

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	M306A2
---	--------

Agency Information

Department / Agency	Town of Chevy Chase View
Division / Unit	
Mission Statement/Link to division/unit website	chevychaseviewmd.gov

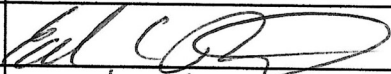
Schedule Information

Supersedes Schedule(s)	N/A
Amends Schedule(s)	M306 – Item #9


Preparer Information

Name of Preparer	Jana Coe
Title of Preparer	Town Manager
Preparer Email Address	janacoe@chevychaseviewmd.gov
Preparer Telephone Number	301-942-9274
Date	6/29/2023

Agency Approval

Name of Agency Director	Ed Tarbutton, Town Council Chair
Agency Director Signature	
Date	7/17/2023

State Archivist Approval

State Archivist Signature	
Date	9/15/23

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M306A2 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: <u>Item #9 Building Permits/Plans for Residents</u>	Page 1 of 1
---	--------------------

Record Series Content	Building Permits/Plans for Residents
Record Series Function	All records related to building permits.
Organization/ Arrangement	Numerically by permit number.
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	Approximately 10 file drawers Approximately 1 GB
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1/2 file drawer Approximately 100 MB
Current Location	Town Office
Audit Requirements	No
Date Span	1927 to present, not consecutive
Completeness /Gaps	Building submissions were not received in all years

Schedule Item Number	9
Retention	<p>Permanent with the following exceptions:</p> <ol style="list-style-type: none"> 1. Destroy records related to homes that have been demolished one year after demolition is completed. 2. Destroy records related to storage pods and dumpsters one year after removal of pod or dumpster. 3. Destroy any records not required to verify compliance with the Town's Municipal Code one year after construction is completed. <p>After 50 years, transfer to the Maryland State Archive for any records to be retained permanently.</p>
Justification for Permanent Retention	Records are required to ensure continued compliance with Town Building Regulations.