

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

Schedule No. C-1356

Page 1 of 1

Agency

ANNE ARUNDEL COUNTY  
 OFFICE OF ADMINISTRATIVE HEARINGS

Division/Unit

Item No.

Description

Retention

- |   |  |   |
|---|--|---|
| 1 | Administrative Hearing Files for Variances, Special Exceptions and Rezonings contain the Petitioner's Application, Site Plan, Office of Planning & Zoning's Recommendations, Critical Area Report, and the Hearing Officer's Decision. | Retain for 150 years, then transfer to Maryland State Archives for permanent retention. |
| 2 | Construction Contract Dispute Cases-All cases involving Contract disputes with the County in excess of \$10,000.   | Retain for 3 years then destroy.  |
| 3 | General Office files, i.e. Transmittals, Advertising, Enterprise One, Budget and Personnel.  | Retain for 3 years then destroy.  |
| 4 | Audio Recordings for each Hearing day  | Retain for 3 years then destroy   |

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature

Typed Name *Douglas Clark Hollmann*

Title

*Administrative Hearing Officer*

Schedule Authorized by State Archivist

Date

*8.9.16*

Signature

*T. B. de*

<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>1</u> OF <u>4</u></p>
<p>1. Department/Agency Anne Arundel County</p>	<p>2. Division ADMINISTRATIVE HEARINGS</p>	<p>3. Unit 1296</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 ADMINISTRATIVE HEARING PAPER FILES</p>	<p>5. Earliest Year/Latest Year 1965 to CURRENT</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.) Administrative Hearing Files for Variances, Special Exceptions and Rezoning's contain the Petitioner's Application, Site Plan, Planning &amp; Zoning's Recommendations, Critical Area Report, and the Hearing Officer's Decision.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" 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>Number _____</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>10. Annual Accumulation</p> <p>Number _____</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 checked="" 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>Does not apply</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Arundel Center, 4<sup>th</sup> Floor, Rm 433</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) &amp; 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</p> <p>PERMANENTLY</p>	
<p>19. Name and Title of Preparer Tammy J. Norman, Office Manager</p>	<p>20. Telephone Number 410-222-1266</p>	<p>21. Date April 12, 2016</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>2</u> OF <u>4</u>	
1. Department/Agency Anne Arundel County		2. Division ADMINISTRATIVE HEARINGS		3. Unit 1296	
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 Contract Dispute Files				5. Earliest Year/Latest Year 2013 to CURRENT	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Construction Contract Dispute Files-All cases involving Contract disputes with the County in excess of \$10,000. (Agency handles no cases less than \$10,000.)					
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 _____ Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As Needed		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Three Years			
13. Current Location(s) (Bldg., Floor, Room) Arundel Center, 4 <sup>th</sup> Floor, Rm 433		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  Three Years			
19. Name and Title of Preparer Tammy J. Norman, Office Manager		20. Telephone Number 410-222-1266		21. Date April 12, 2016	

<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 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>3</u> OF <u>4</u></p>
<p>1. Department/Agency Anne Arundel County</p>	<p>2. Division ADMINISTRATIVE HEARINGS</p>	<p>3. Unit 1296</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 GENERAL OFFICE FILES</p>		<p>5. Earliest Year/Latest Year 2013 to CURRENT</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.)</p> <p>General Office files, i.e. Transmittals, Advertising, Enterprise One, Budget and Personnel.</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 checked="" 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>Number _____</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>10. Annual Accumulation</p> <p>Number _____</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>As Needed</p>	<p>12. File Becomes Inactive After</p> <p>Number _____    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>Three Years</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Arundel Center, 4<sup>th</sup> Floor, Rm 433</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) &amp; 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</p> <p>Three Years</p>	
<p>19. Name and Title of Preparer</p> <p>Tammy J. Norman, Office Manager</p>	<p>20. Telephone Number</p> <p>410-222-1266</p>	<p>21. Date</p> <p>April 12, 2016</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 410-789-1830		AGENCY RECORDS INVENTORY  PAGE <u>4</u> OF <u>4</u>	
1. Department/Agency Anne Arundel County		2. Division ADMINISTRATIVE HEARINGS		3. Unit 1296	
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 AUDIO RECORDINGS.				5. Earliest Year/Latest Year 1965 to CURRENT	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Audio Recordings for each Hearing conducted by this office.					
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>CD's</u>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Hearing Date</u>		9. Volume Number  <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>CD Books</u>	
11. File Is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually As Needed		12. File Becomes Inactive After Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Three Years			
13. Current Location(s) (Bldg., Floor, Room) Arundel Center, 4 <sup>th</sup> Floor, Rm 433		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  Three Years			
19. Name and Title of Preparer Tammy J. Norman, Office Manager		20. Telephone Number 410-222-1266		21. Date April 12, 2016	

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  Page 1 of 1	
<b>1 DEPARTMENT/AGENCY</b> Anne Arundel County		<b>2 DIVISION</b> Office of Administrative Hearings		<b>3 UNIT</b> 1296	
<b>DEFINITION – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Administrative Hearing files for Variances, Special Exceptions and Rezonings				<b>5 EARLIEST YEAR/LATEST YEAR</b> 2015 - 2016	
<b>6 INPUT - Identify source of information to be entered</b> Documents submitted at the public hearing			<b>7 OUTPUT - Identify the use/s of information generated by system</b> To create a Decision		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b> PDF files containing the Petitioner's Application, Site Plan, Planning & Zoning's Recommendations, Critical Area Report, and the Hearing Officer's Decision.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> Public Files					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Weekly					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.</b> Files are stored on the shared J drive and uploaded weekly to the county web site to the Office of Administrative Hearings online database.					
<b>12 RECOMMENDED RETENTION</b> Permanently					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Tammy J. Norman		<b>14 TELEPHONE NUMBER</b> 410-222-1266		<b>15 DATE</b> April 12, 2016	
<b>16 TITLE OF PREPARER</b> Office Manager, Office of Administrative Hearings					
DGS 550-6 (rev. 10/12)					