



Anne Arundel County  
OFFICE OF CENTRAL SERVICES  
Records Management Division

Schedule No.

C-738

Page No.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

| AGENCY   |  | DIVISION  |
|----------|--|---|
| Item No. | Description  | Retention   |
| 01       | <p><u>Financial Disclosure Statements</u></p> <p>Forms completed by County officials and employees, members of Boards and Commissions, and candidates for public offices; required by Anne Arundel County Public Ethics Law.</p> | Retain for four years in office, additional four years in the records center, then destroy. |
| 02       | <p><u>Lobbying Registrations, Authorizations, and Activity Reports</u></p> <p>Forms completed by Lobbyists and Employers of Lobbyists, required by Anne Arundel County Public Ethics Law.</p>                                    | Retain for four years in office, additional four years in the records center, then destroy. |

Schedule Approved by  
Records Management Officer

27 Dec 94  
Date

*Stephen L. Blank*  
Signature

Schedule Approved by  
Chief Administrative Officer

1/4/95  
Date

*[Signature]*  
Signature

Schedule Approved by  
Agency, or Division Representative

12/7/94  
Date

*James J. Jones*  
Signature

Schedule Approved by  
State Archivist

2/13/95  
Date

*[Signature]*  
Signature

James J. Jones, Executive Director  
Ethics Commission

**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

AGENCY RECORDS INVENTORY

PAGE 1 OF 2

1. DEPARTMENT/AGENCY  
Anne Arundel County

2. DIVISION  
Ethics Commission

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  
01. Financial Disclosure Statements

5. EARLIEST YEAR/LATEST YEAR  
1980 TO 1986

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Forms completed by County officials and employees, members of Boards and Commissions, and candidates for public offices; maintained as required by Anne Arundel County Public Ethics Law, Section 2-102 (A)(1).

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/2  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
8  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Arundel Center, Room 303

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Section 2-102 (A)(3)

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
Retain for four years in office, additional four years in the records center, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER  
222-1336

21. DATE

12/7/94

*James J. Jones*  
DGS 550-4 (REVISED 2/87)  
James J. Jones, Executive Director  
Ethics Commission

**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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Anne Arundel County

2. DIVISION

Ethics Commission

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

02. Lobbying Registrations, Authorizations, and Activity Reports

5. EARLIEST YEAR/LATEST YEAR

1980 TO 1986

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Forms completed by Lobbyists and Employers of Lobbyists, maintained as required by Anne Arundel County Public Ethics Law, Section 2-102 (A)(1).

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/2  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/4  
NUMBER

11. FILE IS USED

- DAILY  WEEKLY  Bi-MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 8  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Arundel Center, Room 303

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO

(IF YES, CITE LAW(S) & REGULATION(S))

Section 2-102 (A)(3)

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

Retain for four years in office, additional four years in the records center, then destroy.

19. NAME AND TITLE OF PREPARER

*James J. Jones*

20. TELEPHONE NUMBER

222-1336

21. DATE

*12/7/94*

DGS 550-1 (REVISED 2/87)

James J. Jones, Executive Director  
Ethics Commission