule No. M281

Page 4 of 4

Agency

Town of Bel Air

Division/Unit

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.

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>5</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Charter Resolutions			5. Earliest Year/Latest Year <u>11/13/1962</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Original signed Charter Resolution documents; backup materials and ads. Annexations include petitions from citizens, conditions, site plans, staff reports, and other information related to the annexation.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>3</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration Department		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" 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 requirements No		18. Recommended Retention Retain signed Charter Resolutions 50 years and then transfer to MD State Archives for permanent retention. Destroy the backup materials after 50 years.			
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY	
				PAGE <u>2</u> OF <u>5</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Ordinances			5. Earliest Year/Latest Year <u>7/09/1874</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Original signed Ordinance documents; backup materials and ads.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>4</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>n/a</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration Department			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements No			18. Recommended Retention Retain the signed Ordinances 100 years and then transfer to MD State Archives for permanent retention. Destroy the backup after 20 years.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>5</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Resolutions			5. Earliest Year/Latest Year <u>2/27/1956</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Original signed Resolutions documents; backup materials and ads where applicable.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <u>4</u> <input type="checkbox"/> Microfilm Reel(s) Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>n/a</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration Department			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements No			18. Recommended Retention Retain signed resolutions 50 years and then transfer to MD State Archives for permanent retention. Destroy backup when resolution rescinded or after 10 years, whichever comes sooner.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

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				PAGE <u>4</u> OF <u>5</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Board of Town Commissioners meeting minutes.			5. Earliest Year/Latest Year <u>5/21/1890</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Approved and signed minutes of monthly Board of Commissioners meetings.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>5</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>30</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration Department			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements No			18. Recommended Retention Retain singed minutes on site 30 years and then transfer to State Archives. Work Session minutes are to be retained 4 years and then destroy.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

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				PAGE <u>5</u> OF <u>5</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Town meeting agendas.			5. Earliest Year/Latest Year <u>1/02/2008</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Agendas contain recommended motions, staff reports, GIS maps, contracts, agreements and other related materials.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration Department			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements No			18. Recommended Retention Retain 10 years and then destroy.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

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				PAGE <u>1</u> OF <u>6</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Election documents			5. Earliest Year/Latest Year <u>May 1998</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Ads announcing deadline dates; candidacy forms; invoices for associated costs; election equipment information; and correspondences from and to Harford Co. Election Board.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>by date of election</u>		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>12</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration Department			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Election results on file at Harford Co. Clerk's Office		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements No			18. Recommended Retention Retain 12 years and then destroy.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY	
				PAGE <u>2</u> OF <u>6</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Contracts			5. Earliest Year/Latest Year <u>2004</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Signed contracts and addendums.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date of election.		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>Expiration Date</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration Department			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements No			18. Recommended Retention Retain for life of document and then destroy.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY	
				PAGE <u>3</u> OF <u>6</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Suits against Planning Commission and Board of Appeals			5. Earliest Year/Latest Year <u>2003</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Notifications of suits; copies of documents sent to the Court; legal opinions; and other related general correspondences.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ By date of election.		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>7</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration Department			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Until Court decision is filed.			16. Audit Requirements <input checked="" 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 requirements No			18. Recommended Retention Retain 7 years and then destroy.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY	
				PAGE <u>4</u> OF <u>6</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Harford County vs. Town – Tipping Fee			5. Earliest Year/Latest Year <u>1962</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Court filing papers, decision, and backup materials to include original agreement to exchange Town property for free dumping of Town trash at the County landfill.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> Number <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Town archives</u>	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used – Only when subject comes up. <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Town archives – 705 Churchville Rd., Bel Air, MD 21014			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements			18. Recommended Retention Retain 50 years and then transfer to MD State Archives for permanent retention.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY	
				PAGE <u>5</u> OF <u>6</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Agreements			5. Earliest Year/Latest Year <u>1965</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Agreements for: County sewer and stormwater; parking fee-in-lieu; pension trust documents for civilian and sworn officers plans; red light camera; Rockfield Foundation; State Highway; County Library; State Dept. of Environment; and other governmental agency agreements.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>2</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>Life of the agreement</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration Department			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements			18. Recommended Retention Retain for life of the agreement and then destroy.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY
		PAGE <u>6</u> OF <u>6</u>
1. 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 reference as well as retention and disposition purposes.		
4. Record Series Title Easements (right-of-way)	5. Earliest Year/Latest Year <u>1934</u> to <u>present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Easements		
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. Files is Used – as needed <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>n/a</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Circuit Court of Harford County	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" 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 requirements	18. Recommended Retention Retain 100 years and then transfer to MD State Archives for permanent retention.	
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration	20. Telephone Number 410-638-4550	21. Date 12/7/2011

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY	
				PAGE <u>1</u> OF <u>7</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Deeds			5. Earliest Year/Latest Year <u>1943</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Deeds to include: land, roadbeds, and land deeded as easements for utilities from a variety of entities.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used – as needed basis <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Circuit Court of Harford County		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements			18. Recommended Retention Retain 100 years and then transfer to MD State Archives for permanent retention.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

Instructions – Type or Print a separate form for each or 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 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>7</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Titles – Vehicles and Equipment			5. Earliest Year/Latest Year <u>1988</u> to <u>2010</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. MD State Motor Vehicle titles for all police, administration, planning, and public works equipment and motor vehicles.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MD Motor Vehicles Administration		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements			18. Recommended Retention Retain until equipment/vehicle is sold, then destroy.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

Instructions – Type or Print a separate form for each or 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 410-799-1930	AGENCY RECORDS INVENTORY
		PAGE <u>3</u> OF <u>7</u>
1. 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 reference as well as retention and disposition purposes.		
4. Record Series Title Bonds – parking and buildings	5. Earliest Year/Latest Year <u>2006</u> to <u>2009</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. General correspondences, bond documents and transcripts of closings for parking and building expansion bonds.		
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. Files is Used – as needed <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>n/a</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Financing Institution	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" 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 requirements	18. Recommended Retention Retain life of the bond and all financing/refinancing paid off, then destroy.	
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration	20. Telephone Number 410-638-4550	21. Date 12/7/2011

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>7</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title MD-American Water			5. Earliest Year/Latest Year <u>1995</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. 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 <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>n/a</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements			18. Recommended Retention Studies on acquisition and capital improvement plans retain until such time as the Town owns the Water Company, then destroy. All other materials retain 20 years, then destroy.		
19. Name and Title of Preparer Joyce Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 2/29/2012	

Instructions – Type or Print a separate form for each or 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 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>7</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Armory Contracts			5. Earliest Year/Latest Year <u>1/2007</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Rental contracts; signed indemnification forms; certificates of liability from users; Armory Committee minutes and general correspondences.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>2</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Copies of contracts located in Finance Department		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements			18. Recommended Retention Retain 5 years and then destroy.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

Instructions – Type or Print a separate form for each or 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 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>7</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Studies			5. Earliest Year/Latest Year <u>2002</u> to <u>2009</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Studies on computer system, cultural arts, traffic, parking, open space/recreation and other miscellaneous studies.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used – as needed <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>Study is implemented</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements			18. Recommended Retention Retain 10 years and then destroy.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	

Instructions – Type or Print a separate form for each or 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 410-799-1930	AGENCY RECORDS INVENTORY	
PAGE <u>7</u> OF <u>7</u>			
1. 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 reference as well as retention and disposition purposes.			
4. Record Series Title Special Events		5. Earliest Year/Latest Year <u>2007</u> to <u>present</u>	
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 <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>2</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <hr/> 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Labor costs and bills in Finance.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" 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 requirements		18. Recommended Retention Retain 4 years and then destroy.	
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration	20. Telephone Number 410-638-4550	21. Date 12/7/2011	

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>4</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Town's Insurance Documents			5. Earliest Year/Latest Year <u>1990</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Coverage declaration forms; endorsements; schedule of vehicles, mobile equipment and property; crime/fraud bonds; certificates of insurance; renewal applications; and claims.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>DocStar Imaging System</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>2</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Local Government Insurance Trust Headquarters, Hanover, MD		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements			18. Recommended Retention: 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.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 2/29/2012	

Instructions – Type or Print a separate form for each or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GERNAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY
		PAGE <u>2</u> OF <u>4</u>
1. 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 reference as well as retention and disposition purposes.		
4. Record Series Title General Correspondences	5. Earliest Year/Latest Year <u>2000</u> to <u>present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. General correspondences to and from Federal, State and County agencies, and internal and external daily correspondences on a variety of topics.		
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify _____)	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify _____)	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>11</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify _____) 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify _____)
11. Files is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" 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 requirements	18. Recommended Retention: 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.	
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration	20. Telephone Number 410-638-4550	21. Date 12/7/2011

Instructions – Type or Print a separate form for each or 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 410-799-1930		AGENCY RECORDS INVENTORY	
1. Department/Agency Town of Bel Air		2. Division Administration		PAGE <u>3</u> OF <u>4</u>
DEFINITION – RECORD 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 Non-electronic computer management file		5. Earliest Year/Latest Year <u>2007</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Technical Committee agendas; projects, meeting notes; maintenance agreements; and other general correspondences.				
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify _____)		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify _____)		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>3</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify _____) 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify _____)
11. Files is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" 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 requirements		18. Recommended Retention Retain 5 years and then destroy.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011

Instructions – Type or Print a separate form for each or 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 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>4</u>	
1. 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 reference as well as retention and disposition purposes.					
4. Record Series Title Vendor/Peddlers/Solicitors Licenses			5. Earliest Year/Latest Year <u>2007</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Applications and issued licenses to vendors/peddlers/solicitors.					
7. Record Series Format(s) List All <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>n/a</u> Number <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. Files is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Town Hall, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" 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 requirements			18. Recommended Retention Retain 3 years and then destroy.		
19. Name and Title of Preparer Joyce A. Oliver, Director of Administration		20. Telephone Number 410-638-4550		21. Date 12/7/2011	