

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

Schedule No. C1302

Page 1 of 6

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

**Division/Unit**  
County Administrator

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>TRIM(HP Records Manager Program)</b></p> <p>This series documents citizen complaints, general information (internal and external) preliminary investigations, findings, background material, and responses. Content in TRIM is derived from #9 and #13 listed on this Schedule. Any content scanned is scanned to Maryland State Archives standards.</p>	<p>Retain in accordance with the retention period of the series from which content is derived.</p>
2	<p><b>Ordinances and Resolutions</b></p> <p>This series documents the adoption of ordinances and resolutions by the Calvert County Board of County Commissioners.</p> <p><i>Includes legislation and an index outlining bill numbers, dates passed, and brief summaries.</i></p>	<p>Permanent. Retain for <b>3</b> years, then transfer to the Maryland State Archives for permanent retention. <i>Index is transferred alongside annual legislation.</i></p>

Schedule Approved by Department, Agency, or Division Representative.

Date 5/2/16

Signature *Terry L. Shannon*

Typed Name Terry L. Shannon

Title County Administrator

Schedule Authorized by State Archivist

Date 9.16.16

Signature *J. Bad*

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

Schedule No. C1302

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

**Division/Unit**  
County Administrator

Item No.	Description	Retention
3	<p><b>Email accounts for County Administrator and Executive Administrative Assistant to the County Administrator</b></p> <p>This series documents the email account of the County Administrator and the Executive Administrative Assistant to the County Administrator.</p>	<p>Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuous administrative, fiscal, legal or historical value.</p>
4	<p><b>Ordinances and Resolutions Database</b></p> <p>Reference database used for accessing text from the county ordinances and resolutions.</p>	<p>Retain data until ordinance or resolution is superseded or rescinded, then delete.</p>
5	<p><b>Vacant-Series was merged with related material</b></p>	
6	<p><b>Vacant-Series was merged with related material</b></p>	
7	<p><b>Citizen Complaint and General Files-CorrTrack</b></p> <p>This series documents citizen complaints, general information (internal and external), preliminary investigations, findings, background material, and responses.</p>	<p>Retain 1 year after last action then destroy.</p>

**DEPARTMENT OF GENERAL SERVICES  
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**Division/Unit**  
County Administrator

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
8	<p><b>General Correspondence/Subject Files</b></p> <p>This series consists of incoming and outgoing letters, memoranda, faxes, notes, and their attachments.</p>	<p>Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuous administrative, fiscal, legal or historical value.</p>
9	<p><b>Citizen Complaint and General Files</b></p> <p>This series documents citizen complaints, general information (internal and external), preliminary investigations, findings, background material, and responses.</p>	<p>Retain 1 year after last action then destroy.</p>
10	<p><b>Deeds, Property Files and Agreements</b></p> <p>This series documents County ownership of real property as well as agreements with various organizations.</p>	<p>Retain 10 years after disposal of property then destroy.</p>

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

**Division/Unit**  
County Administrator

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
11	Vacant-Series was the same as #2 listed above	
12	<p><b>Automotive: Vehicle Titles and Motor Vehicle Administration Correspondence</b></p> <p>This series documents the legal ownership and titling of vehicles along with other correspondence related to the Motor Vehicle Administration.</p>	Retain as long as vehicle is in possession of agency, then destroy.
13	<p><b>Directives</b></p> <p>This series documents directives from the Board of County Commissioners.</p>	Retain for 3 years after last action, then destroy.
14	<p><b>County Policies</b></p> <p>This series documents Calvert County Government Policies and Procedures.</p>	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuous administrative, fiscal, legal or historical value.

**DEPARTMENT OF GENERAL SERVICES  
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**Schedule No. C1302**

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**Agency**  
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**Division/Unit**  
County Administrator

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
15	<p><b>Budget Books (Copies) and Budget Worksheets</b></p> <p>This series documents proposed and approved budgets by the Board of County Commissioners.</p>	Retain for 2 years, then destroy.
16	Vacant	
17	<p><b>Payroll Time Sheets</b></p> <p>This series consists of copies of Payroll time Sheets that are prepared bi-weekly.</p>	Retain for 2 years then destroy.
18	<p><b>Office Instructions or Procedures (Internal Use)</b></p> <p>This series consists of internal guidelines, policies, or instructions for the operation of an office or a function.</p>	Retain until superseded, then destroy.
19	<p><b>Personnel Files (copies)</b></p> <p>This series documents Department Head Personnel Files maintained by the County Administrator.</p>	Retain for 2 years after separation of employee, then destroy.

**DEPARTMENT OF GENERAL SERVICES  
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**Agency**  
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County Administrator

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
20	<p><b>Projects</b></p> <p>This series documents various projects assigned to the Executive Administrative Assistant to the County Administrator.</p>	<p>Retain for 3 years after completion of project, then screen and destroy with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuous administrative, fiscal, legal or historical value.</p>
21	<p><b>Invoices/Purchase Orders</b></p> <p>This series documents copies of purchase orders and related invoices for items budgeted each fiscal year.</p>	<p>Retain for 3 years, then destroy.</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 1 of 16	
<b>1 DEPARTMENT/AGENCY</b> Board of County Commissioners for Calvert County, Maryland		<b>2 DIVISION</b> County Administrator		<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> TRIM (Records Manager Program)				<b>5 EARLIEST YEAR/LATEST YEAR</b> 2009 to Present	
<b>6 INPUT - Identify source of information to be entered</b> Citizen emails and correspondence, as well as external and internal emails and correspondence.			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Used to track actions assigned to Department Heads.		
<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 citizen complaints, general information (internal and external) preliminary investigations, findings, background material, and responses.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> Board of County Commissioners and designated staff have access to this program.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Executive Administrative Assistant to the County Administrator and staff from the Department of Technology Services can revise information in the system.					
<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> <del>Retain as long as server can accommodate then delete.</del> according to retention of content from which it is derived					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Lisa M. Viverette		<b>14 TELEPHONE NUMBER</b> 410-535-1600, x2201		<b>15 DATE</b> 9/18/2014	
<b>16 TITLE OF PREPARER</b> Executive Administrative Assistant to the County Administrator					
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><b>DEPARTMENT OF GENERAL SERVICES</b>  <b>RECORDS MANAGEMENT DIVISION</b>  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-788-1930</p>		<p><b>AGENCY RECORDS INVENTORY</b></p> <p style="text-align: center;">2 16 PAGE 4 OF 15</p>	
<p>1. Department/Agency Board of Calvert County Commissioners for Calvert County, Maryland</p>		<p>2. Division County Administrator</p>		<p>3. Unit</p>	
<p><b>DEFINITION: RECORD SERIES:</b> 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 Ordinances and Resolutions</p>			<p>5. Earliest Year/Latest Year 1971 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 the adoption of ordinances and resolutions by 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 5 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 checked="" type="checkbox"/> Other (specify) 4 Boxes and 1 File Drawer</p>	
		<p>10. Annual Accumulation 3 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 checked="" type="checkbox"/> Other (specify) Folders</p>			
<p>11. File is Used</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    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>n/a</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Courthouse, Lower Level File Room (1971-2009) County Administrator's Office (2010-Present)</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    Copies filed in Land Records/Clerk of the Circuit Court, Calvert County</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <b>INDEXED BY A PAPER FILE OUTLINING BILL NUMBERS, DATES PASSED, AND BRIEF SUMMARIES.</b></p>			<p>18. Recommended Retention Permanent. Retain for 3 years, then transfer to the Maryland State Archives for permanent retention.</p>		
<p>19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assistant to the County Administrator</p>		<p>20. Telephone Number 410-535-2161</p>		<p>21. Date 8/25/2016</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 3 of <sup>16</sup> 21	
<b>1 DEPARTMENT/AGENCY</b> Board of County Commissioners for Calvert County, Maryland		<b>2 DIVISION</b> County Administrator		<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 (Terry Shannon and Lisa Viverette)				<b>5 EARLIEST YEAR/LATEST YEAR</b> 2001 to Present (Terry Shannon) 2004 to Present (Lisa Viverette) /	
<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 County Administrator (Terry Shannon) and the Executive Administrative Assistant to the County Administrator (Lisa Viverette).					
<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. <i>Screen annually</i>					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Lisa M. Viverette		<b>14 TELEPHONE NUMBER</b> 410-535-1600, x2201		<b>15 DATE</b> 9/18/2014	
<b>16 TITLE OF PREPARER</b> Executive Administrative Assistant to the County Administrator					
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="text-align: right;">4 16 PAGE # OF 21</p>
<p>1. Department/Agency Board of Calvert County Commissioners for Calvert County, Maryland</p>	<p>2. Division County Administrator</p>	<p>3. Unit 1</p>
<p><b>DEFINITION: RECORD SERIES:</b> 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 Citizen Complaint and General Files – CorrTrack (Records Manager Program)</p>	<p>5. Earliest Year/Latest Year 2002 to 2009</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 citizen complaints, general information (internal and external), preliminary investigations, findings, background material, and responses.</p>		
<p>7. Record Series Format(s) List all</p> <p>X Letter Size    <input type="checkbox"/> Microfilm</p> <p>X 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>X Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>10</u> 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>X Other (specify) <u>10 Boxes</u></p> <hr/> <p>10. Annual Accumulation <u>1</u> Number</p> <p>X 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    X Annually</p>	<p>12. File Becomes Inactive After <u>1</u> Number                    <input type="checkbox"/> Month(s)    X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Calvert County Storage Facility (2002-2005) Courthouse, Lower Level File Room (2006-2009)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    X No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    X No</p>	<p>16. Audit Requirements</p> <p>X 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    X No</p>	<p>18. Recommended Retention Retain 1 year after last action then destroy in compliance with No. 6 on schedule cover page.</p>	
<p>19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assistant to the County Administrator</p>	<p>20. Telephone Number 410-535-2161</p>	<p>21. Date 9/16/2014</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 5 OF 16</p>
<p>1. Department/Agency Board of Calvert County Commissioners for Calvert County, Maryland</p>	<p>2. Division County Administrator</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 General Correspondence/Subject Files</p>	<p>5. Earliest Year/Latest Year 1979 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 consists of incoming and outgoing letters, memoranda, faxes, notes, and their attachments, in any physical format including, but not limited to, paper and e-mail.</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 13 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 checked="" type="checkbox"/> Other (specify) 11 Boxes &amp; 2 Drawers</p> <p>10. Annual Accumulation 1 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 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>n/a</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Calvert County Storage Facility (1979-2003) Courthouse, Lower Level File Room (2004-2010) County Administrator's Office (2009-Present)</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 Retain as long as administratively necessary then destroy. <i>Screen annually</i></p>	
<p>19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assistant to the County Administrator</p>	<p>20. Telephone Number 410-535-2161</p>	<p>21. Date 9/16/2014</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>  PAGE <sup>6</sup> 9 OF <sup>16</sup> 21	
<b>1. Department/Agency</b> Board of Calvert County Commissioners for Calvert County, Maryland		<b>2. Division</b> County Administrator		<b>3. Unit</b>	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. Record Series Title</b> Citizen Complaint and General Files – TRIM (Records Manager Program)				<b>5. Earliest Year/Latest Year.</b> 2009 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 citizen complaints, general information (internal and external), preliminary investigations, findings, background material, and responses.					
<b>7. Record Series Format(s) List all</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		<b>8. Record Series Sequence</b>  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		<b>9. Volume</b> <u>13</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>6 Boxes/6 Binders/1 File Drawer</u>	
		<b>10. Annual Accumulation</b> <u>1</u> 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) _____			
<b>11. File is Used</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			<b>12. File Becomes Inactive After</b> <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
<b>13. Current Location(s) (Bldg., Floor, Room)</b> Courthouse, Lower Level File Room (2009-2013) County Administrator's Office (2014)			<b>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</b> <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? If yes, explain briefly and describe requirements</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<b>18. Recommended Retention</b> Retain 1 year after last action then destroy in compliance with No. 6 on schedule cover page.		
<b>19. Name and Title of Preparer</b> Lisa M. Viverette, Executive Administrative Assistant  to the County Administrator		<b>20. Telephone Number</b> 410-535-2161		<b>21. Date</b> 9/16/2014	

<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 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>7</u> OF <u>16</u> <u>21</u>	
1. Department/Agency Board of Calvert County Commissioners for Calvert County, Maryland		2. Division County Administrator		3. Unit	
<b>DEFINITION: RECORD SERIES:</b> 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 Deeds, Property Files and Agreements				5. Earliest Year/Latest Year 1939 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.) This series documents County ownership of real property as well as agreements with various organizations.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>1 Box and 1 File Drawer</u>	
		10. Annual Accumulation <u>1</u> 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>File Folder</u>			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) After disposal of property.		
13. Current Location(s) (Bldg., Floor, Room) County Administrator's Office (1939 to Present) Courthouse, Lower Level File Room (1972-1995)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Pertinent Department and/or County Attorney's Office		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 10 years after disposal of property then destroy.		
19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assistant to the County Administrator		20. Telephone Number 410-535-2161		21. Date 9/16/2014	

<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 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  8 16 PAGE <u>10</u> OF <u>21</u>	
<b>1. Department/Agency</b> Board of Calvert County Commissioners for Calvert County, Maryland		<b>2. Division</b> County Administrator		<b>3. Unit</b>	
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. Record Series Title</b> Automotive: Vehicle Titles and Motor Vehicle Administration Correspondence			<b>5. Earliest Year/Latest Year</b> 1975 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 the legal ownership and titling of vehicles along with other correspondence related to the Motor Vehicle Administration.					
<b>7. Record Series Format(s)</b> List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" 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) _____		<b>8. Record Series Sequence</b>  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		<b>9. Volume</b> <u>5</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>4 Boxes and 1 File Drawer</u>	
<b>11. File is Used</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		<b>12. File Becomes Inactive After</b> <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) (Correspondence)			
<b>13. Current Location(s)</b> (Bldg., Floor, Room)		<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>15. Access Restrictions</b> (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>16. Audit Requirements</b>  <input 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 type="checkbox"/> No		<b>18. Recommended Retention</b> Transfer with vehicle upon disposal of vehicle (Titles). <del>Retain as long as administratively necessary then destroy (Other):</del>			
<b>19. Name and Title of Preparer</b> Lisa M. Viverette, Executive Administrative Assistant to the County Administrator		<b>20. Telephone Number</b> 410-535-2161		<b>21. Date</b> 9/16/2014	

<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;">3 16</p> <p>PAGE OF 21</p>
<p>1. Department/Agency  Board of Calvert County Commissioners for Calvert County, Maryland</p>	<p>2. Division  County Administrator</p>	<p>3. Unit</p>
<p><b>DEFINITION: RECORD SERIES:</b> 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  Directives</p>	<p>5. Earliest Year/Latest Year  2007 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 directives from the Board of County Commissioners, either by paper or via Records Manger Program (TRIM).</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  1  Number</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) _____</p> <hr/> <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 checked="" type="checkbox"/> Other (specify) <u>File Folder</u></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>Directive has been completed.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  County Administrator's Office</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  <del>Retain until complete and then transfer to Clerk's Agenda Files.</del>  3 years after last action</p>	
<p>19. Name and Title of Preparer  Lisa M. Viverette, Executive Administrative Assistant  to the County Administrator</p>	<p>20. Telephone Number  410-535-2161</p>	<p>21. Date  9/16/2014</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">10 16 PAGE OF 21</p>	
<p>1. Department/Agency Board of Calvert County Commissioners for Calvert County, Maryland</p>		<p>2. Division County Administrator</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 County Policies</p>			<p>5. Earliest Year/Latest Year 1980 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.) The series documents Calvert County Government Policies and Procedures.</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 checked="" 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. Volumes 2 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 checked="" type="checkbox"/> Other (specify) 1 Binder and 1 File Folder</p> <hr/> <p>10. Annual Accumulation 10 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 checked="" type="checkbox"/> Other (specify) Pages</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</p> <p>_____ Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>n/a</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) County Administrator's Office</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Office of Personnel and/or Pertinent Department</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 <del>Retain permanently</del> <i>Screen annually</i></p>		
<p>19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assistant to the County Administrator</p>		<p>20. Telephone Number 410-535-2161</p>		<p>21. Date 9/16/2014</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 style="font-size: 2em;">11 16</p> <p>PAGE 15 OF 21</p>
<p>1. Department/Agency Board of Calvert County Commissioners for Calvert County, Maryland</p>	<p>2. Division County Administrator</p>	<p>3. Unit</p>
<p><b>DEFINITION: RECORD SERIES:</b> 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 Budget Books (Copies) and Budget Worksheets</p>	<p>5. Earliest Year/Latest Year 2005 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 proposed and approved budgets by the Board of County 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 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) _____</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 8 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 1 Box, 6 Books and 1 File Drawer</p> <hr/> <p>10. Annual Accumulation 2 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 1 Book and 1 File Folder</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 1 Number                      <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Courthouse, Lower Level File Room (2005-2008) County Administrator's Office (2009-Present)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Department of Finance and Budget</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 <del>Retain as long as administratively necessary then destroy.</del> 2 years</p>	
<p>19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assistant to the County Administrator</p>	<p>20. Telephone Number 410-535-2161</p>	<p>21. Date 9/16/2014</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>  12 16 PAGE 17 OF 21
<b>1. Department/Agency</b> Board of Calvert County Commissioners for Calvert County, Maryland	<b>2. Division</b> County Administrator	<b>3. Unit</b>
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
<b>4. Record Series Title</b> Payroll Time Sheets	<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 consists of copies of Payroll Time Sheets that are prepared bi-weekly.		
<b>7. Record Series Format(s) List all</b>  <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) _____	<b>8. Record Series Sequence</b>  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____	<b>9. Volume</b> <u>1</u> 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) _____  <b>10. Annual Accumulation</b> <u>1</u> 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) File Folder
<b>11. File is Used</b>  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	<b>12. File Becomes Inactive After</b> <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. Current Location(s) (Bldg., Floor, Room)</b> County Administrator's Office	<b>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Department of Finance and Budget	
<b>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</b> <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? If yes, explain briefly and describe requirements</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>18. Recommended Retention</b> Retain for 2 years then destroy.	
<b>19. Name and Title of Preparer</b> Lisa M. Viverette, Executive Administrative Assistant to the County Administrator	<b>20. Telephone Number</b> 410-535-2161	<b>21. Date</b> 9/16/2014

<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="text-align: right;">13 16 PAGE 13 OF 21</p>
<p>1. Department/Agency Board of Calvert County Commissioners for Calvert County, Maryland</p>	<p>2. Division County Administrator</p>	<p>3. Unit</p>
<p><b>DEFINITION: RECORD SERIES:</b> 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 Office Instructions or Procedures (Internal Use)</p>	<p>5. Earliest Year/Latest Year Created in 2010</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 internal guidelines, policies, or instructions for the operation of an office or a function.</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 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Pocket</p> <hr/> <p>10. Annual Accumulation n/a 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</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>n/a</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) County Administrator's Office (File Pocket by Desk)</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 <del>Retain permanently.</del> <i>Until superseded</i></p>	
<p>19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assistant to the County Administrator</p>	<p>20. Telephone Number 410-535-2161</p>	<p>21. Date 9/16/2014</p>

<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 style="text-align: right;">14 16 PAGE 1A OF 21</p>
<p>1. Department/Agency Board of Calvert County Commissioners for Calvert County, Maryland</p>	<p>2. Division County Administrator</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 Personnel Files (Copies)</p>	<p>5. Earliest Year/Latest Year 2009 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 Department Head Personnel Files maintained by the County Administrator.</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 1 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 1 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 checked="" type="checkbox"/> Other (specify) <u>File Folder</u></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</p> <p>_____ Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>n/a</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) County Administrator's Office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Office of Personnel</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 <del>Retain as long as administratively necessary then destroy.</del> <i>2 years after separation</i></p>	
<p>19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assistant to the County Administrator</p>	<p>20. Telephone Number 410-535-2161</p>	<p>21. Date 9/16/2014</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 style="font-size: 2em; font-weight: bold;">15 16</p> <p>PAGE 20 OF 21</p>
<p>1. Department/Agency Board of Calvert County Commissioners for Calvert County, Maryland</p>	<p>2. Division County Administrator</p>	<p>3. Unit</p>
<p><b>DEFINITION: RECORD SERIES:</b> 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 Projects</p>	<p>5. Earliest Year/Latest Year 2003 to 2008</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 various projects assigned to the Executive Administrative Assistant to the County Administrator.</p>		
<p>7. Record Series Format(s) List all</p> <p>X Letter Size    <input type="checkbox"/> Microfilm</p> <p>X 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>X Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) X Other (specify) 1 Box</p> <hr/> <p>10. Annual Accumulation n/a 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    X Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>n/a</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Courthouse, Lower Level File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    X No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    X No</p>	<p>16. Audit Requirements</p> <p>X 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    X No</p>	<p>18. Recommended Retention Retain as long as administratively necessary then destroy. 3 years after completion, then screen</p>	
<p>19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assistant to the County Administrator</p>	<p>20. Telephone Number 410-535-2161</p>	<p>21. Date 9/16/2014</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 410-789-1830</p>		<p>16 16 PAGE 1 OF 21</p>	
<p>1. Department/Agency Board of Calvert County Commissioners for Calvert County, Maryland</p>		<p>2. Division County Administrator</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 Invoices/Purchase Orders</p>			<p>5. Earliest Year/Latest Year FY 2004 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 copies of purchase orders and related invoices for items budgeted each fiscal year.</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 5 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 checked="" type="checkbox"/> Other (specify) 1 Box, 1 File Drawer &amp; 3 Binders</p>	
		<p>10. Annual Accumulation 1 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 checked="" type="checkbox"/> Other (specify) Binder</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 1 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Courthouse, Lower Level File Room (FY 2004-FY 2008) County Administrator's Office (FY 2010-Present)</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Department of Finance &amp; Budget</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 <del>Retain as long as administratively necessary then destroy.</del> 3 years</p>		
<p>19. Name and Title of Preparer Lisa M. Viverette, Executive Administrative Assistant to the County Administrator</p>		<p>20. Telephone Number 410-535-2161</p>		<p>21. Date 9/16/2014</p>	