



**Baltimore County Office Of Information Technology
Records Management**

Schedule No.

C1195

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Records Retention and Disposal Schedule

DPW-ENGINEERING AND CONSTRUCTION

SURVEY DIVISION

Agency:

Division:

Item No.	Description	Retention
1	PROJECT ENVELOPES These files consist of original documents used in the preparation and completion of specific Land Surveying tasks. These files mostly contain information from topographic and construction stakeout services. Boundary survey data and miscellaneous surveys can also be in these files.	Scan originals to Maryland State Archives standards. Retain originals for 10 years, then destroy. Retain electronic images for 20 years and then transfer to the Maryland State Archives.
2	RIGHT-OF-WAY ENVELOPES These files consist of original documents used in the preparation and completion of specific Land Surveying tasks. These files primarily contain information from Right-of-Way/Easement stakeouts and boundary survey services. Specialty and miscellaneous survey data can also be found in these files.	Scan originals to Maryland State Archives standards. Retain originals for 10 years, then destroy. Retain electronic images for 20 years and then transfer to the Maryland State Archives.
3	SURVEY DRAWINGS These files consist of the original final plans prepared to graphically show the results of field survey. These files primarily contain information from Right-of-Way/Easement stakeouts and boundary survey services. Specialty and miscellaneous survey data can also be found in these files.	Scan originals to Maryland State Archives standards. Retain originals for 10 years, then destroy. Retain electronic images for 20 years and then transfer to the Maryland State Archives.
4	CONTROL/TRVERSE DRAWINGS These files contain the original final plans prepared to graphically show the location of thousands of survey markers placed throughout the County for use in performing field surveys.	Retain for 50 years after all Control/Traverse is destroyed. Transfer to State Archives.
5	SURVEY CONTROL FIELD NOTES (GREEN SHEETS) These filed notes consist of the original field observations that were made for traversing, leveling, and cross-sections. The notes are organized by election district and street name.	Scan originals to Maryland State Archives standards. Retain originals for 10 years, then destroy. Retain electronic images for 20 years and then transfer to the Maryland State Archives.

Schedule Approved by Records Management Officer

9/28/15 Joseph P. McInnis
Date Signature

Schedule Approved by County Administrative Officer

10/9/15 [Signature]
Date Signature

Schedule Approved by Agency or Division Representative

9/14/15 [Signature]
Date Signature

Schedule Approved by State Archivist

7-25-16 [Signature]
Date Signature



Baltimore County Office Of Information Technology
Records Management
Records Retention and Disposal Schedule
(Continuation sheet)

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Item No.	Description	Retention
6	TRAVERSE COMPUTATION BOOKS These books consist of the original computation sheets used to calculate the coordinate values of the old Baltimore County Maryland control stations. The books are organized by election district and street name.	Scan originals to Maryland State Archives standards. Retain originals for 10 years, then destroy. Retain electronic images for 20 years and then transfer to the Maryland State Archives.
7	ROAD ALIGNMENT BOOKS These books consist of the original computation sheets used to calculate the coordinate values of the baselines of county roads. The books are organized by election district and street name.	Scan originals to Maryland State Archives standards. Retain originals for 10 years, then destroy. Retain electronic images for 20 years and then transfer to the Maryland State Archives.
8	SURVEY CONTROL RECORDER CARDS BALTIMORE COUNTY, MARYLAND (BCMD) These cards contain a location sketch as well as the coordinates and/or elevations of the survey control stations established before the July 1, 1999 datum change to NAD 83/NAD 88.	Scan originals to Maryland State Archives standards. Retain originals for 10 years, then destroy. Retain electronic images for 20 years and then transfer to the Maryland State Archives.
9	GLOBAL POSITIONING SYSTEM (GPS) PROCESSING BOOKS These books consist of the processing results, data, final coordinate and elevation data for the survey control stations that were established using GPS equipment.	Scan to Maryland State Archives standards and then destroy. Retain images for 30 years and then transfer to the Maryland State Archives.
10	APERTURE CARD FILE These cards contain the 35mm film frames created to archive many survey drawings. Almost all of the original survey drawings were destroyed once the aperture card was created and the card is now the only record of the work.	Scan to Maryland State Archives standards and then destroy. Retain images for 30 years and then transfer to the Maryland State Archives.
11	REFERENCE CARD FILE These cards catalogs contain all of the information needed to locate the file envelopes for all of the Land Survey Division projects and right-of-ways. The cards also have a brief description of what is in each file envelope.	Scan to Maryland State Archives standards and then destroy. Retain images for 30 years and then transfer to the Maryland State Archives.
12	LEAVE AND TIME SHEETS These files consist of payroll attendance records and leave reports. These are the Land Survey Division's copies.	Retain for one (1) year, then destroy.
13	EQUIPMENT PURCHASES These records contain the field equipment purchased using primarily procurement cards.	Retain for three (3) years, then destroy.
14	ON-CALL SURVEYING CONTRACTS These records contain all contract, billing and job specific information for the projects performed by the on-call survey companies.	Retain for one (1) year after the on-call contract is closed, then destroy.



Baltimore County Office Of Information Technology
Records Management
Records Retention and Disposal Schedule
(Continuation sheet)

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Item No.	Description	Retention
15	MILEAGE SHEETS These records contain the mileage data for the vehicles assigned to the Land Survey Division.	Retain for one (1) year, then destroy.
16	TRAINING INFORMATION These records contain the information for formalized training courses of the Land Survey Division staff.	Retain for two (2) years, then destroy.
17	CONSTRUCTION PLANS These drawings are approved projects which are to be bid upon by contractors or constructed by Baltimore County crews.	Retain for two (2) years, then destroy.

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 1 OF 17

1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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

Project Envelopes

5. Earliest Year/Latest Year

1967 to 2016

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These files consist of original documents used in the preparation and completion of specific Land Surveying tasks. These files mostly contain information from topographic and construction stakeout services. Boundary survey data and miscellaneous surveys can also be in these files.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tapes
 Other (specify) _____ aperture cards _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) File shelves and storage boxes

10. Annual Accumulation

- Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) File shelves

11. File is Used

- Daily Weekly Monthly Annually

13. Current Location(s) (Bldg., Floor, Room)

County Office Building, Rooms 300A, Basement & Guardian

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

An Access database is used to record pertinent information on each Survey project.

12. File Becomes Inactive After

- 10 Number Month(s) Year(s)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

16. Audit Requirements

- None State Federal Independent

18. Recommended Retention

Retain for 10 years once closed. Scan files after 10 years. After originals are scanned, for County use, transfer originals to State Archives.

19. Name and Title of Preparer

Valerie Fisher/Patrick Simon

Office Coordinator/Land Survey Chief

20. Telephone Number

410-887-3540

21. Date

February 24, 2016

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
Jéssup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 2 OF 17

1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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
Right-of-Way Envelopes

5. Earliest Year/Latest Year
1967 to 2016

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These files consist of original documents used in the preparation and completion of specific Land Surveying tasks. These files mostly contain information from Right-of-Way/Easement stakeouts and Boundary survey services. Specialty and miscellaneous survey data can also be found in these files.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____ aperture cards _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) File shelves

10. Annual Accumulation
10
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) File shelves

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- 10
Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
County Office Building, Room 300A

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
 Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
 Yes No

16. Audit Requirements
 None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
 Yes No
Access Database

18. Recommended Retention
Retain for 10 years once closed. Scan files after 10 years. After originals are scanned, for County use, transfer originals to State Archives.

19. Name and Title of Preparer
Valerie Fisher/Patrick Simon
Office Coordinator/Land Survey Chief

20. Telephone Number
410-887-3540

21. Date
February 24, 2016

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
410-788-1830

AGENCY RECORDS INVENTORY

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PAGE 1 OF 7

1. Department/Agency
Department of Public Works

2. Division
Engineering & Construction

3. Unit
Surveys

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
Survey Drawings

5. Earliest Year/Latest Year
1962 to 2016

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These files consist of the original final plans prepared to graphically show the results of a field survey. These files primarily contain information from Right-of-way/Easement stakeouts and Boundary survey services. Specialty and miscellaneous survey data can also be in these files.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape

xx Other (specify) plat maps aperture cards _____

8. Record Series Sequence

- Alphabetical
xx Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

23
Number

- xx File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation
10
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
xx Other (specify) Drawings

11. File is Used

- xx Daily Weekly Monthly Annually

13. Current Location(s) (Bldg., Floor, Room)
County Office Building, Room 300A

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
 Yes xx No

17. Is an Index System used? If yes, explain briefly and describe requirements

xx Yes No

Numerical order
Access database

19. Name and Title of Preparer
Valerie Fisher/Patrick Simon
Office Coordinator/Land Survey Chief

20. Telephone Number
410-887-3540

21. Date
February 24, 2016

12. File Becomes Inactive After

10
Number Month(s) xx Year(s)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
 Yes xx No

16. Audit Requirements

- None State Federal Independent

18. Recommended Retention

Retain for 10 years once closed. Scan files after 10 years. After originals are scanned, for County use, transfer originals to State Archives.

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
410-789-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency
Department of Public Works

2. Division
Engineering & Construction

3. Unit
Surveys

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
Control/Traverse Drawings

5. Earliest Year/Latest Year
1950 to 2013

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These files consist of the original final plans prepared to graphically show the locations of the thousands of survey markers placed throughout the county for use in performing field surveys. These drawings show both the old Baltimore County Metropolitan District (BCMD) markers and the current North American Datum of 1983 (NAD 83) markers.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tapes Floppy Disk
 Bound Book Video Tape

Other (specify) plat maps aperture cards _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume
5
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation
 currently adding new data to existing files
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used

- Daily Weekly Monthly Annually

13. Current Location(s) (Bldg., Floor, Room)
County Office Building, Room 300A

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
 Yes No

17. Is an Index System used? If yes, explain briefly and describe requirements
 Yes No
Baltimore County Key Sheets

19. Name and Title of Preparer
Valerie Fisher/Patrick Simon
Office Coordinator/Land Survey Chief

20. Telephone Number
410-887-3540

21. Date
February 24, 2016

12. File Becomes Inactive After

50
Number Month(s) Year(s)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
 Yes No

16. Audit Requirements

- None State Federal Independent

18. Recommended Retention

Retain for 50 years after all Control/Traverse is destroyed. Transfer to State Archives.

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
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410-799-1930

AGENCY RECORDS INVENTORY

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PAGE 1 OF 1

1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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

Survey Control Field Notes (Green Sheets)

5. Earliest Year/Latest Year

1950 to 1993

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These field notes consist of the original field observations that were made for traversing, leveling and cross-sections. The notes are organized by election district and street name.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____ aperture cards _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) Election District

9. Volume

- 10
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Boxes

10. Annual Accumulation

- 0
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- 10
Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

County Office Building, Room 216

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain for 10 years once closed. Scan files after the 10 years. After originals are scanned, for County use, transfer originals to State Archives.

19. Name and Title of Preparer

Valerie Fisher/Patrick Simon
Office Coordinator/Land Survey Chief

20. Telephone Number

410-887-3540

21. Date

February 24, 2016

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
410-789-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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

Traverse Computation Books

5. Earliest Year/Latest Year

1955 to 1993

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These books consist of the original computation sheets used to calculate the coordinate values of the old (BCMD) control stations. The books are organized by election district and street name.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape

Other (specify) Ring binder books aperture cards _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) Election District

9. Volumes
22
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Books

10. Annual Accumulation
0
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used

- Daily Weekly Monthly Annually

13. Current Location(s) (Bldg., Floor, Room)
County Office Building, Room 300A

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

19. Name and Title of Preparer

Valerie Fisher/Patrick Simon
Office Coordinator/Land Survey Chief

20. Telephone Number

410-887-3540

21. Date

February 24, 2016

12. File Becomes Inactive After

10
Number Month(s) Year(s)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

16. Audit Requirements

- None State Federal Independent

18. Recommended Retention

Retain for 10 years once closed. Scan files after the 10 years. After originals are scanned, for County use, transfer originals to State Archives.

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

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1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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
Road Alignment Books

5. Earliest Year/Latest Year
1970 to 1990

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These books consist of the original computation sheets used to calculate the coordinate values of the baselines of county roads. The books are organized by election district and street name.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape

Other (specify) Ring binder books aperture cards _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical

Other (specify) Election District

9. Volume
3
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Ring binder books

10. Annual Accumulation
0
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- 10
Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

County Office Building, Room 300A

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain for 10 years once closed. Scan files after the 10 years. After originals are scanned, for County use, transfer originals to State Archives.

19. Name and Title of Preparer

Valerie Fisher/Patrick Simon

Office Coordinator/Land Survey Chief

20. Telephone Number

410-887-3540

21. Date

February 24, 2016

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

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1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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

Survey Control Recovery Cards

5. Earliest Year/Latest Year

1955 to 1973

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These cards contain a location sketch as well as the coordinates and/or elevations of the survey control stations established before the July 1, 1999 datum change to North American Datum of 1983/North American Vertical Datum of 1988 (NAD 83/NAVD 88).

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape

Other Cards aperture cards

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify)

9. Volume

Number 36

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation
0
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used

Daily Weekly Monthly Annually

12. File Becomes Inactive After

N/A
Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

County Office Building, Room 300A

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

Yes No

16. Audit Requirements

None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

Yes No

18. Recommended Retention

Retain until updated or no longer needed and then scan. After originals are scanned, for County use, transfer originals to State Archives.

19. Name and Title of Preparer

Valerie Fisher/Patrick Simon

Office Coordinator/Land Survey Chief

20. Telephone Number

410-887-3540

21. Date

February 24, 2016

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
410-789-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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

Global Positioning System (GPS) Processing Books

5. Earliest Year/Latest Year

1996 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.)

These books consist of the processing results data, final coordinate and elevation data for the survey control stations that were established using GPS equipment.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape

Other (specify) Binders aperture cards

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify)

9. Volume

2
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Binders

10. Annual Accumulation

18
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Additions are kept in binders.

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

County Office Building, Room 300A

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

Yes No

16. Audit Requirements

None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

Yes No

18. Recommended Retention

Retain until books are scanned for usage then destroy originals. Retain scanned images for 30 years, then transfer originals to State Archives.

19. Name and Title of Preparer

Valerie Fisher/Patrick Simon

Office Coordinator/Land Survey Chief

20. Telephone Number

410-887-3540

21. Date

February 24, 2016

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
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AGENCY RECORDS INVENTORY

PAGE 10 OF 17

1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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
Aperture Card File

5. Earliest Year/Latest Year
1970's - Unknown

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These cards contain the 35mm film frames created to archive many survey drawings. Almost all of the original survey drawings were destroyed once the aperture card was created and the card is now the only record of the work.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape

Other (specify) aperture cards_____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify)

9. Volume
2
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Box

10. Annual Accumulation
0
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used For Reference When Needed

- Daily Weekly Monthly Annually

13. Current Location(s) (Bldg., Floor, Room)
County Office Building, Room 300A

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
 Yes No

17. Is an Index System used? If yes, explain briefly and describe requirements
 Yes No

19. Name and Title of Preparer
Valerie Fisher/Patrick Simon
Office Coordinator/Land Survey Chief

20. Telephone Number
410-887-3540

21. Date
February 24, 2016

12. File Becomes Inactive After

Number Month(s) Year(s)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
 Yes No

16. Audit Requirements

- None State Federal Independent

18. Recommended Retention

Retain until cards are scanned with high resolution, for usage; then destroy originals. Retain scanned images for 30 years, then transfer to State Archives.

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
410-789-1930

AGENCY RECORDS INVENTORY

PAGE 11 OF 17

1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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
Reference Card File

5. Earliest Year/Latest Year
1950 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These cards catalogs contain all of the information needed to locate the file envelopes for all of the Land Survey Division projects and right-of-ways. The cards also have a brief description of what is in each file envelope.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape

Other Card File aperture cards _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify)

9. Volume

4
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation

0
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used For Reference When Needed

- Daily Weekly Monthly Annually

12. File Becomes Inactive After Once it is scanned, it will be inactive

Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

County Office Building, Room 300A

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

Yes No

Access Database

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

Yes No

16. Audit Requirements

None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

Yes No

18. Recommended Retention

Retain until cards are scanned with usage then destroy originals.
Retain scanned images for 30 years, then transfer to State Archives.

19. Name and Title of Preparer

Valerie Fisher/Patrick Simon

Office Coordinator/Land Survey Chief

20. Telephone Number

410-887-3540

21. Date

February 24, 2016

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

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1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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

Leave and Time Sheets

5. Earliest Year/Latest Year

2014 to 2016

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These files consist of payroll attendance records and leave reports. They are the Land Survey Division's copies.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) aperture cards _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- 2
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Notebooks

10. Annual Accumulation

- 2
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Notebooks

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- Number Month(s) 1 Year(s)

13. Current Location(s) (Bldg., Floor, Room)
County Office Building, Room 300A

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain for one (2) years, then destroy.

19. Name and Title of Preparer

Valerie Fisher/Patrick Simon

Office Coordinator/Land Survey Chief

20. Telephone Number

410-887-3540

21. Date

February 24, 2016

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

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1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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
Equipment Purchases

5. Earliest Year/Latest Year
2011 to 2016

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These records contain the field equipment purchased using primary procurement cards.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) aperture cards _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify)

9. Volume

- Number
1
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation

- Number
1
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- Number Month(s) 3 Year(s)

13. Current Location(s) (Bldg., Floor, Room)
County Office Building, Room 219 & 300A

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain for three (3) years, then destroy.

19. Name and Title of Preparer

Valerie Fisher/Patrick Simon
Office Coordinator/Land Survey Chief

20. Telephone Number

410-887-3540

21. Date

February 24, 2016

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
410-789-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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

On-Call Surveying Contracts

5. Earliest Year/Latest Year

2007 to 2016

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These records contain all contract, billing and job specific information for the projects performed by the on-call survey companies.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tapes
 Other (specify) aperture cards _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- Number
6
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Binders

10. Annual Accumulation

- Number
1
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Binders

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

County Office Building, Room 219 & 300A

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain for one (1) year after the on-call contract is closed, then destroy.

19. Name and Title of Preparer

Valerie Fisher/Patrick Simon

Office Coordinator/Land Survey Chief

20. Telephone Number

410-887-3540

21. Date

February 24, 2016

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

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1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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

Mileage Sheets

5. Earliest Year/Latest Year

2012/2016

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These records contain the mileage data for the vehicles assigned to the Land Survey Division.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) aperture cards_____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify)

9. Volume

- 4
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) File Folders

10. Annual Accumulation

- 4
Number
 File Drawer(s) Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) File Folders

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- Number Month(s) 1 Year(s)

13. Current Location(s) (Bldg., Floor, Room)
County Office Building, Room 219

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain for one (1) year, then destroy.

19. Name and Title of Preparer

Valerie Fisher/Patrick Simon

Office Coordinator/Land Survey Chief

20. Telephone Number

410-887-3540

21. Date

February 24, 2016

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
410-789-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency
Baltimore County
Department of Public Works

2. Division
Engineering and Construction

3. Unit
Surveys

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
Training Information

5. Earliest Year/Latest Year
2013 to 2016

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These records contain the information for formalized training courses of the Land Survey Division staff.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tapes
 Other (specify) _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) File shelves

10. Annual Accumulation

- Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) File shelves

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
County Office Building, Room 300A

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
 Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
 Yes No

16. Audit Requirements
 None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
 Yes No
Information is kept with employee files

18. Recommended Retention
Retain for two (2) years, then destroy.

19. Name and Title of Preparer
Valerie Fisher/Patrick Simon
Office Coordinator/Land Survey Chief

20. Telephone Number
410-867-3540

21. Date
February 22, 2016

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 17 OF 17

1. Department/Agency

Department of Public Works

2. Division

Engineering & Construction

3. Unit

Surveys

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
Construction Plans

5. Earliest Year/Latest Year
2011 to 2016

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These drawings are for the approved projects, which are to be bid on by contractors or constructed by Baltimore County crews.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape

Other (specify) aperture cards
Engineering drawings

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify)

9. Volume

Number
3
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

10. Annual Accumulation

Number
1
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

11. File is Used

Daily Weekly Monthly Annually

13. Current Location(s) (Bldg., Floor, Room)
County Office Building, 3rd Floor Annex Room

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

Yes No

17. Is an index System used? If yes, explain briefly and describe requirements

Yes No

19. Name and Title of Preparer
Valerie Fisher/Patrick Simon

Office Coordinator/Land Survey Chief

20. Telephone Number
410-887-3540

21. Date
February 24, 2016

12. File Becomes Inactive After

Number Month(s) 2 Year(s)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

Yes No

16. Audit Requirements

None State Federal Independent

18. Recommended Retention

Retain for two (2) years, then destroy.