

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

Schedule No. *C1364*

Page 1 of 4

Agency **County Commissioners of Calvert County, MD** Division/Unit **Board of County Commissioners**

Item No.	Description	Retention
1	<p><b>“The issuance of a legal hold by the County Attorney’s Office overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the County Attorney’s Office. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so.”</b></p> <p><b>Agenda and Supporting Documentation Files</b></p> <p>This series documents scheduled and/or published agendas and public agendas and public notices of Board of County Commissioners of Calvert County (the “Commissioners”) meetings, along with materials reviewed or used by the Commissioners in making decisions. May also include other items presented to the Commissioners or introduced by one or more of the Commissioners.</p>	<p>Permanent. Retain for 10 years then transfer to Maryland State Archives for permanent retention.</p>
2	<p><b>Index to Minutes</b></p> <p>This series consists of paper, micro film or electronic indexes of contents of Commissioners minutes.</p>	<p>Permanent. Retain for 10 years then transfer to Maryland State Archives for permanent retention.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date *21 MAY 16*

Signature *Evan K. Slaughenhaupt, Jr.*

Typed Name Evan K. Slaughenhaupt, Jr.

Title President, Board of County Commissioners of Calvert County, MD

Schedule Authorized by State Archivist

Date 9.16.16

Signature *Timothy D. Baker*

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

Schedule No. C1364

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**Agency**  
County Commissioners of Calvert County, MD

**Division/Unit**  
Board of County Commissioners

Item No.	Description	Retention
3	<b>Vacant</b>	
4	<b>Minutes</b>  This series consists of documents of any meeting (public, electronic, or closed) of the Commissioners. Minutes ceased in 2011 and were replaced with audio and video recordings.	Permanent. Retain for 10 years then transfer to Maryland State Archives for permanent retention.
5	<b>Recordings of BOCC Meetings (Audio)</b>  This series documents actions taken by the Board of County Commissioners. Minutes ceased in 2011 and were replaced with audio and video recordings.	Permanent. Retain for 10 years, then transfer to the Maryland State Archives for permanent retention.
6	<b>Recordings of BOCC Meetings (Video)</b>  Used to document actions taken by the Board of County Commissioners. Minutes ceased in 2011 and were replaced with audio and video recordings.	Permanent. Retain for 10 years, then transfer to the Maryland State Archives for permanent retention.

**DEPARTMENT OF GENERAL SERVICES  
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RECORDS RETENTION AND DISPOSAL SCHEDULE  
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**Agency**  
County Commissioners of Calvert County, MD

**Division/Unit**  
Board of County Commissioners

Item No.	Description	Retention
7	<p><b>Email Accounts for Clerk and Administrative Aide to the Board of County Commissioners</b></p> <p>This series documents the email accounts of the Clerk of the Board of County Commissioner and the Administrative Aide to the Board of County Commissioners.</p>	<p>Retain 1 year and destroy material that is no longer needed for current business, with the following exception: Transfer any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value to the Maryland State Archives for permanent retention.</p>
8	<p><b>Vacant-Series was merged with related material</b></p>	
9	<p><b>Vacant-Series was merged with related material</b></p>	
10	<p><b>Annual Disclosure of Economic Interests</b></p> <p>This series consists of the disclosure of economic interest forms filed by the Commissioners, County employees and members of commissions and boards as required by the Code of Calvert County.</p>	<p>Retain 3 years then destroy.</p>

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

Schedule No. *C1364*

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**Agency**  
County Commissioners of Calvert County, MD

**Division/Unit**  
Board of County Commissioners

Item No.	Description	Retention
11	<p><b>Correspondent/Subject Files-Boards/Commissions-Chairperson</b></p> <p>This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to. Paper and e-mail.</p>	Retain 3 years then destroy.
12	<p><b>Correspondence/Subject Files-Boards/Commissions-Except Chairperson</b></p> <p>This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.</p>	Retain for 3 years then destroy.
13	<p><b>Check Requests</b></p> <p>This series documents coincides with invoices for payment, originals are submitted to Finance and Budget for check payments.</p>	Retain 1 fiscal year then destroy.

<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 1 OF 13</p>
<p>1. Department/Agency Board of County Commissioners for Calvert County, Maryland</p>	<p>2. Division Board of County Commissioners</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 Agendas and Supporting Documentation Files</p>	<p>5. Earliest Year/Latest Year 2008 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.) This series documents scheduled and/or published agendas and public notices of the Board of County Commissioners of Calvert County (the "Commissioners") meetings, along with materials reviewed or used by the Commissioners in making decisions. May also include other items presented to the Commissioners or introduced by one or more of the Commissioners.</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 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>Number    12</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    2</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>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    2    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Courthouse, 2<sup>nd</sup> Floor, Copy Room (2009 – 2013)</p> <p>Courthouse, 2<sup>nd</sup> Floor, Clerk to the Board of County Commissioners' Office (2014)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Executive Session Items, which are closed to the public pursuant to pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland</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><del>Retain 3 years then destroy.</del> Permanent</p>	
<p>19. Name and Title of Preparer</p> <p>Maureen L. Frederick, Clerk to the Board of County Commissioners</p>	<p>20. Telephone Number</p> <p>410-535-1600, ext. 2202</p>	<p>21. Date</p> <p>9/19/14</p>

<p><b>Instructions</b> –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 2 OF <sup>10</sup><del>13</del></p>
<p>1. Department/Agency Board of County Commissioners for Calvert County, Maryland</p>	<p>2. Division Board of County Commissioners</p>	<p>3. Unit</p>
<p><b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title Index to Minutes</p>	<p>5. Earliest Year/Latest Year 1996 – 1998 / 2001 – 2004 / 2007 - 2011</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.) This series consists of paper, microfilm, or electronic indexes of contents of Commissioners minutes.</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number 1</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>Box</u></p> <hr/> <p>10. Annual Accumulation</p> <p>Number 1</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>File Folder</u></p>
<p>11. File is Used      As needed</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number 1    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Courthouse, 2<sup>nd</sup> Floor, Clerk to the Board of County Commissioners' Office</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Executive Session Items, which are closed to the public pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland.</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>Retain permanently.</p>	
<p>19. Name and Title of Preparer Maureen L. Frederick, Clerk to the Board of County Commissioners</p>	<p>20. Telephone Number 410-535-1600, ext. 2202</p>	<p>21. Date 9/19/14</p>

<p><b>Instructions</b> –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 # 3 OF 10  13</p>
<p>1. Department/Agency  Board of County Commissioners for Calvert County, Maryland</p>	<p>2. Division  Board of County Commissioners</p>	<p>3. Unit</p>
<p><b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title  Minutes</p>	<p>5. Earliest Year/Latest Year  1918 - 2011</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.)  This series consists of documents of any meeting (public, electronic, or closed) of the Commissioners.</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 checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) <u>Photographs</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 Number 6</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) <u>Box</u></p> <p>10. Annual Accumulation  Number 0 – Minutes are no longer being taken; Audio and Video Recordings are replacing</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>11. File is Used As needed</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 1    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Courthouse, Lower Level, Storage Room (1918 – 1993)  Courthouse, 2<sup>nd</sup> Floor, Clerk to the Board of County Commissioners' Office (1993 – 2011)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Executive Session items, which are closed to the public pursuant to pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland</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>Retain permanently.</p>	
<p>19. Name and Title of Preparer</p> <p>Maureen L. Frederick,  Clerk to the Board of County Commissioners</p>	<p>20. Telephone Number</p> <p>410-535-1600, ext. 2202</p>	<p>21. Date</p> <p>9/19/14</p>

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04</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 <sup>4</sup> <del>8</del> of <sup>10</sup> <del>13</del>	
<b>1 DEPARTMENT/AGENCY</b> Board of County Commissioners for Calvert County, Maryland		<b>2 DIVISION</b> Board of County Commissioners		<b>3 UNIT</b>	
<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> Recordings of BOCC Meetings (Audio)				<b>5 EARLIEST YEAR/LATEST YEAR</b> 1990 to Present	
<b>6 INPUT - Identify source of information to be entered</b> - Audio cassette tapes, Audio recordings via computer			<b>7 OUTPUT - Identify the use/s of information generated by system</b> - Used to document actions taken by the Board of County Commissioners.		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b>  This series documents actions taken by the Board of County Commissioners					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b>  Board of County Commissioners and County Administrator staff have access to these recordings.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Updating may be completed by staff in the Board of County Commissioners' office, County Administrator's office or Technology Services.					
<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>  Devices may be updated, as needed, to ensure review through upgraded technology.					
<b>12 RECOMMENDED RETENTION</b> 2011 to present - Retain permanently; all others may be offered to the Maryland Archives. Archives may purge records in accordance with standard archival practices					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Maureen L. Frederick		<b>14 TELEPHONE NUMBER</b> 410-535-1600, x2202		<b>15 DATE</b> 9/25/14	
<b>16 TITLE OF PREPARER</b> Clerk to the Board of County Commissioners					
DGS 550-6					
<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	



ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		Page <sup>5</sup> / <sub>10</sub> of <sup>10</sup> / <sub>13</sub>	
1 DEPARTMENT/AGENCY Board of County Commissioners for Calvert County, Maryland		2 DIVISION Board of County Commissioners		3 UNIT	
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Recordings of BOCC Meetings (Video)				5 EARLIEST YEAR/LATEST YEAR 2008 to Present	
6 INPUT - Identify source of information to be entered Video Recordings of Board of County Commissioner Meetings			7 OUTPUT - Identify the use/s of information generated by system - Used to document actions taken by the Board of County Commissioners.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. - Used to document actions taken by the Board of County Commissioners.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Board of County Commissioners and County Administrator staff have access to these recordings.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updating may be completed by staff in the Board of County Commissioners' office, County Administrator's office or Technology Services.					
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. Devices may be updated, as needed, to ensure review through upgraded technology.					
12 RECOMMENDED RETENTION 2011 to present - Retain permanently; all others may be offered to the Maryland Archives. Archives may purge records in accordance with standard archival practices					
13 TYPED OR PRINTED NAME OF PREPARER Maureen L. Frederick		14 TELEPHONE NUMBER 410-535-1600, x2202		15 DATE 9/25/2014	
16 TITLE OF PREPARER Clerk to the Board of County Commissioners					
DGS 550-6					

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04</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 7 of 13	
<b>1 DEPARTMENT/AGENCY</b> Board of County Commissioners for Calvert County, Maryland		<b>2 DIVISION</b> Board of County Commissioners		<b>3 UNIT</b>	
<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> Email Accounts (Maureen Frederick and Elizabeth Tolomei)				<b>5 EARLIEST YEAR/LATEST YEAR</b> 2010 to Present (Maureen Frederick) 2012 to Present (Lisa Tolomei)	
<b>6 INPUT - Identify source of information to be entered</b> User creates emails as needed to correspond with internal and external sources.			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Daily exchange between internal and external sources.		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b>  This series documents the email accounts of the Clerk to the Board of County Commissioners (Maureen Frederick) and the Administrative Aide to the Board of County Commissioners (Lisa Tolomei).					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b>  Access restricted to individual user (password needed).					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Only individual user can revise information (password needed).					
<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>  The program is located on the server within the Department of Technology Services.					
<b>12 RECOMMENDED RETENTION</b> Retained as long as administratively necessary, then delete. 1 year, then screen					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Maureen L. Frederick		<b>14 TELEPHONE NUMBER</b> 410-535-1600, x2202		<b>15 DATE</b> 9/25/2014	
<b>16 TITLE OF PREPARER</b> Clerk to the Board of County Commissioners					
DGS 550-6					

<p><b>Instructions</b> –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 style="font-size: 2em;">7 10</p> <p>PAGE 7 OF 13</p>
<p>1. Department/Agency  <b>Board of County Commissioners</b></p>	<p>2. Division  <b>Board of County Commissioners</b></p>	<p>3. Unit</p>
<p><b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title  <b>Annual Disclosure of Economic Interests</b></p>		<p>5. Earliest Year/Latest Year  <b>2009 to 2013</b></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><b>This series consists of the disclosure of economic interest forms filed by the Commissioners, County employees and member of commissions and boards as required by the Code of Calvert County</b></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 checked="" type="checkbox"/> Other (specify)  By Department then alphabetical</p>	<p>9. Volume  1 box  Number</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>10. Annual Accumulation  1  Number</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>11. File Is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <b>FIVE</b>  Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  <b>Courthouse Lower Level File (2009-2012)  County Commissioners Office – Suite A203 (2013)</b></p>	<p>14. Is Record Series Duplicated Elsewhere?  (if yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <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  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention    <b>THREE YEARS</b></p>	
<p>19. Name and Title of Preparer  <b>Lisa G. Tolomei, Administrative Aide</b></p>	<p>20. Telephone Number  <b>410-535-2160</b></p>	<p>21. Date  <b>9/19/14</b></p>

<p><b>Instructions</b> –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>8 10 PAGE 1 OF 10</p>
<p>1. Department/Agency Board of County Commissioners</p>	<p>2. Division Board of County Commissioners</p>	<p>3. Unit</p>
<p><b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title Correspondence/Subject files-Boards/Commissions-Chairperson</p>	<p>5. Earliest Year/Latest Year 2009 to 2014</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><b>This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.</b></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 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>10. Annual Accumulation 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 checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After FIVE Number</p> <p><input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Courthouse Lower Level File (2008-2012) County Commissioners Office - Suite A203 (2014)</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>Lisa G. Tolomei, Administrative Aide</p>	<p>20. Telephone Number</p> <p>410-535-2160</p>	<p>21. Date</p> <p>9/19/14</p>

<p><b>Instructions</b> –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 style="font-size: 2em;">9 10</p> <p>PAGE <del>7</del> OF <del>13</del> 13</p>
<p>1. Department/Agency  <b>Board of County Commissioners</b></p>	<p>2. Division  <b>Board of County Commissioners</b></p>	<p>3. Unit</p>
<p><b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title  <b>Correspondence/Subject files-Boards/Commissions-Except Chairperson</b></p>	<p>5. Earliest Year/Latest Year  <b>2009 to 2014</b></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.)  <b>This series documents incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.</b></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"/> Sound 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 <u>  1  </u> 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> <hr/> <p>10. Annual Accumulation <u>  50  </u> 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>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <b>THREE</b>  Number <input type="checkbox"/>  Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  <b>Courthouse Lower Level File (2010-2013)  County Commissioners Office – Suite A203 (2014)</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <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  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention   <b>THREE YEARS</b></p>	
<p>19. Name and Title of Preparer  <b>Lisa G. Tolomei, Administrative Aide</b></p>	<p>20. Telephone Number  <b>410-535-2160</b></p>	<p>21. Date  <b>9/19/14</b></p>

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930	<b>AGENCY RECORDS INVENTORY</b>  10 10 PAGE 10 OF 13
<b>1. Department/Agency</b> Board of County Commissioners for Calvert County, Maryland	<b>2. Division</b> Board of County Commissioners	<b>3. Unit</b>
<b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
<b>4. Record Series Title</b> Check Requests	<b>5. Earliest Year/Latest Year</b> 2012 to Present	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b> This series documents coincides with invoices for payment, originals are submitted to Finance and Budget for check payments, once paid – these documents can be destroyed.		
<b>7. Record Series Format(s)</b> 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 Tapes <input type="checkbox"/> Other (specify) _____	<b>8. Record Series Sequence</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	<b>9. Volume</b> Number    12 <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  <b>10. Annual Accumulation</b> Number    2 <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
<b>11. File is Used</b> <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	<b>12. File Becomes Inactive After</b> Number    1 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. Current Location(s)</b> (Bldg., Floor, Room) Courthouse, 2 <sup>nd</sup> Floor, Copy Room (2012 – Present)	<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>15. Access Restrictions</b> (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>16. Audit Requirements</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
<b>17. Is an Index System used?</b> If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b> Retain 1 Fiscal year then destroy.	
<b>19. Name and Title of Preparer</b> Lisa G. Tolomei, Administrative Aide	<b>20. Telephone</b> Number 410-535-1600, ext. 2214	<b>21. Date</b> 10/6/14