

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

Schedule No. C1293

Page 1 of 5

|   |  |
|---|--|
| <b>Agency</b><br>County Commissioners of Calvert County, MD | <b>Division/Unit</b><br>Planning & Zoning-<br>Zoning, Permitting and Citizen Relations |
|---|--|

| Item No.                          | Description   | Retention  |
|-----------------------------------|---|--|
| <p><b>1</b></p> <p><b>1-A</b></p> | <p><b>Email</b></p> <p><b>Transitory Correspondence</b></p> <p>Incoming and outgoing correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</p> | <p>Retain until administrative need ends and then destroy.</p> |

Schedule Approved by Department, Agency, or Division Representative.  
Date revised 6/22/18  
Signature *J. Mark Willis*  
Typed Name J. Mark Willis  
Title Director, Community Planning & Building

Schedule Authorized by State Archivist  
Date 9-12-18  
Signature *Timothy D. Baker*

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
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(Continuation Sheet)**

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| <b>Agency</b><br>County Commissioners of Calvert County, MD | <b>Division/Unit</b><br>Planning & Zoning-<br>Zoning, Permitting and Citizen Relations |
|---|--|

| <b>Item No.</b> | <b>Description</b>   | <b>Retention</b>  |
|-----------------|--|---|
| <b>1-B</b>      | <p><b>Administrative Correspondence</b></p> <p>Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated series should follow the associated retention period.</p> | <p>Retain for 1 year then purge from email system.</p>                    |
| <b>1-C</b>      | <p><b>Executive Correspondence</b></p> <p>Incoming and outgoing business-related correspondence that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. The executive decision maker is the agency director.</p>  | <p>Permanent. Retain for 1 year, then transfer to the State Archives.</p> |

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| <b>Agency</b><br>County Commissioners of Calvert County, MD | <b>Division/Unit</b><br>Planning & Zoning-<br>Zoning, Permitting and Citizen Relations |
|---|--|

| Item No. | Description  | Retention  |
|----------|--|--|
| 2        | <p><b>Business Licenses/applications/zoning interpretations</b></p> <p>Business licenses and applications. Zoning letters regarding home occupation and zoning corrections, school redistricting and town center development. Background information, correspondence and interpretation letters.</p>   | <p><i>Retain 1 year and</i><br/>until administrative need ends and then destroy.</p>   |
| 3        | <p><b>Agricultural Advisory Board Files</b></p> <p>Agriculture Preservation Advisory Board minutes, including decisions on Agricultural preservation properties, etc, general correspondence, grant applications, budget, reports, etc.</p>  | <p>Retain for 10 years, then destroy with the following exception: minutes and annual reports should be transferred to the Maryland State Archives.</p>  |
| 4        | <p><b>Agricultural Preservation Applications and Certification Documents</b></p> <p>Agricultural preservation applications and certification materials. Agriculture Preservation District files, files regarding preservation of properties. Files and correspondence between property owners and staff regarding agricultural preservation district, transfer of development rights, land purchase and retirement fund. The agricultural preservation designation runs with the property and is of historical value as properties change ownership. Information needs to be retained locally because current or future owners can approach Agricultural Preservation Board for determination for removal of said property from agricultural preservation.</p> | <p>If a property is certified for agricultural preservation, retain the file for ten years then transfer to the Maryland State Archives. If a property is not certified, or if its certification is cancelled (removed from preservation), retain file for 10 years, then destroy.</p> |

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| <b>Agency</b><br>County Commissioners of Calvert County, MD | <b>Division/Unit</b><br>Planning & Zoning-<br>Zoning, Permitting and Citizen Relations |
|---|--|

| Item No. | Description  | Retention   |
|----------|--|---|
| 5        | <p><b>Zoning Ordinance Text and Map Amendments files</b></p> <p>Proposed amendments, agency comments and public hearing documents. Working papers and documents regarding zoning ordinance text and map amendments. Series includes the background documents and public hearing documents, including public comment. These documents track the changes that occur during the vetting and public hearing process for the text amendments and changes made during those processes as related to those comments. These documents are considered permanent and of historical significance as they reflect the steps and drafts leading up to the final amendments.</p> | Retain final amendments for 10 years, then transfer to the Maryland State Archives. Retain all other material for 10 years, then destroy. |
| 6        | <p><b>Zoning and Code Enforcement Interpretations</b></p> <p>MERGED SERIES WITH 2 ABOVE.</p>   |   |
| 7        | <p><b>Map/Flat Files</b></p> <p>Subdivision record plats, approved commercial site plans, road plans, topography, critical area, tax, zoning, historic, environmental, water and sewer maps. These are duplicated at the circuit court.</p>  | <p><i>Retain 10 years and</i></p> <p>..... until administrative use no longer exists and then destroy.</p>                                |
| 8        | <p><b>Administrative Files</b></p> <p>Employee evaluation, Family Medical Leave Act (FMLA), leave donation, position descriptions, budget preparation, department financial files/budget, invoices, etc. These are duplicated at finance and budget and human resources and are for department convenience in updating employee evaluations during subsequent years, as well as developing budget for subsequent years.</p>  | Retain 3 years, then destroy.   |

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| <b>Agency</b><br>County Commissioners of Calvert County, MD | <b>Division/Unit</b><br>Community Planning & Building-<br>Zoning, Permitting and Citizen Relations |
|---|--|

| <b>Item No.</b> | <b>Description</b>  | <b>Retention</b>   |
|-----------------|---|--|
| 9               | <p><b>Bonds</b><br/>9A-9C Merged as 9 Bonds</p> <p>Approved and unapproved bond applications and reports for critical area, front roadway buffer, forest conservation. Miscellaneous bond correspondence. A permit is required for all vegetation removal in the Critical Area ( Critical Area includes all land within 1,000 feet of Maryland's tidal waters and tidal wetlands.) Vegetation that is removed must be replanted (mitigated) with the equivalent square footage of native trees and/or shrubs. A refundable bond is required to assure adequate survival of the required planting. From the time of the replanting, bonds will be held for approximately two (2) years. Forest conservation, front roadway buffer bonds are also required to assure adequate survival of mitigation planting per state and county regulations.</p> | Retain for 10 years then destroy.  |
| 10              | <p><b>Historic District Commission Files</b></p> <p>Historic District Commission meeting minutes, including decisions and Board of County Commissioners recommendations on Historic District preservation properties, etc, general correspondence, grant applications, budget, reports, etc.</p>  | Retain for 10 years, then destroy with the following exception: minutes and annual reports should be transferred to the Maryland State Archives.   |
| 11              | <p><b>Historic District Preservation Files</b></p> <p>Historic District preservation applications and certification materials. Files regarding preservation of properties. Files and correspondence between property owners and staff regarding historic district preservation district, The historic preservation designation runs with the property and is of historical value as properties change ownership. Information needs to be retained locally because current or future owners can approach Historic District Commission for determination for removal of said property from historic district preservation.</p>  | If a property is certified for historic district preservation, retain the file for ten years then transfer to the Maryland State Archives. If a property is not certified, or if its certification is cancelled (removed from preservation), retain file for 10 years, then destroy. |
| 12              | <p><b>Planning Commission</b></p> <p>Planning Commission meeting minutes including board advisory decisions on projects. Documents the decisions of the Planning Commission, recommendations to the Board of County Commissioners, decisions on development plans, etc.</p>   | Permanent. Retain 10 years, then transfer to Maryland State Archives for permanent retention.  |

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| <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<br/>RECORDS MANAGEMENT DIVISION<br/>7275 Waterloo Road, P.O. Box 275<br/>Jessup, Maryland 20794<br/>410-799-1930</p>   | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>13</u></p>   |
| <p>1. Department/Agency<br/>County Commissioners of Calvert County, MD</p>   | <p>2. Division<br/>Planning &amp; Zoning</p>   | <p>3. Unit<br/>Zoning, Permitting and Citizen Relations</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<br/>1 Email<br/>1A Transitory Correspondence</p>   | <p>5. Earliest Year/Latest Year<br/><u>2016</u> to <u>2017</u></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.)<br/>Incoming and outgoing correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</p> |  |   |
| <p>7. Record Series Format(s) List all</p> <p><input 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) <u>emails</u></p>   | <p>8. Record Series Sequence</p> <p><input checked="" 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) _____<br/>Emails are sorted into alphabetical and topical email folders</p> | <p>9. Volume<br/><u>2200</u> megabytes<br/>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>_____</u> megabytes _____</p> <p>10. Annual Accumulation<br/><u>1500</u> megabytes<br/>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> |
| <p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>   | <p>12. File Becomes Inactive After<br/><u>_____</u> see note below _____<br/>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p> <p>Retain until administrative need ends and then destroy.</p>   |   |
| <p>13. Current Location(s) (Bldg., Floor, Room)<br/>150 Main Street, 3<sup>rd</sup> floor, Prince Frederick, MD 20678</p>  | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)<br/><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>   |   |
| <p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))<br/><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>  | <p>16. Audit Requirements</p> <p>x <input 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<br/><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>   | <p>18. Recommended Retention</p> <p>Retain until administrative need ends and then destroy.</p>  |   |
| <p>19. Name and Title of Preparer<br/>Denise Cherry, Manager Administrative Services</p>   | <p>20. Telephone Number<br/>410-535-1600 x2340</p>   | <p>21. Date<br/>June 22, 2018</p>   |

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| <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<br/>RECORDS MANAGEMENT DIVISION<br/>7275 Waterloo Road, P.O. Box 275<br/>Jessup, Maryland 20794<br/>410-799-1930</p>   | <p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>2</u> OF <u>13</u></p>   |
| <p>1. Department/Agency<br/>County Commissioners of Calvert County, MD</p>  | <p>2. Division<br/>Planning &amp; Zoning</p>   | <p>3. Unit<br/>Zoning, Permitting and Citizen Relations</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<br/>1 Email<br/>1-B Administrative Correspondence</p>   | <p>5. Earliest Year/Latest Year<br/>____2016____ to ____2017____</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.)<br/>Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated series should follow the associated retention period.</p> |  |  |
| <p>7. Record Series Format(s) List all</p> <p><input 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) ____emails____</p>   | <p>8. Record Series Sequence</p> <p><input checked="" 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) _____<br/>Emails are sorted into alphabetical and topical files</p> | <p>9. Volume<br/>__1500 megabytesf____<br/>Number</p> <p><input type="checkbox"/> File Drawer(s)<br/><input type="checkbox"/> Microfilm Reel(s)<br/><input type="checkbox"/> Computer Tape(s)<br/><input checked="" type="checkbox"/> Other (specify) ____megabytes____</p> <p>10. Annual Accumulation<br/>800 megabytes____<br/>Number</p> <p><input type="checkbox"/> File Drawer(s)<br/><input type="checkbox"/> Microfilm Reel(s)<br/><input type="checkbox"/> Computer Tape(s)<br/><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<br/>__see note below____<br/>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p> <p>Retain for 1 year then purge from email system.</p>  |  |
| <p>13. Current Location(s) (Bldg., Floor, Room)<br/>150 Main Street, 3<sup>rd</sup> floor, Prince Frederick, MD 20678</p>   | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)<br/><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>   |  |
| <p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))<br/><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<br/><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>  | <p>18. Recommended Retention</p> <p>Retain for 1 year then purge from email system..</p>   |  |
| <p>19. Name and Title of Preparer<br/>Denise Cherry, Manager Administrative Services</p>  | <p>20. Telephone Number<br/>410-535-1600 x2340</p>   | <p>21. Date<br/>June 22, 2018</p>  |

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| 1. Department/Agency<br>County Commissioners of Calvert County, MD  |  | 2. Division<br>Planning & Zoning   |  | 3. Unit<br>Zoning, Permitting and Citizen Relations   |  |
| <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>   |  |  |  |   |  |
| 4. Record Series Title<br>1 Email<br>1-C Executive Correspondence   |  |  | 5. Earliest Year/Latest Year<br>___2016___ to ___2017___   |   |  |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)<br>Incoming and outgoing business-related correspondence that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. The executive decision maker is the agency director. |  |  |  |   |  |
| 7. Record Series Format(s) List all<br><br><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm<br><br><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape<br><br><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk<br><br><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape<br><br><input type="checkbox"/> Other (specify) ___emails___                                  |  | 8. Record Series Sequence<br><br><input checked="" type="checkbox"/> Alphabetical<br><br><input type="checkbox"/> Numerical<br><br><input checked="" type="checkbox"/> Chronological<br><br><input type="checkbox"/> Geographical<br><br><input type="checkbox"/> Other (specify) _____<br>Emails are sorted into alphabetical and topical files |  | 9. Volume<br>___2800 megabytesf___<br>Number<br><br><input type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input checked="" type="checkbox"/> Other (specify) ___megabytes___<br><br>10. Annual Accumulation<br>1000 megabytes___<br>Number<br><br><input type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (specify) _____ |  |
| 11. File is Used<br><br><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually  |  |  | 12. File Becomes Inactive After<br>___see note below___<br>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)<br><br>Permanent. Retain for 1 year, then transfer to the State Archives.. |   |  |
| 13. Current Location(s) (Bldg., Floor, Room)<br>150 Main Street, 3 <sup>rd</sup> floor, Prince Frederick, MD 20678  |  |  | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |   |  |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |  | 16. Audit Requirements<br><br><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<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  |  | 18. Recommended Retention<br>Permanent. Retain for 1 year, then transfer to the State Archives..   |   |  |
| 19. Name and Title of Preparer<br>Denise Cherry, Manager Administrative Services  |  | 20. Telephone Number<br>410-535-1600 x2340   |  | 21. Date<br>June 22, 2018   |  |



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| <p>4. Record Series Title<br/>2 business Licenses/applications/zoning interpretations</p>  | <p>5. Earliest Year/Latest Year<br/>____2010____ to ____2017____</p>   |  |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series). Business licenses and applications. Zoning letters regarding home occupation and zoning corrections, school redistricting and town center development. Background information, correspondence and interpretation letters.</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 checked="" 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>Files are in alphabetical order, 0 Chronologically and in topic files.</p> | <p>9. Volume<br/>12 of _____<br/>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<br/>&lt; 1/2 file drawer _____<br/>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<br/>____ see note below ____</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p> <p>Retain for 1 year or until administrative need ends and then destroy...</p>   |  |
| <p>13. Current Location(s) (Bldg., Floor, Room)<br/>150 Main Street, 3<sup>rd</sup> floor, Prince Frederick, MD 20678</p>  | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)<br/><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>   |  |
| <p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))<br/><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<br/><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>   | <p>18. Recommended Retention<br/>Retain for 1 year <sup>and</sup> until administrative need ends and then destroy.</p>   |  |
| <p>19. Name and Title of Preparer<br/>Denise Cherry, Manager Administrative Services</p>   | <p>20. Telephone Number<br/>410-535-1600 x2340</p>   | <p>21. Date<br/>June 22, 2018</p>  |

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| <p>1. Department/Agency<br/> County Commissioners of Calvert County, MD</p>  | <p>2. Division<br/> Planning &amp; Zoning</p>  | <p>3. Unit<br/> Zoning, Permitting and Citizen Relations</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<br/> 3 Agricultural Advisory Board Files</p>   | <p>5. Earliest Year/Latest Year<br/> <u>2010</u> to <u>2017</u></p>  |  |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series). Agricultural Preservation Advisory Board minutes, including decisions on Agricultural preservation properties, etc., general correspondence, grant applications, budget, reports, etc.</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 checked="" 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) _____<br/> Files are sorted by topic in<br/> Alphabetical order, chronologically<br/> Oldest to newest.</p> | <p>9. Volume<br/> 10 of _____<br/> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)<br/> <input type="checkbox"/> Microfilm Reel(s)<br/> <input type="checkbox"/> Computer Tape(s)<br/> <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation<br/> &lt; 1/2 file drawer _____<br/> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)<br/> <input type="checkbox"/> Microfilm Reel(s)<br/> <input type="checkbox"/> Computer Tape(s)<br/> <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<br/> <u>see note below</u><br/> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p> <p>Retain for 10 years, then destroy with the following exception: minutes and annual reports should be transferred to the Maryland State archives.</p>  |  |
| <p>13. Current Location(s) (Bldg., Floor, Room)<br/> 150 Main Street, 3<sup>rd</sup> floor, Prince Frederick, MD 20678</p>   | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)<br/> <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>  |  |
| <p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))<br/> <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>   | <p>16. Audit Requirements<br/> <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<br/> <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>  | <p>18. Recommended Retention<br/> Retain for 10 years, then destroy with the following exception: minutes and annual reports should be transferred to the Maryland State Archives.</p>   |  |
| <p>19. Name and Title of Preparer<br/> Denise Cherry, Manager Administrative Services</p>  | <p>20. Telephone Number<br/> 410-535-1600 x2340</p>  | <p>21. Date<br/> June 22, 2018</p>   |

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|---|--|---|--|---|--|
| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  |  | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>7275 Waterloo Road, P.O. Box 275<br>Jessup, Maryland 20794<br>410-799-1930   |  | AGENCY RECORDS INVENTORY<br><br>PAGE <u>6</u> OF <u>13</u>  |  |
| 1. Department/Agency<br>County Commissioners of Calvert County, MD  |  | 2. Division<br>Planning & Zoning  |  | 3. Unit<br>Zoning, Permitting and Citizen Relations   |  |
| DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.  |  |   |  |   |  |
| 4. Record Series Title<br>4 Agricultural Preservation Applications and Certification Documents  |  |   |  | 5. Earliest Year/Latest Year<br><u>2010</u> to <u>2017</u>  |  |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series). Agricultural preservation is defined as an area of prime agricultural or forestry land voluntarily placed in the Calvert County or Maryland State Agricultural Land Preservation Program, with approval of the Calvert County Agricultural Preservation Advisory Board and/or the Board of County Commissioners. This series includes agricultural preservation applications and certification materials; files regarding preservation of properties and correspondence between property owners and staff regarding agricultural preservation district, transfer of development rights, land purchase and retirement fund. The agricultural preservation designation remains with the property and is of relevance as properties change ownership. Information needs to be retained locally because current or future owners can request Agricultural Preservation Board determination for removal of said property from agricultural preservation. |  |   |  |   |  |
| 7. Record Series Format(s) List all<br><br><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm<br><br><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape<br><br><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk<br><br><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape<br><br><input type="checkbox"/> Other (specify) _____   |  | 8. Record Series Sequence<br><br><input checked="" type="checkbox"/> Alphabetical<br><br><input type="checkbox"/> Numerical<br><br><input checked="" type="checkbox"/> Chronological<br><br><input type="checkbox"/> Geographical<br><br><input type="checkbox"/> Other (specify) _____<br>Files are sorted alphabetically<br>And chronologically by topic. |  | 9. Volume<br>20 of _____<br>Number<br><br><input checked="" type="checkbox"/> File Drawer(s) 12 lateral files<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (specify) _____<br><br>10. Annual Accumulation<br>< 1/3 file drawer _____<br>Number<br><br><input checked="" type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (specify) _____ |  |
| 11. File is Used<br><br><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually  |  |   | 12. File Becomes Inactive After<br><u>see note below</u><br>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)<br><br>Retain for 1 year or until administrative need ends and then destroy.  |   |  |
| 13. Current Location(s) (Bldg., Floor, Room)<br>150 Main Street, 3rd floor, Prince Frederick, MD 20678  |  |   | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |   |  |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |   | 16. Audit Requirements<br><br><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<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  |   | 18. Recommended Retention<br><br>If a property is certified for agricultural preservation, retain the file for ten years then transfer to the Maryland State Archives. If a property is not certified, or if its certification is cancelled (removed from preservation), retain file for 10 years, then destroy. |   |  |
| 19. Name and Title of Preparer<br>Denise Cherry, Manager Administrative Services  |  | 20. Telephone Number<br>410-535-1600 x2340  |  | 21. Date<br>June 22, 2018   |  |

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| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  |  | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>7275 Waterloo Road, P.O. Box 275<br>Jessup, Maryland 20794<br>410-799-1930   |  | AGENCY RECORDS INVENTORY<br><br>PAGE <u>7</u> OF <u>13</u>   |  |
| 1. Department/Agency<br>County Commissioners of Calvert County, MD  |  | 2. Division<br>Planning & Zoning  |  | 3. Unit<br>Zoning, Permitting and Citizen Relations  |  |
| DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.  |  |   |  |  |  |
| 4. Record Series Title<br>5 Zoning Ordinance Text and Map Amendments files  |  |   |  | 5. Earliest Year/Latest Year<br><u>2004</u> to <u>2017</u>   |  |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series). Proposed amendments, agency comments and public hearing documents. Working papers and documents regarding zoning ordinance text and map amendments. Series includes the background documents and public hearing documents, including public comment. These documents track the changes that occur during the vetting and public hearing process for the text amendments and changes made during those processes as related to those comments. |  |   |  |  |  |
| 7. Record Series Format(s) List all<br><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm<br><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape<br><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk<br><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape<br><input type="checkbox"/> Other (specify) <u>Word, PDF, EXCEL docs, (24 x 36)maps</u>   |  | 8. Record Series Sequence<br><input checked="" type="checkbox"/> Alphabetical<br><input checked="" type="checkbox"/> Numerical<br><input checked="" type="checkbox"/> Chronological<br><input checked="" type="checkbox"/> Geographical<br><input type="checkbox"/> Other (specify) _____<br>Files are kept in Text Amendment Number order (which is a chronological number), alphabetized and Map amendments are also sorted By location/geographical. |  | 9. Volume<br>8 of _____<br>Number<br><input checked="" type="checkbox"/> File Drawer(s) 4 lateral size drawers<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (specify) _____<br>10. Annual Accumulation<br>< 1/2 file drawer _____<br>Number<br><input checked="" type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (specify) _____ |  |
| 11. File is Used<br><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually  |  |   | 12. File Becomes Inactive After<br><u>see note below</u><br>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)<br><br>Retain final amendments for 10 years, then transfer to the Maryland State Archives. Retain all other material for 10 years, then destroy.. |  |  |
| 13. Current Location(s) (Bldg., Floor, Room)<br>150 Main Street, 3 <sup>rd</sup> floor, Prince Frederick, MD 20678  |  |   | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |  |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |   | 16. Audit Requirements<br><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<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  |   | 18. Recommended Retention<br>Retain final amendments for 10 years, then transfer to the Maryland State Archives. Retain all other material for 10 years, then destroy.   |  |  |
| 19. Name and Title of Preparer<br>Denise Cherry, Manager Administrative Services  |  | 20. Telephone Number<br>410-535-1600 x2340  |  | 21. Date<br>June 22, 2018  |  |

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| Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)   |  | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>7275 Waterloo Road, P.O. Box 275<br>Jessup, Maryland 20794<br>410-799-1930   |  | AGENCY RECORDS INVENTORY<br><br>PAGE <u>8</u> OF <u>13</u>   |  |
| 1. Department/Agency<br>County Commissioners of Calvert County, MD   |  | 2. Division<br>Planning & Zoning  |  | 3. Unit<br>Zoning, Permitting and Citizen Relations  |  |
| DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.   |  |   |  |  |  |
| 4. Record Series Title<br>6 Merged series with 2<br>7 Map/Flat Files   |  |   |  | 5. Earliest Year/Latest Year<br><u>2004</u> to <u>2017</u>   |  |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series). Subdivision record plats, approved commercial site plans, road plans, topography, critical area, tax, zoning, historic, environmental, water and sewer maps. These are duplicated at the circuit court.  |  |   |  |  |  |
| 7. Record Series Format(s) List all<br><br><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm<br><br><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape<br><br><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk<br><br><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape<br><br><input checked="" type="checkbox"/> Other (specify) <u>11x17 and 24x36 maps</u> |  | 8. Record Series Sequence<br><br><input type="checkbox"/> Alphabetical<br><br><input checked="" type="checkbox"/> Numerical<br><br><input checked="" type="checkbox"/> Chronological<br><br><input checked="" type="checkbox"/> Geographical<br><br><input checked="" type="checkbox"/> Other (specify) _____ |  | 9. Volume<br>12 of _____<br>Number<br><br><input type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input checked="" type="checkbox"/> Other (specify) <u>32 flat/map file drawers</u><br><br>10. Annual Accumulation<br>< 1/4 file drawer _____<br>Number<br><br><input type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input checked="" type="checkbox"/> Other (specify) <u>flat/map file drawer</u> |  |
| 11. File is Used<br><br><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually   |  |   | 12. File Becomes Inactive After<br><u>see note below</u><br>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)<br>Retain for 10 years or until administrative use no longer exists and then destroy. |  |  |
| 13. Current Location(s) (Bldg., Floor, Room)<br>150 Main Street, 3 <sup>rd</sup> floor, Prince Frederick, MD 20678   |  |   | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Circuit Court Land Records  |  |  |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  |   | 16. Audit Requirements<br><br><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<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |   | 18. Recommended Retention<br>Retain for 10 years <sup>or</sup> until administrative use no longer exists and then destroy  |  |  |
| 19. Name and Title of Preparer<br>Denise Cherry, Manager Administrative Services   |  | 20. Telephone Number<br>410-535-1600 x2340  |  | 21. Date<br>June 22, 2018  |  |

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| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  |  | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>7275 Waterloo Road, P.O. Box 275<br>Jessup, Maryland 20794<br>410-799-1930   |   | AGENCY RECORDS INVENTORY<br><br>PAGE <u>9</u> OF <u>13</u>   |  |
| 1. Department/Agency<br>County Commissioners of Calvert County, MD  |  | 2. Division<br>Planning & Zoning  |   | 3. Unit<br>Zoning, Permitting and Citizen Relations  |  |
| DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.  |  |   |   |  |  |
| 4. Record Series Title<br>8 Administrative Files  |  |   |   | 5. Earliest Year/Latest Year<br><u>2014</u> to <u>2017</u>   |  |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series). Employee evaluation, Family and Medical Leave Act (FMLA), leave donation, position descriptions, budget preparation documents, department financial files/budget, invoices, etc. These are duplicated at finance and budget and human resources and are for department convenience in updating employee evaluations during subsequent years, as well as overseeing expenditures and developing budget for subsequent years. |  |   |   |  |  |
| 7. Record Series Format(s) List all<br><br><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm<br><br><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape<br><br><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk<br><br><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape<br><br><input type="checkbox"/> Other (specify) _____   |  | 8. Record Series Sequence<br><br><input checked="" type="checkbox"/> Alphabetical<br><br><input type="checkbox"/> Numerical<br><br><input checked="" type="checkbox"/> Chronological<br><br><input type="checkbox"/> Geographical<br><br><input checked="" type="checkbox"/> Other (specify) _____<br>Employee files are kept Alphabetically and chronologically.<br>Budget files are kept in topical Order and alphabetically. |   | 9. Volume<br>1 of _____<br>Number<br><br><input checked="" type="checkbox"/> File Drawer(s) 3 lateral file drawers<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (specify) _____<br><br>10. Annual Accumulation<br>< 1/4 file drawer _____<br>Number<br><br><input checked="" type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (specify) _____ |  |
| 11. File is Used<br><br><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually  |  |   | 12. File Becomes Inactive After<br>___see note below___<br>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)<br>Retain 3 years, then destroy                                       |  |  |
| 13. Current Location(s) (Bldg., Floor, Room)<br>150 Main Street, 3 <sup>rd</sup> floor, Prince Frederick, MD 20678  |  |   | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Finance & Budget Payroll Section – Calvert County Government |  |  |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |   | 16. Audit Requirements<br><br><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<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  |   | 18. Recommended Retention<br>Retain 3 years, then destroy.  |  |  |
| 19. Name and Title of Preparer<br>Denise Cherry, Manager Administrative Services  |  | 20. Telephone Number<br>410-535-1600 x2340  |   | 21. Date<br>June 22, 2018  |  |

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| <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<br/>RECORDS MANAGEMENT DIVISION<br/>7275 Waterloo Road, P.O. Box 275<br/>Jessup, Maryland 20794<br/>410-799-1930</p>   | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>10</u> OF <u>13</u></p>   |
| <p>1. Department/Agency<br/>County Commissioners of Calvert County, MD</p>   | <p>2. Division<br/>Planning &amp; Zoning</p>   | <p>3. Unit<br/>Zoning, Permitting and Citizen Relations</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<br/>9 Bonds</p>  | <p>5. Earliest Year/Latest Year<br/><u>2007</u> to <u>2017</u></p>   |  |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series).<br/>9A,B,C merged as 9 Bonds Approved and unapproved bond applications and reports for critical area, front roadway buffer, forest conservation. Miscellaneous bond correspondence. A permit is required for all vegetation removal in the Critical Area (Critical Area includes all land within 1,000 feet of Maryland's tidal waters and tidal wetlands.) Vegetation that is removed must be replanted (mitigated – per MD Critical Area Regulations) with the equivalent square footage of native trees and/or shrubs. A refundable bond is required to assure adequate survival of the required planting. From the time of the replanting, bonds will be held for approximately two (2) years. Forest conservation, front roadway buffer bonds are also required to assure adequate survival of mitigation planting per state and county regulations.</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 checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____<br/>Bond files are kept in chronological Order according to the year bond Was initiated. Filed by bond number And Alphabetically.</p> | <p>9. Volume<br/>8 of _____<br/>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) 5 lateral file</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<br/>&lt; 1/2 file drawer _____<br/>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<br/>____ see note below _____<br/>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)<br/>.Retain for 10 years then destroy.</p>   |  |
| <p>13. Current Location(s) (Bldg., Floor, Room)<br/>150 Main Street, 3rd floor, Prince Frederick, MD 20678</p>   | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)<br/><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>   |  |
| <p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))<br/><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>  | <p>16. Audit Requirements<br/><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<br/><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>   | <p>18. Recommended Retention<br/>Retain for 10 years, then destroy.</p>  |  |
| <p>19. Name and Title of Preparer<br/>Denise Cherry, Manager Administrative Services</p>   | <p>20. Telephone Number<br/>410-535-1600 x2340</p>   | <p>21. Date<br/>June 22, 2018</p>  |

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| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  |  | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>7275 Waterloo Road, P.O. Box 275<br>Jessup, Maryland 20794<br>410-799-1930   |  | AGENCY RECORDS INVENTORY<br><br>PAGE <u>11</u> OF <u>13</u>  |  |
| 1. Department/Agency<br>County Commissioners of Calvert County, MD  |  | 2. Division<br>Planning & Zoning  |  | 3. Unit<br>Zoning, Permitting and Citizen Relations  |  |
| DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.  |  |   |  |  |  |
| 4. Record Series Title<br>10 Historic District Commission Files   |  |   | 5. Earliest Year/Latest Year<br><u>2011</u> to <u>2017</u>   |  |  |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series).<br>Historic District Commission meeting minutes, including decisions and Board of county Commissioners recommendations on Historic District preservation properties, etc., general correspondence, grant applications, budget, reports, etc.  |  |   |  |  |  |
| 7. Record Series Format(s) List all<br><br><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm<br><br><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape<br><br><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk<br><br><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape<br><br><input type="checkbox"/> Other (specify) _____ |  | 8. Record Series Sequence<br><br><input checked="" type="checkbox"/> Alphabetical<br><br><input type="checkbox"/> Numerical<br><br><input checked="" type="checkbox"/> Chronological<br><br><input type="checkbox"/> Geographical<br><br><input checked="" type="checkbox"/> Other (specify) _____<br>Files are kept in alphabetical Order/topical order – minutes<br>Kept in chronological order |  | 9. Volume<br>6 of _____<br>Number<br><br><input checked="" type="checkbox"/> File Drawer(s) 3 lateral file drawers<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (specify) _____<br><br>10. Annual Accumulation<br>< 1/4 file drawer _____<br>Number<br><br><input checked="" type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (specify) _____ |  |
| 11. File is Used<br><br><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually  |  |   | 12. File Becomes Inactive After<br>_____ see note below _____<br>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)<br>Retain for 10 years, then destroy with the following exception: minutes and annual reports should be transferred to the Maryland State Archives.. |  |  |
| 13. Current Location(s) (Bldg., Floor, Room)<br>150 Main Street, 3 <sup>rd</sup> floor, Prince Frederick, MD 20678  |  |   | 14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |  |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |   | 16. Audit Requirements<br><br><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<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  |   | 18. Recommended Retention<br>Retain for 10 years, then destroy with the following exception: minutes and annual reports should be transferred to the Maryland State Archives..   |  |  |
| 19. Name and Title of Preparer<br>Denise Cherry, Manager Administrative Services  |  | 20. Telephone Number<br>410-535-1600 x2340  |  | 21. Date<br>June 22, 2018  |  |



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| <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><br/> <b>RECORDS MANAGEMENT DIVISION</b><br/> 7275 Waterloo Road, P.O. Box 275<br/> Jessup, Maryland 20794<br/> 410-799-1930</p>   |  | <p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>12</u> OF <u>13</u></p>   |  |
| <p>1. Department/Agency<br/> County Commissioners of Calvert County, MD</p>  |  | <p>2. Division<br/> Planning &amp; Zoning</p>  |  | <p>3. Unit<br/> Zoning, Permitting and Citizen Relations</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<br/> 11 Historic District Preservation Files</p>   |  |  |  | <p>5. Earliest Year/Latest Year<br/> <u>2011</u> to <u>2017</u></p>   |  |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series).<br/> Historic District preservation applications and certification materials. Files regarding preservation of properties. Files and correspondence between property owners and staff regarding historic district preservation district. The historic preservation designation runs with the property and is of historical value as properties change ownership. Information needs to be retained locally because current or future owners can approach Historic District commission for determination for removal of said property from historic district preservation.</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 checked="" type="checkbox"/> Other (specify) <u>11 x 17 plats, 24x36 maps</u></p>   |  | <p>8. Record Series Sequence</p> <p><input checked="" 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 checked="" type="checkbox"/> Other (specify) _____<br/> Files are kept in order<br/> Chronological and Historic Distr<br/> Number</p> |  | <p>9. Volume<br/> 18 of _____<br/> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) 9 lateral file<br/> <input type="checkbox"/> Microfilm Reel(s)<br/> <input type="checkbox"/> Computer Tape(s)<br/> <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation<br/> &lt; 1/4 file drawer _____<br/> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)<br/> <input type="checkbox"/> Microfilm Reel(s)<br/> <input type="checkbox"/> Computer Tape(s)<br/> <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<br/> <u>10</u><br/> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>  |   |  |
| <p>13. Current Location(s) (Bldg., Floor, Room)<br/> 150 Main Street, 3<sup>rd</sup> floor, Prince Frederick, MD 20678</p>   |  |  | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)<br/> <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>  |   |  |
| <p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))<br/> <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>   |  |  | <p>16. Audit Requirements<br/> <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<br/> <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>  |  |  | <p>18. Recommended Retention<br/> If a property is certified for historic district preservation, retain the file for 10 years or until administrative need no longer exists, or if its certification is cancelled (removed from preservation), then destroy. If property is not certified, retain files until administrative needs end and then destroy.</p> |   |  |
| <p>19. Name and Title of Preparer<br/> Denise Cherry, Manager Administrative Services</p>  |  | <p>20. Telephone Number<br/> 410-535-1600 x2340</p>  |  | <p>21. Date<br/> June 22, 2018</p>  |  |

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| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  |  | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>7275 Waterloo Road, P.O. Box 275<br>Jessup, Maryland 20794<br>410-799-1930  |  | AGENCY RECORDS INVENTORY<br><br>PAGE <u>13</u> OF <u>13</u>  |  |
| 1. Department/Agency<br>County Commissioners of Calvert County, MD  |  | 2. Division<br>Planning & Zoning   |  | 3. Unit<br>Zoning, Permitting and Citizen Relations  |  |
| DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.  |  |  |  |  |  |
| 4. Record Series Title<br>12 Planning Commission  |  |  |  | 5. Earliest Year/Latest Year<br>___1998___ to ___2017___   |  |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series).<br>Planning Commission meeting minutes including board advisory decisions on projects. Documents the decisions of the Planning Commission, recommendations to the Board of County Commissioners, decisions on development plans, etc.   |  |  |  |  |  |
| 7. Record Series Format(s) List all<br><br><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm<br><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape<br><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk<br><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape<br><input type="checkbox"/> Other (specify) _____ |  | 8. Record Series Sequence<br><br><input checked="" type="checkbox"/> Alphabetica<br><input type="checkbox"/> Numerical<br><input checked="" type="checkbox"/> Chronological<br><input type="checkbox"/> Geographical<br><input checked="" type="checkbox"/> Other (specify) _____<br>Filed<br>Chronologically according to<br>Date of commission meeting.<br>And alphabetically according to<br>Topic of discussion/decision |  | 9. Volume<br>20 of _____<br>Number<br><input checked="" type="checkbox"/> File Drawer(s) 12 lateral file<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (specify) _____<br><br>10. Annual Accumulation<br>< 1 file drawer _____<br>Number<br><input checked="" type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (specify) _____ |  |
| 11. File is Used<br><br><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually  |  |  | 12. File Becomes Inactive After<br>___see note below___<br>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)<br>.Permanent. Retain 10 years then transfer to Maryland State Archives for permanent retention. |  |  |
| 13. Current Location(s) (Bldg., Floor, Room)<br>150 Main Street, 3rd floor, Prince Frederick, MD 20678  |  |  | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |  |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |  | 16. Audit Requirements<br><br><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<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  |  | 18. Recommended Retention<br>Permanent. Retain 10 years, then transfer to Maryland State Archives for permanent retention.   |  |  |
| 19. Name and Title of Preparer<br>Denise Cherry, Manager Administrative Services  |  | 20. Telephone Number<br>410-535-1600 x2340   |  | 21. Date<br>June 22, 2018  |  |