

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

Schedule No. M364

Page 1 of 3

Agency: City of College Park

**Division/Unit: Planning, Community
& Economic Development**

Item No.	Description	Retention
1	<p><u>General A-Z Subject Files</u> General administrative correspondence, memos, letters, purchase orders, vendor files, credit card backup and miscellaneous materials related to the administration of the agency.</p>	<p>Screen annually and destroy material that is no longer needed for current business. Transfer to Maryland State Archive (MSA) for permanent retention any material that serves to document the origin, development, and accomplishment of the office and has continuing administrative, fiscal, legal, or historical value.</p>
2	<p><u>Advisory Planning Commission Variance/Appeal Cases</u> Original applications, exhibits, correspondence, staff reports, Planning Commission findings and City Council resolution action on Variances, Departures, Fence and Certification of Nonconforming Use (CNU) applications.</p>	<p>Permanent. Scan materials to Maryland State Archive Standards (MSA). Retain images for ten (10) years, then transfer paper and images to MSA.</p>
3	<p><u>Advisory Planning Commission Agenda and Minutes</u> Meeting agenda and approved minutes of Public Hearings.</p>	<p>Non-Permanent. Reference copy only. Scan paper copy to MSA standards, then destroy. Retain electronic copy for ten (10) years, then destroy. Record copy retained in City Clerk's office.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 2/25/16

Signature

Terry Schum

Typed Name Terry Schum

Title Planning Director

Schedule Authorized by State Archivist

Date

3-11-16

Signature

Tim Bar

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION RECORDS
RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. M364

Page 2 of 3

Agency: City of College Park

Division/Unit: Planning, Community & Economic Development

Item No.	Description	Retention
4	<p><u>Advisory Planning Commission Audio Tapes/CD's</u> Recordings of Planning Commission meetings from which minutes are prepared.</p>	<p>Non-Permanent. Retain for ten (10) years after approval of minutes, then destroy. Retained in the Planning Department.</p>
5	<p><u>Building Permits – Residential and Commercial</u> Residential and Commercial permits reviewed by the planning staff and issued by Department of Public Services, which contain building, electrical, fire/life safety, sign, Use & Occupancy permit (U&O), lot development, site work and Right of Way (R-O-W).</p>	<p>Non-Permanent. Reference copy only. Scan paper copy to MSA standards, then destroy. Retain electronic copy for ten (10) years, then destroy. Record copy retained in Department of Public Services.</p>
6	<p><u>Agreements</u> Executed Agreements, Contracts, Memoranda of Understanding, Declarations of Covenants, letters and Property Use Agreements between the City of College Park and various individuals/entities/businesses.</p>	<p>Non-Permanent. Reference copy only. Scan paper copy to MSA standards. Retain electronic copy for ten (10) years, then destroy. Record copy retained in City Clerk's office.</p>
7	<p><u>Ongoing Development Review Files</u> Preliminary Plans, Detailed Site Plans (DSP), Special Exception, Certification of Nonconforming Use (CNU) and Zoning Map Amendment (ZMA).</p>	<p>Permanent. Scan materials to Maryland State Archive Standards (MSA). Retain images for ten (10) years, then transfer paper and images to MSA.</p>

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION RECORDS
RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. M364

Page 3 of 3

Agency: City of College Park

**Division/Unit: Planning, Community
& Economic Development**

Item No.	Description	Retention
8	<p><u>Site Plans and Zoning Maps</u> Aerial maps, Premise Address maps, floodplain maps, topographical surveys, streetscape plans, city property plans.</p>	Permanent. Transfer to the Maryland State Archives for permanent retention after ten (10) years.
9	<p><u>City of College Park Administered Grants and City Funded Grants</u> Correspondence, copies of invoices, financial status reports, request for funds and reimbursements, project report, contract and other data reflecting the expenditures of grant funds for the following programs:</p> <ul style="list-style-type: none"> • Community Legacy • Community Development Block Grant (CDBG) • Maryland Heritage Areas Authority (MHAA) • Program Open Space (POS) • New Neighbor Grant Program • Commercial Tenant Improvement Grant • Retail Business Improvement Fund • Business Sign Grant 	Non-Permanent. Retain for life of grant plus six (6) years and all audit requirements have been fulfilled, then destroy.
10	<p><u>Consultant Studies</u> Reports containing consultant studies and reports about the City of College Park, which include, but are not limited to Housing, Market and Transportation studies.</p>	Permanent. Transfer to the Maryland State Archives for permanent retention after ten (10) years.

Instructions - Type or Print a separate form for each new 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>1</u> of <u>10</u>	
1. Department/Agency City of College Park		2. Division Department of Planning, Community & Economic Development		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 A-Z Subject Files				5. Earliest Year/Latest Year <u>1988</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 administrative correspondence, memos, letters, purchase orders, vendor files, credit card backup and miscellaneous materials related to the administration of the agency.					
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) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		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) _____ Number _____			
12. File Becomes Inactive After _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____			13. Current Location(s) (Bldg., Floor, Room) Planning Department - Library and staff file drawers		
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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
18. Recommended Retention Screen annually and destroy material that is no longer needed for current business. Transfer to Maryland State Archive (MSA) for permanent retention any material that serves to document the origin, development, and accomplishment of the office and has continuing administrative, fiscal, legal, or historical value.			19. Name and Title of Preparer Theresheia Williams, Administrative Assistant		
20. Telephone Number 240-487-3538		21. Date 2/25/16			

Instructions –Type or Print a separate form for each new 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>1²</u> of <u>10</u>	
1. Department/Agency City of College Park		2. Division Department of Planning, Community & Economic Development		3. Unit Advisory Planning Commission	
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 Advisory Planning Commission (APC) Variance/Appeal Cases			5. Earliest Year/Latest Year <u>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.) Original applications, exhibits, correspondence, staff reports, Planning Commission findings and City Council resolution action on Variances, Departures, Fence and Certification of Nonconforming Use (CNU) applications.					
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 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) <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) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Planning Department – Library file drawer and Basement file room.			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 <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention Permanent. Scan materials to Maryland State Archive Standards (MSA). Retain images for ten (10) years, then transfer paper and images to MSA.		
19. Name and Title of Preparer Theresheia Williams, Administrative Assistant		20. Telephone Number 240-487-3538		21. Date 2/25/16	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page <u>3</u> of <u>10</u></p>
<p>1. Department/Agency City of College Park</p>	<p>2. Division Department of Planning, Community & Economic Development</p>	<p>3. Unit Advisory Planning Commission</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Advisory Planning Commission Minutes</p>	<p>5. Earliest Year/Latest Year <u>1998</u> to <u>Present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Meeting agenda and approved Minutes of public hearings.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) <u>Binders</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Binders</u></p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Planning Department – Library and Basement file room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Non-Permanent. Reference copy only. Scan paper copy to MSA standards, then destroy. Retain electronic copy for ten (10) years, then destroy. Record copy retained in City Clerk's office.</p>	
<p>19. Name and Title of Preparer Theresheia Williams, Administrative Assistant</p>	<p>20. Telephone Number 240-487-3538</p>	<p>21. Date 2/25/16</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page <u>4</u> of <u>10</u></p>
<p>1. Department/Agency City of College Park</p>	<p>2. Division Department of Planning, Community & Economic Development</p>	<p>3. Unit Advisory Planning Commission</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Advisory Planning Commission Audio Tapes and CD's</p>	<p>5. Earliest Year/Latest Year <u>1998</u> to <u>Present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Recordings of Advisory Planning Commission public hearings and meetings from which minutes are prepared.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>Number _____</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>Number _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Planning Department – CD's – Binder in Planning Library Tapes – Lower level file room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Non-Permanent. Retain for seven (7) years after approval of minutes, then destroy. Retained in the Planning Department.</p>	
<p>19. Name and Title of Preparer Theresheia Williams, Administrative Assistant</p>	<p>20. Telephone Number 240-487-3538</p>	<p>21. Date 2/25/16</p>

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<p>1. Department/Agency City of College Park</p>	<p>2. Division Department of Planning, Community & Economic Development</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Building Permits –Residential and Commercial</p>	<p>5. Earliest Year/Latest Year <u>1998</u> to <u>Present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Residential and Commercial permits reviewed by the planning staff and issued by Department of Public Services, which contain building, electrical, fire/life safety, sign, Use & Occupancy Permit (U&O), lot development, site work and Right of Way (R-O-W).</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) <u>Binders</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Binders</u></p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>When needed to do research on a property.</p>	<p>12. File Becomes Inactive After</p> <p>_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Planning Department – Basement file room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Non-Permanent. Reference copy only. Scan paper copy to MSA standards, then destroy. Retain electronic copy for ten (10) years, then destroy. Record copy retained in Department of Public Services.</p>	
<p>19. Name and Title of Preparer Theresheia Williams, Administrative Assistant</p>	<p>20. Telephone Number 240-487-3538</p>	<p>21. Date 2/25/16</p>

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1. Department/Agency City of College Park		2. Division Department of Planning, Community & Economic Development		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 1990 to 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.) Executed Agreements, Contracts, Memoranda of Understanding, Declarations of Covenants, letters and Property Use Agreements between the City of College Park and various individuals/entities/businesses.					
7. Record Series Format(s) List all <input 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>scanned into Access Database</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 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 type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Access Database</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually Varies			12. File Becomes Inactive After _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Planning Department – Access Database			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No City 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 <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention Non-Permanent. Reference copy only. Scan paper copy to MSA standards. Retain electronic copy for ten (10) years, then destroy. Record copy retained in City Clerk's office.		
19. Name and Title of Preparer Theresheia Williams, Administrative Assistant		20. Telephone Number 240-487-3538		21. Date 2/25/16	

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<p>1. Department/Agency City of College Park</p>	<p>2. Division Department of Planning, Community & Economic Development</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Ongoing Development Review Files</p>	<p>5. Earliest Year/Latest Year _____ to <u>Present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Preliminary Plans, Detailed Site Plans (DSP), Special Exception, Certification of Nonconforming Use (CNU) and Zoning Map Amendment (ZMA).</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Rolling files</u></p> <p>Number _____</p> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p>Number _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Planning Department – Basement file room and library</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Permanent. Scan materials to Maryland State Archive Standards (MSA). Retain images for ten (10) years, then transfer paper and images to MSA.</p>	
<p>19. Name and Title of Preparer Theresheia Williams, Administrative Assistant</p>	<p>20. Telephone Number 240-487-3538</p>	<p>21. Date 2/25/16</p>

Instructions –Type or Print a separate form for each new 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>10</u>	
1. Department/Agency City of College Park		2. Division Department of Planning, Community & Economic Development		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 Site Plans and Zoning Maps			5. Earliest Year/Latest Year _____ 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.) Aerial maps, premise address maps, floodplain maps, topographical surveys, streetscape plans and city property plans.					
7. Record Series Format(s) List all <input 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 type="checkbox"/> Other (specify) _____		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) _____ Number	
		10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Planning Department – flat drawer files			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 <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention Permanent. Transfer to the Maryland State Archives for permanent retention after ten (10) years.		
19. Name and Title of Preparer Theresheia Williams, Administrative Assistant		20. Telephone Number 240-487-3538		21. Date 2/25/16	

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page <u>9</u> of <u>10</u></p>
<p>1. Department/Agency City of College Park</p>	<p>2. Division Department of Planning, Community & Economic Development</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title City of College Park Administered Grants and City Funded Grants</p>	<p>5. Earliest Year/Latest Year _____ to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence, copies of invoices, financial status reports, request for funds and reimbursements, project report, contract and other data reflecting the expenditures of grant funds for the following programs: Community Legacy, Community Development Block Grant (CDBG), Maryland Heritage Areas Authority (MHAA), Program Open Space, New Neighbor Grant Program, Commercial Tenant Improvement Grant, Retail Business Improvement Fund and Business Sign Grant.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p>Number _____</p> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p>Number _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Number _____</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Planning Department - Library and Administrative Assistant desk files.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Non-Permanent. Retain for life of grant plus six (6) years and all audit requirements have been fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Theresheia Williams, Administrative Assistant</p>	<p>20. Telephone Number 240-487-3538</p>	<p>21. Date 2/25/16</p>

Instructions -Type or Print a separate form for each new 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>10</u> of <u>10</u>	
1. Department/Agency City of College Park		2. Division Department of Planning, Community & Economic Development		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 Consultant Studies			5. Earliest Year/Latest Year _____ 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.) Reports containing consultant studies and reports about the City of College Park, which include, but are not limited to Housing, Market and Transportation 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 type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Library</u> 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Planning Department – Library shelf			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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Permanent. Transfer to the Maryland State Archives for permanent retention after ten (10) years.		
19. Name and Title of Preparer Theresheia Williams, Administrative Assistant		20. Telephone Number 240-487-3538		21. Date 2/25/16	