

Anne Arundel County Board of License Commissioners

Records Retention Policy

Effective Date: July 22, 2025

Policy Statement:

The Anne Arundel County Board of License Commissioners is committed to maintaining accurate and accessible records in compliance with legal requirements and operational needs. This policy outlines the retention schedules for various records managed by the Liquor Board Administration, ensuring proper handling, storage, and disposition of information.

General Principles:

- All records shall be retained for the minimum period specified herein, or longer if required by law or ongoing administrative need.
- Records identified for offsite storage will be transferred to Iron Mountain in accordance with established procedures.
- The ultimate destruction of records held by Iron Mountain will be formally requested by the Anne Arundel County Board of License Commissioners upon the expiration of their retention period.
- The Iron Mountain Log, detailing all records sent for offsite storage, will be permanently retained at the Liquor Board Office.

Records Categories and Retention Schedules:

1. **Last Correspondence - Closed Expired Establishment Files**
 - **Description:** Files include copies of establishment license applications; copies of liquor licenses and renewals; certificate of insurance; alcohol awareness certificates; and general correspondence related to establishments that are no longer active (closed or expired licenses).
 - **Storage Location:** Sent to Iron Mountain.
 - **Retention Period:** 7 years from the date the establishment file is closed/expired.
 - **Disposition:** Requested to be permanently destroyed by Iron Mountain after the retention period.
2. **One-Day Licenses - Individual Events/Non-Profit Organizations**
 - **Description:** Files include applications, invitations, and copies of checks related to the issuance of one-day licenses for individual events or non-profit organizations.
 - **Storage Location:** Sent to Iron Mountain.
 - **Retention Period:** 7 years from the date of the event/issuance.
 - **Disposition:** Requested to be permanently destroyed by Iron Mountain after the retention period.
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3. **One-Day Daily Bank Deposits & Logs**

- **Description:** Includes daily deposit slips, copies of checks, and spreadsheet logs pertaining to one-day license revenues.
- **Storage Location:** Sent to Iron Mountain.
- **Retention Period:** 7 years from the date of the deposit.
- **Disposition:** Requested to be permanently destroyed by Iron Mountain after the retention period.

4. **Renewal Licenses (Extra File Copies)**

- **Description:** Duplicate or extra copies of renewal licenses retained for administrative convenience.
- **Storage Location:** Sent to Iron Mountain.
- **Retention Period:** 7 years from the date of renewal.
- **Disposition:** Requested to be permanently destroyed by Iron Mountain after the retention period.

5. **Renewal Bank Deposit Receipts & Logs**

- **Description:** Includes deposit slips, copies of checks, and spreadsheet logs pertaining to renewal license revenues.
- **Storage Location:** Sent to Iron Mountain.
- **Retention Period:** 7 years from the date of the deposit.
- **Disposition:** Requested to be permanently destroyed by Iron Mountain after the retention period.

6. **Validation Machine Receipt Tapes**

- **Description:** Tapes generated by validation machines (e.g., for processing payments or tracking transactions).
- **Storage Location:** Sent to Iron Mountain.
- **Retention Period:** 7 years from the date of the tape.
- **Disposition:** Requested to be permanently destroyed by Iron Mountain after the retention period.

Iron Mountain Log:

- **Description:** A comprehensive log detailing all records transferred to Iron Mountain for offsite storage. This log serves as the primary record of what has been sent and when.
- **Storage Location:** Retained at the Anne Arundel County Liquor Board Office.
- **Retention Period:** Permanently.
- **Disposition:** N/A (permanent retention).

Responsibilities:

- The Executive Director or their designee is responsible for overseeing the implementation and adherence to this policy.
- Staff members are responsible for identifying, organizing, and preparing records for retention or disposition in accordance with this policy.

Review and Amendment:

This policy will be reviewed periodically, or as necessary, to ensure compliance with changing legal requirements and best practices. Any amendments will be approved by the Anne Arundel County Board of License Commissioners.