

RECORD
DISPOSAL
AUTHORIZATION
LIST
BY
DEPARTMENT

City-wide Schedules

Record Title	Retention Period	Schedule
Absentee Reports (Employee call-in sheets)	Two (2) years and current year	849
Appropriations - cumulative statements (Level 2)	Five (5) years	619
Attendance report, weekly and bi-weekly	Three (3) years and current year	596
Budgeted positions and personnel, detail list	One (1) month after end of current fiscal year	618
Cash deposit slips, departmental copies	Three (3) years or until audited, whichever is later	612
Change Tickets, departmental copies	One (1) year after employee is separated	647
Construction work orders	Three (3) years or until audited, whichever is later	568
Copy Center duplicating request	Three (3) years or until audited, whichever is later	568
Cut-off tickets, departmental copies	One (1) year after employee is separated	647
Detail account register (Level 3)	Five (5) years	617
Direct payments	Three (3) years or until audited, whichever is later	568
Employee action request - E.A.R., departmental copies	One (1) year & current year	1425
Employee call-in sheets (Absentee Reports)	Two (2) years and current year	849
Employees daily time reports, departmental copies	Three (3) years and current year	1424
Employee's leave list, departmental copies	One (1) year after end of current calendar year	644
Employee sign-in sheets	Two (2) years and current year	645
Energy conservation, usage report	One (1) month after end of current fiscal year	618
Entry Tickets, departmental copies	One (1) year after employee is separated	647
Gas & electric accounting summary	One (1) month after end of current fiscal year	618
Interdepartmental work orders	Three (3) years or until audited, whichever is later	568
Inventory control transfer billing sheets	One (1) month after end of current fiscal year	618
Invoices, paid, departmental copies	Three (3) years or until audited, whichever is later	646
Medical disposition report, departmental copy	One (1) year	638
Motor vehicle accident report, departmental copies	Three (3) years	1436
Overtime authorizations, departmental copies	One (1) year & current year	1423
Payroll distribution, detail listing of	Five (5) years	597

Payroll related computer print-out sheets	One (1) year and current year	1380
Personnel action request - P.A.R., departmental copies	One (1) year and current year	1426
Petty cash voucher	Three (3) years or until audited, whichever is later	1427
Preventive Maintenance Schedule, departmental copy	Three (3) years and current year	1437
Purchase orders	Three (3) years or until audited, whichever is later	568
Requisitions	Three (3) years or until audited, whichever is later	568
Sign-in sheets, employees	Two (2) years and current year	645
Sign-in sheets, visitors	Six (6) months	648
Telephone usage, monthly listing of	One (1) month after end of current fiscal year	618
Transfer vouchers (journal entries)	Three (3) years or until audited, whichever is later	568
Vehicle assignment request, departmental copy	One (1) year and current year	1433
Vehicle damage report, departmental copies	One (1) year and current year	1438
Vehicle damage ruling, departmental copies	One (1) year	1439
Vehicle maintenance record, departmental copies	One (1) year	1435
Vehicle monthly rental record, departmental copies	One (1) year and current year	1432
Vehicle use record, departmental copies	One (1) year	1434
Visitors sign-in sheets	Six (6) months	648

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Employee's Personnel Files(Inactive)	3 years	1620
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ALL DEPARTMENTS & BUREAUS (CITY-WIDE SCHEDULES) (CON'T)

1423	Overtime Authorizations (Departmental Copies)	1 yr. & Current year
1424	Employees Daily Time Reports	3 years & current year
1425	Employee Action Request - E.A.R.	1 year and Current year
1426	Personnel Action Request - P.A.R.	1 year & Current year
1427	Petty Cash Voucher	3 years or until audited
1432	Vehicle Monthly Rental Record	1 year & Current year
1433	Vehicle Assignment Request	1 year & current year
1434	Vehicle Use Record	1 year
1435	Vehicle Maintenance Record	1 year
1436	Motor Vehicle Accident Report	3 years
1437	Preventive Maintenance Schedule	3 years & current year
1438	Vehicle Damage Report	1 year & current year
1439	Vehicle Damage Ruling	1 year

RECORD DISPOSAL AUTHORIZATIONS
BY DEPARTMENT

ALL DEPARTMENTS (City-wide schedules)

568	Requisitions, Purchase Orders, Direct Payments Construction Work Orders, Transfer Vouchers(Journal Entries), Copy Center Duplicating Requests, Interdepartmental work orders	3 years *
596	Weekly and Bi-weekly Attendance Report	3 years and current year
597	Detail listing of Payroll Distribution	5 years
612	Cash Deposit Slips	3 years *
617	Detail Account Register(Level 3)	5 years
618	Miscellaneous Computer Sheets: Monthly listing of telephone usage Usage Report for Evaluation of Energy Conservation Inventory Control Transfer Billing Sheets Gas and Electric Accounting Summary Detail List of Budgeted Positions and Personnel	1 month after end of current F/Y
619	Appropriations -Cumulative Statements (Level 2)	5 years
638	Medical Disposition Report	1 year
644	Employee 's Leave List	1 year after end of current calendar year
645	Employee Sign-in Sheets	2 years & current year
646	Invoices - Paid	3 years *
647	Entry, Change and Cut-off Tickets	1 year after separation
648	Visitors Sign-in Sheets	6 months
1380	Payroll-related Computer Print-out Sheets(Dept.copies) A. Sick leave eligibility roster B. Implementation of City of Baltimore Salary Increases C. List of Employees Schedules for Incremental Salary Increases	1 yr. & Current yr.

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**COMMISSION on AGING
and RETIREMENT EDUCATION**

EATING TOGETHER

1666	Adminstrative Files	Permanent
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EXECUTIVE DIRECTOR

1665	Administrative Files	Permanent
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FISCAL OFFICE

1676	Grant Files	5 years
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GRANTS MANAGEMENT

1674	Administrative Files	Permanent
1675	Grant Files	5 years

IN-HOME SERVICES

Gateway II Program

1659	Client Case Files	see schedule
1660	Home Health Aide Time Sheets	5 years
1661	Service Provider Files	2 years

Ombudsman Progam

1662	Client Files	5 years*
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INSTITUTIONAL SERVICES UNIT

Life Enrichment

1668	Director's Files	Permanent
1678	Volunteer Files	10 years

Ombudman Program

1670	Evaluation Files	Permanent
1671	General Files	Permanet

Public Guardianship

1664	Case Files	see schedule
1673	Client Cards	see schedule
1672	Referral Cards	see schedule

PETS ON WHEELS

1667	Administrative Files	Permanent
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COMMISSION on AGING and
RETIREMENT EDUCATION

WAXTER CENTER

1803

Membership Files

5 years

ASSESSMENTS

88	Assessor's Field Books (records after 1975 are part of State System)	Permanent
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OPENING STREETS

327	Condemnation Proceedings	see schedule
264	Final Plats & Preliminary Plats	see schedule

**NATIONAL AQUARIUM IN BALTIMORE
(N.A.I.B)**

1455	General History File for the Creation of the Aquarium	Permanent
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ACCOUNTING

1467	Bank Reconciliation and Cancelled Checks	6 years
1466	Box Office Deposit Summaries	5 years*
1462	Daily Sales Analysis and Cash Reconciliations, Gift Shop	3 years*
1465	Daily Sales Reports, A'Dells Seal Harbor Cafe	3 years*

ADMINISTRATION

1463	General Files	6 years
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COMMUNITY and VISITOR AFFAIRS

1456	Administrative Files	2 years
	Client Files	5 years
	Client Cancellation Files	2 years

DEPUTY EXECUTIVE DIRECTOR

	Administrative Files	5 years
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DEVELOPMENT

1559	Aquadopt Program Files	Permanent
1554	Assistant Director's Administrative Files	Permanent
1555	Corporate and Foundation Files	Permanent
1552	Director's Administrative Files	Permanent
1553	Director's Grant Files	Permanent
1558	Exhibit Files	Permanent
1556	Government Funding Files	Permanent
1557	Individual Contributor Files	Permanent

Membership

1460	Record of Aquadopt Donors and Parents	Permanent
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EDUCATION

Library

1604	Vertical Files	Permanent
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**NATIONAL AQUARIUM IN BALTIMORE
(N.A.I.B)**

EDUCATION

Public Programs

1550	Administrative Files	Permanent
1551	General Files	4 years

Volunteer Office

1611	Administrative Files	Permanent
1612	Exhibit Files	Permanent
1613	Training Materials Files	4 years
1614	Volunteer Personnel Files	5 years

GIFT SHOP

	Administrative Files	5 years
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MARKETING

1574	Advertising and Promotion Files	3 years
1576	Admission Reports Files	3 years
1588	Annual Report Files	5 years
1578	Aquarium Article Files	Permanent
1565	Director's Administrative Files	Permanent
1566	Marketing Meeting Committee Minutes Files	Permanent
1575	Membership Files	2 years
1573	Outside Organization Files	3 years
1577	Photograph Files	Permanent
1569	Press Release Files	Permanent
1568	Public Relations Files	Permanent
1587	Publication Job Jacket Files	3 years
1572	Publications Files	3 years
1571	Slide Files	Permanent
1567	Survey Files	Permanent
1570	"Watermark" (Newsletter) Files	Permanent

Communications

1584	Communication Coordinator's Files	3 years
1585	Scrap Books	Permanent
1586	Video Cassettes	Permanent

**NATIONAL AQUARIUM IN BALTIMORE
(N.A.I.B)**

MARKETING

Group Sales

1580	Calendar Files	1 year
1583	Confirmation Files	Permanent
1582	Confirmation Log Files	Permanent
1579	General Correspondence Files	3 years
1464	Group Sales Agreements	3 years*
1581	Group Sales Contract Files (division copy)	6 months

OFFICE SERVICES

Administrative Files

see schedule

OPERATIONS HUSBANDRY

1454	Administrative Files	5 years
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PERSONNEL

1459	Administrative Files	10 years*
1457	Applications for Jobs, Solicited and Unsolicited	3 years
1458	Authorization to Hire and Interview Rating Forms	Permanent

PIER 4 PROJECT

1453	Administrative Files	see schedule
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AUDITS

602	Audit Folders Containing Contract Information	14 years
128	Bureau of Collections Cashier's Audit Detail	1 year*
132	Cashier's Credit Stubs	5 years
571	Correspondence	10 years*
465	Overtime Authorizations	1 year
116	Work Papers (all divisions)	10 years*

PAYROLL AUDITING SECTION

117	Miscellaneous Payroll Records	2 years*
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REVENUE AUDITING SECTION

126	Cash Slip (No. 3)	1 year*
127	City Solicitor's Letters - Abatement Authority (copies)	5 years
133	Correction Advices (Pink Copy)	5 years*
103	Licenses (Traders and Misc.)	1 year*

1895	Audit Reports	permanent
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BALTIMORE TROLLEY WORKS

1877	Financial Records	permanent
1865	History and Operations Files	permanent

BEDCO/BIDC
BALTIMORE ECONOMIC DEVELOPMENT CORPORATION

585

Administrative Files

Permanent

CIRCUIT COURT for Baltimore City

ADMINISTRATOR

1825

Stenographer's Court Notes

7 years

CITY COUNCIL

OFFICE of the PRESIDENT

1680 Administrative Files

Permanent

CITY LIFE MUSEUMS

MUNICIPAL (PEALE) MUSEUM

595	Board and Trustee Minutes	Permanent
594	Gift and Loan Records	Permanent
613	Non-Municipal Financial Records	Permanent
614	Research & Publication Requests (correspondence)	2 years*

CIVIL SERVICE COMMISSION

249✓	Applications for Examination (selected)	Permanent
1036✓	Applications for Examination (not selected)	2 years
1037✓	Applicant Examination Papers	2 years
414✓	Certifications	2 years
1041✓	Classification History Files	10 years*
1039✓	Classification Project Files	10 years
590✓	Clinic Correspondence and Procedures	5 years
320✓	Correspondence and Miscellaneous Forms File	5 years*
419✓	Correspondence (Routine Administrative)	2 years
631✓	Employee Personnel File (separated)	Permanent*
411✓	Examination History Files	15 years
410✓	Master Keys	5 years
573✓	Minutes of the Civil Service Commission	Permanent
1765✓	Non-Classified Employee Personnel Files (separated)	Permanent
1040✓	Policy Statements, Bulletins, Special Reports	Permanent*
1038✓	Position Description Files	see schedule
1884	Health Enrollment Applications	3 2 Yrs. 2 in Archive
1885	General Correspondence	5 yrs.

EXECUTIVE DIVISION

1863	Photographs (former commission members)	permanent
1864	Personnel council Meeting Minutes	permanent

CIVIL SERVICE COMMISSION

STAFFING AND UNEMPLOYMENT

1826	Examination and Process Forms	2 years
1827	Leave of Absence Lists	7 years
1828	Unemployment Insurance (excluded employees)	7 years
1829	Unemployment Insurance (excluded employees) Lists of former employees	7 years
1830	Lay-off work sheets	7 years
1831	Automated Payment Summary Report	7 years
1832	Class Titles	2 years
1833	Extended Sick Leave	7 years
1834	Quarterly Unemployment Insurance Billings and Reports	3 years
1835	Cardex Cards	5 yrs (microfilm - permanent)
1836	Appeals Files	7 years

COMMUNITY RELATIONS COMMISSION

1775

Case Files

Permanent

COMPTROLLER

155	Board of Estimates Minutes (original)	Permanent
156	Board of Estimates Minutes (extra copies)	5 years
1250	Comptrollers Personal Records in Connection with his Service on Boards and Commissions	3 years*
193	General Correspondence File	12 years*
263	Tabulation Sheets and Bid Recommendations	5 years

HARBOR MASTER-MARKETS

615	Administrative Correspondence	Permanent*
195	Market and Harbor Accounts Receivable Ledger	Permanent*
371	Market Stall License Transfer	2 years
197	Monthly Fianancial Statement	3 years*
616	Receipted Tenant Bills	3 years*
231	Receipts, City Wharves (duplicates)	5 years*

MUNICIPAL POST OFFICE

1563	Daily Statement of Postage Used	2 months
487	Firm Mailing Book (Reg. C.O.D., certified, insured)	3 years
1560	Interdepartmental List Charge Number for Metered Postage	1 year
1561	Messenger Receipt Card	3 years
1562	Monthly Ledger	3 years
488	Monthly Ledger Records	2 years
456	Postage Charge Tickets	1 year
1564	Stamp Receipt Books	3 years

MUNICIPAL TELEPHONE EXCHANGE

1209	Computer Print-outs	1 month*
1208	Correspondence Files	Permanent
1207	Long Distance Toll Tickets	10 years
566	Telephone Account Information Record	10 years
1205	Telephone Repair Report Logs	1 year
1204	Telephone Service Requests	10 years

REAL ESTATE DIVISION

559	Property Acquisition Files (completed projects) *	see schedule
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CONTRACTOR'S QUALIFICATION COMMITTEE

633

Application for Prequalification

5 years

CULINARY ARTS INSTITUTE

603

Grade Record (transcript)

Permanent

DISASTER CONTROL and CIVIL DEFENSE

1231	Administrative Files	Permanent
1241	Auxiliary Fire Fighters Files	10 years
1238	Baltimore Public Service Radio Files	Permanent
1240	Fallout Shelter Licenses	3 years*
1232	Fiscal Records	3 years*
1381	Inventory Control Cards	see schedule
1235	Inventory Control Files	see schedule
1234	Operational Files	see schedule
1233	Personnel Records	Permanent
1236	Shelter Inspection Reports	3 years
1237	Shelter Sketches	see schedule
1239	Trapped Water Surveys	see schedule

EDUCATION

ADMINISTRATION

1623	Administrative Handbook Files	Permanent
1622	Board Folder Files	Permanent
1629	Board of Superintendent's Minutes Files	Permanent
1635	Bureau of Educational Services Files	Permanent
1636	Central Professional Development Committee Minutes Files	Permanent
1626	Desegregation Files	Permanent
1634	Committee Reports and Minutes Files	Permanent
1630	Educational Assistant Files	Permanent
1628	Individual School Files	Permanent
470	Payroll Records	5 years
1625	Personnel and Credentials Committee Meeting Files	Permanent
1624	Printed Materials Files	Permanent
1638	Public Hearing Tape Files	Permanent
1639	Reorganization Files	Permanent
1627	Session Files	Permanent
1633	Special Project Files	Permanent
1631	Staffing Files	Permanent
1637	Tape Files	Permanent

FISCAL MANAGEMENT

475	Contracts (completed)	15 years
577	Various Project Documentation (see 1901)	7 years
1901	Grant Files	5 years

HUMAN RESOURCES and LABOR RELATIONS

1651	Employee Accident Files	see schedule
1652	Employee's Incident Reports	30 years

PERSONNEL

251	Educational & Classified Personnel Record (inactive)	see schedule
1650	Student Accident Report Files	3 years*

BUDGET OFFICE

1904	Administrative Correspondence	5 years
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OFFICE of EMPLOYEE DEVELOPMENT
(formerly N.P.A.)

ADMINISTRATION

1687	Compensation Files	30 years
1493	Contract Books/Files	3 years*
1495	Deputy Director's Administrative Files	Permanent
1688	Eligibility Verification Files	7 years
✓1686	Executive Assistant's Files	5 years
1513	Participant Time Records	5 years*

BUSINESS SERVICES and TRAINING

1689	Board of Estimates Grant Files	4 years
1690	Private Industry Council Files	Permanent

DIRECTOR'S OFFICE

1494	Director's Administrative Files	Permanent
1685	Director's Grant Files	Permanent

EQUAL OPPORTUNITY COMPLIANCE OFFICE

1691	Case Files	10 years
1776	T.J.T.C.	4 years

FISCAL MANAGEMENT

1515	Disbursement Expense Account Records	3 years*
1498	Program Fiscal Records	3 years*
1692	Subcontractor's Files	3 years

GRANTS MANAGEMENT

1693	Administrative Files	Permanent
1507	Verification and 30-day Follow-up Turn Around Documents	5 years

MANAGEMENT INFORMATION SYSTEMS

1503	Client Interviews	immediate destroy
1505	Client Registrations	5 years
1504	Job Referral Data Sheets and Verifications of Referrals	immediate destroy
1694	Monitoring Reports Files	5 years
1695	Participant Report Files	3 years

OFFICE of EMPLOYEE DEVELOPMENT
(formerly N.P.A.)

MANPOWER RESOURCES

1509	Activity Request Form	3 years
1516	Central Supply Requisitions	3 years*
1514	Check Receipt Forms and Check Receipt Register	3 years*
1501	Computer Coding Sheets, Youth Entitlement Demonstration Program	5 years
1506	Computer Generated Financial Planning Reports	3 years
1518	Job Application and Resumes - Hyatt Regency Hotel and Harborplace	3 years
1508	Participant Progress Reports, PSE (Public Service Employment)	5 years
1497	Program Administrative Files	Permanent
1498	Program Fiscal Records	3 years*
1496	Public Information Office Files	Permanent
1517	Supply Records - Baltimore Summer Corps	3 years*
1510	Worksite Activity Review Forms	3 years*

LEARNING CENTER

1621	Participant Files	7 years
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MIS SUPPORT

1492	Client Files	5 years
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OPTIONS

1789	Client Files	5 years
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PERSONNEL

1698	Personnel Cards Files	5 years
1697	Personnel Files (separated)	Permanent
1699	Terminated Employees List Files	Permanent

PROGRAM OPERATIONS

1499	Administrative Files - Program Operations	3 years
1500	Evaluation Files - Program Evaluation	Permanent

OFFICE of EMPLOYEE DEVELOPMENT
(formerly N.P.A.)

RESEARCH & EVALUATION

1511	Follow-up Surveys - JPTA (Job Partner- ship Training Act)	5 years
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YOUTH EMPLOYMENT SERVICES

1788	Client Files	5 years
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1839	Audit Reports	7 years
1840	McElderry Employment Center Files	7 years

TRANSPORTATION

1841	Delivery Tickets Summer Food Program	4 years
1842	Summer Trip Program Files	4 years

EMPLOYEE'S RETIREMENT SYSTEM

504	Active Membership Files	Permanent
493	Annual Analysis of Annuity Savings Listings	5 years
1187	Data for Actuary (IBM Listing)	Permanent
494	Disbursements Voucher Supporting Detail & Cash Receipts Tickets	5 years*
641	Employees Retirement System Checks	49 years
505	Inactive Membership Files	Permanent
1188	Investment Ledger	Permanent

ENOCH PRATT FREE LIBRARY

1302	Administrative Files (see schedule)	5 years*
1261	Archives of the Enoch Pratt Free Library (previously identified materials)	Permanent
1296	Catalogs of Collections, Shelflists, Authority Files	Permanent
1297	Form 35s	5 years
1298	Maintenance Service Orders	1 year
1265	Minutes - Board of Trustees	Permanent
1302	Non-permanent Reference Files (see schedule)	see schedule
1300	Obsolete Files (see schedule for list)	Immediate destroy
1299	Out-going Shipping Orders	see schedule
1303	Reference Files (see schedule)	Permanent
1304	Review Files (see schedule)	U.N.F.A.V.
1305	Statistical Records & Reports (see schedule)	see schedule

ADULT SERVICES

1262	Office Files - Adult Services	Permanent
1340	Organization Files	U.N.F.A.V.
1341	Program Files - Adult Services	3 years*

ASSISTANT DIRECTOR'S OFFICE

1263	Office Files - Assistant Director	Permanent
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AUDIO-VISUAL DEPARTMENT

1353	Acquisition Order Cards - Audio-Visual Materials	see schedule
1264	Archival Film Collection	Permanent
1352	Audio-Visual Reservation Forms	see schedule
1351	Bookings File	1 1/2 years

CENTRAL CIRCULATION and BRANCH AGENCIES

1346	Cash Reports	3 years*
1343	Firm Cards	until card expires
1349	Receipts for Fine or Book Payment	3 years*
1345	Registration Files	3 months
1344	Transaction Snag Reports	1 year
1347	"Unables" (Delinquent Materials)	3 months
1348	Vacation Loans	3 months

CHIEF OF CENTRAL LIBRARY

1266	Office Files - Chief of Central Library	Permanent
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ENOCH PRATT FREE LIBRARY

CHILDREN'S SERVICES

1267	Administrative Files - Children's Services	Permanent
1342	"Reading is Fundamental" Files	U.N.F.A.V.
1268	Reports - Children's Services	Permanent
1269	Summer Reading Clubs and Activities Files	Permanent

CIRCULATION CONTROL

1270	Court Case Records	Permanent
1339	Delinquent List	1 year
1338	Master Circulation Records	2 years

DIRECTOR'S OFFICE

1271	Office Files - Director's Office	Permanent
1272	Publications and Reports - Director's Office	Permanent

EXTENSION DIVISION

Bookmobiles

1273	Administrative Files - Bookmobiles	Permanent
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Branch Agencies

1362	Branch Files	U.N.F.A.V.
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Chief of Extension Division's Office

1274	Administrative Files - Chief's Office	Permanent
1275	Branch Files - Chief's Office	Permanent

Reading Resource Centers

1364	Administrative Files - Reading Resource Centers	U.N.F.A.V.
1365	Client Files	see schedule
1363	Coordinator's Files	U.N.F.A.V.

Region I Office

1276	Administrative Files - Region I Office	Permanent
1277	Branch Files - Region I Office	Permanent

Region II Office

1278	Urban Service Program Files	Permanent
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ENOCH PRATT FREE LIBRARY

FINE ARTS and RECREATION

1279	Office Files - Fine Arts & Recreation	Permanent
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GENERAL INFORMATION DEPARTMENT

Telephone Reference Service

1356	Book Requests	6 months
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INFER (Information For Every Resident)

1335	INFER Files	Permanent
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MARYLAND DEPARTMENT

1358	"Beg" Files	2 years
1281	Dealer's List	Permanent
1282	General Correspondence & Office Files	Permanent
1357	Maryland Legislative Bill Index	Immediate Destroy

MARYLAND INTER-LIBRARY LOAN ORGANIZATION (MILO)

1332	Completed Non-teletype Requests	6 months
1334	Overdue Notices	until settled
1333	Teletype Files	see schedule

PERSONNEL SERVICES

1440	Interview Evaluations	2 years
1285	Personnel Files - Individual Employees	Permanent
1329	Personnel Records	see schedule
1330	Program Files	5 years*

PLANNING and FINANCE

Buildings and Maintenance

1280	Contracts, Drawings, and Specifications	Permanent
1320	Personnel Folders - Building and Maintenance Division	10 years*
1319	Staff Vehicle Trip Record	3 years*

Business Office

1317	Accident Reports - Employees and Patrons	7 years
1318	Attendance Records	3 years
1312	Detail Ledger Cards	Permanent
1313	Furniture and Equipment Inventory Records	see schedule
1310	Primary Auditable Records (see schedule)	3 years*

ENOCH PRATT FREE LIBRARY

PLANNING and FINANCE

Business Office

1315	Quarterly Statements (City Funds)	5 years*
1314	Tax Shelter Annuity Program Files	see schedule
1311	Telephone Records	2 years
1316	Unit Records	Permanent

Shipping Room

1321	Receiving Records - Shipments & Mail	3 years
1322	Vehicle Records	see schedule

Supply Room

1323	Inner Agency Requisitions	3 years
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POPULAR LIBRARY

1359	Homebound Services Files	5 years
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PROCESSING DIVISION

1324	Gift Donor Files	3 years*
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Acquisitions Department

1328	Order Files - Books and Records	see schedule
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Book Selection Room

1325	New Title List, Fast Purchase. Ingram Book Orders	see schedule
1286	Office Files - Book Selection Room	Permanent

Serials Unit

1326	Order Files - Serials	see schedule
1327	Serials Check-in Records	see schedule

PUBLIC RELATIONS

1287	Archival Copies of Publications and Official Files	Permanent
1288	Office Files - Public Relations	Permanent
1291	Official Photographs, Slides, and Window Photographs and Item Lists	Permanent
1306	Publication Files	Permanent
1290	Publicity Scrapbooks	Permanent

ENOCH PRATT FREE LIBRARY

1302	Administrative Files (see schedule)	5 years*
1261	Archives of the Enoch Pratt Free Library (previously identified materials)	Permanent
1296	Catalogs of Collections, Shelflists, Authority Files	Permanent
1297	Form 35s	5 years
1298	Maintenance Service Orders	1 year
1265	Minutes - Board of Trustees	Permanent
1302	Non-permanent Reference Files (see schedule)	see schedule
1300	Obsolete Files (see schedule for list)	Immediate destroy
1355	Order Files, Subject Departments & Branch Agencies	2 years*
1299	Out-going Shipping Orders	see schedule
1303	Reference Files (see schedule)	Permanent
1354	Standing Order Files	Permanent
1304	Review Files (see schedule)	U.N.F.A.V.
1305	Statistical Records & Reports (see schedule)	see schedule

ADULT SERVICES

1262	Office Files - Adult Services	Permanent
1340	Organization Files	U.N.F.A.V.
1341	Program Files - Adult Services	3 years*

ASSISTANT DIRECTOR'S OFFICE

1263	Office Files - Assistant Director	Permanent
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AUDIO-VISUAL DEPARTMENT

1353	Acquisition Order Cards - Audio-Visual Materials	see schedule
1264	Archival Film Collection	Permanent
1352	Audio-Visual Reservation Forms	see schedule
1351	Bookings File	1 1/2 years

CENTRAL CIRCULATION and BRANCH AGENCIES

1346	Cash Reports	3 years*
1343	Firm Cards	until card expires
1349	Receipts for Fine or Book Payment	3 years*
1345	Registration Files	3 months
1344	Transaction Snag Reports	1 year
1347	"Unables" (Delinquent Materials)	3 months
1348	Vacation Loans	3 months

CHIEF OF CENTRAL LIBRARY

1266	Office Files - Chief of Central Library	Permanent
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ENOCH PRATT FREE LIBRARY

PUBLIC RELATIONS

Printing & Publications

1289	Correspondence Files - Printing & Publications	Permanent
1307	Paste-up and Negatives of Art Work for Pratt Publications	Permanent
1309	Publications Requisitions & Whitepaper Originals	1 year
1308	Sales Orders for Pratt Publications	5 years*

SENIOR ADMINISTRATIVE ASSISTANT

1292	Office Files - Senior Administrative Assistant	Permanent
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STACKS and SHELVING

Microfilm Center

1350	Receipts, Photocopy Service to Readers	3 years*
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STATE NETWORK SERVICES - GOVERNMENT REFERENCE SERVICE

1331	Reference Requests	Permanent
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VOLUNTEER SERVICES

1293	Administrative Files - Volunteer Services	Permanent
1337	Time Log - Volunteers	Permanent
1336	Volunteer Files	see schedule

YOUNG ADULT SERVICES

1294	Administrative Files - Young Adult Services	Permanent
1295	Book Talks	Permanent

FINANCE

ACCOUNTING OPERATIONS

1242	AAO (Appropriation Adjustment Order)	4 years
539	Analysis of Changes in Fund Balance	3 years
6	Appropriations - Cumulative Statement (Level 2)	15 years
407	Authorization Letters	10 years*
1531	Baltimore BRESCO Company Scale Tickets	4 years
1243	Budget Master	4 years
1249	Capital Project Files	see schedule
1481	Cash Deposit Slips (numerical file)	12 years
1248	Cash Transaction Summary	7 years
1619	Central Garage Purchasing Warehouse Requisitions	3 years
1617	Central Garage Rental Record	3 years
1618	Central Garage Time Sheets	3 years
400	Construction Work Orders & Capital Improvements (closed)	12 years
8	Daily Audit Sheets	30 days
486	Detail Account Register (Level 3)	10 years
502	Detail Listing of Payroll Distribution	10 years*
1189	Fixed Asset Records and Inventories	Permanent*
1244	General Ledger	Permanent
538	General Ledger Balance Sheets	3 years
1480	Journal Entries (large)	7 years
1479	Journal Entries (small)	7 years
485	Monthly Report (Level 1)	Permanent
1247	Object-Sub-Object Ledgers	see schedule
423	Plant Distribution Ledger	Permanent
1245	Storm Agnes Files (1972)	Permanent*
4	Tax Collections and Returns	15 years
501	Transaction Listing & Stock Status Report (Central Inventory)	see schedule
442	Transactions (Central Inventory)	3 years*
9	Voucher Register	6 months
1	Vouchers (relating to Federal-Aid Projects)	see schedule

Capital Accounting

1732	Capital Project Ledger	Permanent
1730	Closed Capital Projects Expenditure Extracts Files	Permanent
1731	Conversion Files for Work-in- Progress	Permanent

BUREAU of BUDGET & MANAGEMENT RESEARCH

Bid Office

462	Bid Office Correspondence	1 year
463	Bid Requests (Vendors) [Informal Bids Only]	5 years

Chief's Office

1397	Chief's Office Files	5 years
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FINANCE

BUREAU of BUDGET & MANAGEMENT RESEARCH

Vehicle Freeze Committee

1430 Vehicle Assignment Request 3 years

CENTRAL PAYROLL

✓ 44	Bank Reconcilements Listings	1 year
✓ 35	Cancelled Payroll Checks (other than those covered by Schedule 34)	4 years*
✓ 143	Correspondence (Administrative)	5 years*
✓ 1260	Deduction Authorization Cards and Billings	10 years
✓ 576	Employee Leave Lists	3 years
✓ 43	Miscellaneous Payroll Data (payroll binders, direct deposit)	2 years
✓ 503	Payroll Maintenance File and Leave Lists	1 year
✓ 38	Payroll Sheets	5 years*
✓ 41	Payroll Vouchers	5 years
✓ 34	Pension and Retirement Payroll Checks	4 years
✓ 261	Pension and Retirement Payroll Register Sheets	5 years
✓ 466	Social Security Reports (Taxable Wages)	8 years
✓ 468	Temporary Employees Cut-off Tickets	1 year
✓ 32	Ticket Histories (Inactive Status)	5 years
✓ 33	W-2 Earnings Record Listings	Permanent

DISBURSEMENTS

1786	C.C.B. Book Orders	7 years
✓ 1403	Cash Payment Purchase Order Draft Listing (C.P.P.O.)	7 years
✓ 262	Contracts (completed)	Permanent*
1783	Direct Payment Order	7 years
1785	Education Book Orders	7 years
1784	Enoch Pratt Library Orders	7 years
1787	Work Orders	7 years

Major Medical

1791	Death Benefits	7 years
1790	Explanation of Benefits	7 years
1792	Long Term Disability	7 years
1782	Cash Payment Purchase Order Vouchers	7 yrs.

LOAN and GUARANTEE

1755	Accounting Files	2 years*
1758	Annual Reports	Permanent
1747	Bid Books	4 years
1756	Construction Manager's Files	Permanent
1757	Loan Closing Binders	Permanent
1512	Managerial Files	Permanent
1749	Plans Files	Permanent

FINANCE

TREASURY MANAGEMENT

1252	Register Bonds Cancelled on Transfer with Bond Powers Attached	see schedule
591	Repaid Off-Street Parking Loans Files	12 years
601	Retirement Systems Investment Records	4 years
547	Statements and Deposit Records	2 years*

COLLECTIONS DIVISION

Administration Section

420	Correspondence - General	12 years
550	Correspondence (property settlement letters)	4 years
441	Tax Return Forms (fuel, motel, hotel and parking)	4 years*

Billing Section

83	Maryland & Foreign Corporation Tax Ledgers (closed file)	7 years*
94	Tax Ledgers (current - real estate & special charges)	Permanent
204	Tax Ledgers (current - tangible)	12 years

Cashier Section

245	Auditor's Totals (Tax Savings Machine Clearance)	5 years*
58	Cashier Stub's - Miscellaneous	see schedule
57	Cashier Stub's - Others	see schedule
96	Cashier's Stub & Check Listings	see schedule
629	Report of Cashier's Cash	3 years
243	Tax Savings Cards (closed account)	Permanent 5 yrs.
244	Tax Savings Control	5 years*

Delinquent Accounts

297	Cycle Billing Ledger Sheets (closed accounts)	see schedule
298	Cycle Billing Posting Media	6 years*
1452	Index Cards to Tax Sale Ledgers	Permanent
188	Miscellaneous Revenue Ledger	10 years
95	Tax Sale Ledgers	Permanent
279	Tax Sale Records (cost book, cash slip, certificate of tax sale, correspondence, and payment (d.p.))	5 years
281	Tax Sale Records (newspaper certification)	6 years
282	Tax Sale Records (receipted tax bills- liens)	8 years
321	Thirty Day Final Legal Notice Returns (Notice of Sale)	see schedule

85 Tax Sale Records

FINANCE

PURCHASES

27	Bid Request for Quotation (original)	7 years
55	Contracts (completed)	7 years
31	Correspondence	7 years
464	Inventory Control and Related Records	3 years

REVENUE CONTROL

19	Control Cards	4 years*
134	Correction Advices (yellow copy)	4 years*
383	Extra Copies of Tax Rolls and Supporting Media	4 years*
20	Second Run Distribution Tapes	4 years*
21	Verifications	4 years*
26	Purchase Orders	7 years
25	Requisitions	7 years
30	Sale of Materials (salvage)	5 years
2	Purchase Orders & Other Misc. Orders	7 years
3	Vendor's Files	7 years
1	Vouchers	7 years*

✓ TREASURY MANAGEMENT

620	Bank Balance Sheets - Daily Report Sheets	3 years
572	Banking Service & Paying Agent Service Records	5 years*
1447	Bid Deposit Refund Checks	7 years
621	Bid Deposit Refund Checks (green copy)	5 years
212	Cancelled Coupons	see schedule
1644	Cancelled Trustee Checks	Permanent
159	Cash Disbursement Book (voucher register)	7 years*
1491	Cash Payment Purchase Order Drafts and Register	7 years*
477	Cash Record (Daily)	12 years
317	Certified Check Register (relating to contracts)	5 years
150	Check Register (corporate account)	7 years
115	Check Register (interest on funded debt)	15 years
421	Check Releases	5 years
142	Checks (corporate account)	7 years*
158	Checks (interest on funded debt)	18 years*
476	Coupon Records (miscellaneous)	2 years*
622	Corporate Account Computer Ledger Sheets	5 years
1251	Defunct Banks Escheated Funds	Permanent
1259	Employee's Retirement System Checks	Permanent
202	General Correspondence File	12 years
592	Money Market Quote Sheets	3 years
190	Ordinances & Resolutions (extra copies)	5 years
623	Project Loan Note-Sale (work papers)	3 years
160	Receipt Books	3 years
213	Redeemed Coupon Bonds & Project Notes	see schedule

FINANCE

TREASURY MANAGEMENT

Liens Section

453	Affidavit of Property Transfer	3 years
10	Lien Certificates	6 years

Parking Fines Section

554	Parking Citations (city copy)	4 years*
642	Parking Citations -unissued/unused	60 days
642	Parking Fine - Cashier Stubs	5 years*
564	Parking Fine - Warning Notices	4 years*
555	Parking Fines Data Control Sheets	4 years*

Receipts Section

104	Assessment Revisions (Posting media)	4 years
332	Assessments (alley, footway, and street improvement)	12 years
1376	Claim for Refund-Baltimore City Fuel Oil and Utility Tax	5 years
82	Comptroller's Rental Records	see schedule
184	Daily Cash Distribution Report	4 years*
549	Daily Cash Work Papers	6 years*
483	Daily Real Property Register	4 years*
106	Daily Report of Bank Collection Envelopes	3 years*
13	Dog and other General Licenses	4 years
1420	Garbage Disposal Ledger	4 years
147	Maryland & Foreign Corp. Assessment Changes (Daily report sheet)	4 years*
59	Metered Water & Private Fire Protection Service Ledgers	3 years*
92	Minor Privilege Ledger (misc.)	12 years
91	Minor Privilege Ledger (ordinances)	Permanent
1472	Miscellaneous Revenue (daily cash edit)	4 years
187	Miscellaneous Revenue (Daily distribution sheet)	10 years
201	Monthly Cash Report File (red folders)	6 years*
105	National Cash Register Balance Report (Cashier Machine Lists)	4 years
186	Overpayment Voucher (original)	see schedule
484	Overpayment Voucher (3rd & 4th copy)	4 years*
84	Plumbing & Heating Ledger (closed file)	see schedule
60	Real Property Assessment Changes (Daily Report Sheets)	4 years*
189	Refund Check (copy)	3 years
192	Refund Checks	15 years
884	Revenue Distribution Journal (sheets)	4 years
628	Steam Condensate-Sewer Service Charge Books	3 years
148	Tangible Personal Property Assessment Abatements (Daily Report Sheets)	4 years*

FINANCE

TREASURY MANAGEMENT - COLLECTIONS DIVISION

Receipts Section

146	Tangible Personal Property Assessment Changes (Daily report sheets)	4 years*
436	Tax Credit Applications	3 years*
627	Tax Credit Certificates of Eligibility	4 years*
203	Tax Ledgers - Real Estate (closed suspense)	12 years
205	Tax Ledgers - Tangible (closed suspense)	12 years

Vehicle Damage Investigation

1428	Vehicle Damage Report (vehicle damage investigator's copy)	see schedule
1429	Vehicle Damage Ruling (vehicle damage investigator's copy)	3 years

RISK MANAGEMENT

1882	School Bus Claims	22 years
1883	Property Claims	22 years

FIRE DEPARTMENT

AGENCY WIDE

1442	Acting Out of Title Summary	2 years
1444	Overtime Authorizations	2 years
1443	Performance Evaluation Reports	6 months

AMBULANCE SERVICE

324	Ambulance Reports	⁶ 10 years
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FIRE INVESTIGATION BUREAU

123	Fire Investigation Street Cards	^{PERM.} 1 year
120	Preliminary & Suspicious Investigation Reports	^{PERM.} 20 years
322	Report of Injuries and Death at Fires	20 years

FIRE SUPPRESSION

326	Accident Report File (vehicular)	5 years
323	Fire Incident Reports	⁵ 10 years
1445	Oil Spill Reports	5 years

HEADQUARTERS ADMINISTRATION

1902	Patient Medical Files	20 years
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HEALTH DEPARTMENT

ANIMAL CONTROL

1772	Animal Bite Investigation Files	24 years
1770	Animal Disease Investigation Files	10 years
1769	Dispatcher's Daily Report Files	3 years
490	Dog Bite Report	2 years
1771	Kennel Permit File	3 years
523	Rat Bite Report	10 years
1776	Administration Files	Permanent

BIOSTATISTICS

529	Certificates of Birth, Death or Fetal Death	Permanent
528	Daily, Weekly, and Monthly Summaries of Births, Deaths, Fetal Deaths and reportable diseases	Permanent
532	Punch Cards for Child Health Clinics	2 years
530	Statistical Birth, Death, and Fetal Death Cards	Permanent

CHILD & ADOLESCENT HEALTH SERVICES

1763	Administrative Files	Permanent
1764	Patient Files	25 years
1881	School Health Records	See Schd.

CHILD DAY CARE

1762	Administrative (General) Files	Permanent
1761	Day Care Licensing Files	5 years

COMMUNICABLE DISEASES

449	Index Cards (Sydenham Hospital)	Permanent
448	Syndenham Hospital Case Histories	See Schd.
	H.I.V. Cases	25 years

COMMUNITY HEALTH NURSING

1045	Case Files, Family	10 years*
1549	High Blood Pressure Screening (normal)	4 years
1683	Patient Files	5 years
506	Personnel Folders (inactive files)	See Schd.
1682	Project KIC Files	4 years
1044	TB Case Files	10 years*
1870	Chronic Disease	5 years

SEE NEXT PAGE FOR CONTINUATION OF THIS BUREAU

CONTRACTS AND GRANTS

1653	Board of Estimates Files	3 years
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DENTAL CARE

1246	Patient Records, Cards and Folders	7 years*
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HEALTH DEPARTMENT

COMMUNITY HEALTH NURSING

1862	Hepatitis Referral Files	7 years
1850	Administrative Files	7 years
1820	Expense Account	2 years
1819	Neighborhood Nurse Office Records	7 years
1805	Activity Sheets	2 years
1806	Employee Day Sheets	2 years
1807	Handicapped Files	25 yrs.
* 1808	Family Service Files	7 years

FIELD HEALTH SERVICES

1886	Ambulance Co. Records	15 years
1887	Ambulance Permit Files	15 years
1888	Patient Report Files	15 years

1894 Geriatric Health Service
Patient Files see 844

FISCAL SECTION

1855	Fiscal Records	11 years
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LEGISLATIVE AFFAIRS AND EVALUATIONS

1818	House and Senate Bills	permanent
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PREVENTIVE MEDICINE AND COMMUNICABLE DISEASES

1822	Administrative Files	permanent
1823	Communicable Disease Reports	20 years
1824	Outbreak Investigation Reports	30 years

* COMMUNITY HEALTH NURSING

1809	SIDS Files	2 years
1810	Referral Files	2 years

HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH

1647	Institutional Inspection Reports	see schedule
265	Permit Index Cards (inactive)	2 years*
266	Permits and Licenses (3rd & 4th copies)	2 years*

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FOOD CONTROL

507	IBM Statistical Cards	4 years
507	Inspection Reports	8 years

HANDICAPPED CHILDREN'S PROGRAM

1760	Administrative Files	Permanent
498	Master File Cards	Permanent
499	Handicapped Children Files	25 years

HUMAN SERVICES

Research and Analysis

1646	Title Twenty Files	5 years
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INFORMATION RESOURCE MANAGEMENT

1608	Annual I.B.M. Vital Statistics Tabulations	6 years
1605	Annual Vital Statistics Tables	Permanent
1606	Birth and Death Alphabetical Name Listing	Permanent
1607	Birth Listings	3 years
1609	Vital Statistics - Data Processing Files	Permanent

INDUSTRIAL HYGIENE

72	Card Index to Heating Equipment Installations	Permanent
73	Complaints	Permanent

MATERNAL & FAMILY PLANNING SERVICES

1519	Budgetary Files	5 years
1042	Casefiles - Child Health	25 years
1089	Closed Licensed Day Care Center Folders	see schedule
1640	Correspondence Files	Permanent
744	N.E.T. Grant Project Records	2 years

HEALTH DEPARTMENT

MATERNAL & FAMILY PLANNING SERVICES

Child Care Food Program

1649	Day Care Provider Files	4 years
1677	Food Service Invoices	3 years
1681	Withdrawn Provider Files	4 years

Family Planning Service

1773	Family Planning Clinic Records	25 years
666	Family Planning Clinic Records	12 years*
497	Maternity Hygiene Files (inactive)	Permanent*

WIC Program

732	Administrative Files (Director and Office Supervisor)	Permanent
738	Billings (monthly) - Dairy	3 years*
1527	Casefiles (application)	5 years*
725	Case Files (Applications, infants and children)	5 years*
739	Case Files (applications - women)	5 years
729	Correspondence - Applications	5 years
728	Interviews	5 years
723	Log Book & Forms - Emergency Home Delivery	3 years
743	Log Books	3 years
737	Log Books (service charges)	3 years
730	Model Cities Files	Permanent*
724	Recipient Records (various computer listings)	1 month
727	Registers - Recipient Assignment	5 years
741	Reports (daily) - WIC Nutrition Aides	3 years
735	Reports - Home Delivery Termination	3 years
734	Reports - Infant Age Group Change	3 years
726	Reports - Nutritional Education Contact	5 years*
740	Reports - Nutritional Risk Code	3 years
742	Reports - Recipient Waiting List	6 months
733	Reports (route week change)	3 years
731	Reports (weekly project)	Permanent
1529	Telephone Logs	3 years*
1528	Weekly Staff Reports	2 years

MENTAL HEALTH

1043	Case Files - School Child Mental Health Clinic	10 years*
1377	Mental Health and Addiction Administrative Records	9 years*

HEALTH DEPARTMENT

MENTAL HEALTH

Geriatrics

1701	Community Place Program Files	8 years
1700	Geriatric Evaluation Service Files	8 years

← 1753 *Municipal Health Services*

PREVENTIVE MEDICINE and EPIDEMIOLOGY

1781	Administrative Files	Permanent
598	Tuberculosis Records + <i>SYPHILIS RECORDS</i>	50 years
1778	Chest X-Ray Film	50 years
1538	Consent Forms for Test	3 years
1780	Master Index Cards	50 years
1779	Morbidity Cards	50 years
1540	Morbidity Card - Gonorrhea	5 20 years
1541	Morbidity Card - Syphilis	20 20 years
1599	TB and Atypical Laboratory Reports	15 years
1539	Veneral Disease History Card and Treatment Card	3 years

SENIOR AIDE PROGRAM

1746	Administrative Files	8 years*
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SPECIAL HOME SERVICES

513	Bus Token Record	2 years
517	Client Case Records (deceased cases)	5 years
1530	Client Case Records (inactive cases)	5 years
508	Daily Activity Record	2 years
510	Daily Report of Health Aide	2 years
516	Future Appointment Sheet	1 year

WAXTER CENTER

844	Senior Citizen's Health Records Waxter Center Clinic	5 years
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HEALTH DEPARTMENT

PERSONNEL

1847	E.E.O.C. Reports	7 years
1846	Vacancy Reports	7 years
1845	Recruitment Files	7 years
1844	Correspondence Files	7 years
1843	Personnel Files (HDP Files)	4 years

NEW VISION COUNSELING CENTER

1838	Case Files	3 years
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COMPREHENSIVE SCHOOL HEALTH SERVICES

1795	Patient Files	25 years
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SUBSTANCE ABUSE

1896	Drug Abuse Files	5 years
1905	Grant Files	5 yrs

Nursing & Community Services

1746	Administrative Files	8 years (to be screened by archivist)
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Maternal and Infant Program

1898	Prenatal - Healthy Start Files	1 year
1899	Healthy Start Infant Files (Low Risk)	1 year
1900	Healthy Start Infant Files (High Risk)	25 years

COMMISSION for HISTORICAL and
ARCHITECTURAL PRESERVATION

581	Building Surveys	Permanent
580 579	Historic District Building Files	Permanent
578	Landmarks List	Permanent
584	Maps and Plans	Permanent
580	Minutes	Permanent
582	Notices to Proceed	1 year
1837	Information Files	permanent

HOSPITALS

246	Medical Records - Case Histories (In & Out patient)	Permanent
255	Patient's Fund Accounts (closed)	3 years*
1378	Transcripts (student) - School of Practical Nursing	50 years

HOUSING AND COMMUNITY DEVELOPMENT, DEPT. OF

All Bureaus and Divisions

✓1076	Payroll Attendance Sheets, (HABC)	3 yrs. aft. audit
✓801	Work Orders	2 yrs. aft. audit
849	Employee Call-in Sheets (Absentee Reports)	2 yrs. aft. cur. yr.

Administration - Administrative Planning and Services

✓936	General Operations Files	U.N.F.A.V.
✓937	Policy & Procedure Files (HABC)	Permanent
✓938	Administrative Files, Operational Services	U.N.F.A.V.
✓939	Long Distance Telephone Records	Immediate Destruction
✓940	Studies and Analyses	Permanent (SP)
✓941	Field Office Leases & City-owned Property Occupied by HCD Offices	See Schedule

Administration - Administrative Planning and Services (HABC)

✓ 999	Weekly Disbursement Logs & Receipt Registers, Central Stores	See Schedule
✓1000	Requisitions for Projects & Offices, Central Stores	See Schedule
✓1001	Weekly Disbursement Reports, Central Stores	See Schedule
✓1002	Inventory Control Cards, Central Stores	See Schedule
✓1003	Reproduction Request, Central Stores	1 year
✓1006	Forms Files, Administrative Services	U.N.F.A.V.

Administration - Budgets

✓748	FED Statements	Immediate Destruction
✓749	Urban Renewal Contract Files	5 years * (SP)
✓750	Working Papers, Capital Improvement Program	7 years (SP)
✓751	Working Papers, (HABC), Operation Budget	7 years (SP)
✓752	Operating Budgets, (Copies)	6 years
✓753	Bi-weekly Time Distribution Reports	See Schedule 2 yrs or
✓754	City Contract Files	15 years (SP) until audited
✓755	Check Orders, Law Dept., Real Estate Division	3 years (SP)
✓756	Working Papers, City Operating Budget	7 years (SP)
✓757	Closed -out Urban Renewal Project Files	Permanent (SP)
✓758	Closed Projects, Contracts Files	7 years (SP)
✓759	Miscellaneous Files	5 years
✓1004	"Chron" (Chronological) Files	Permanent
✓1005	Personnel and Salary Listings	See Schedule

Administration - Director's Office

✓930	Correspondence Files, Director's Office	Permanent
✓931	Summons, City & Housing Authority of Balto. City	Permanent
✓932	Fiscal Notes	1 yr. & Current yr.
✓933	Project Files, City & HABC	1 year
✓934	Personnel Files, Director's Office	3 yrs. & Current yr.
✓935	Contract Files, Director's Office	Permanent

Administration - Finance and Accounting (HABC)

✓760	All Area Daily Time Cards	3 yrs. after audit
✓761	Audits, Miscellaneous Records	6 yrs. (SP)
✓762	Audit Trails	5 years (SP)
✓763	Bank Records	4 yrs. after audit
✓764	Bi-weekly Listing of Insurance & Retirement Plans	3 years
✓765	Bid Opening Tab Sheets	7 years (SP)
✓766	BB Vouchers	7 yrs. after audit
✓767	Invoices, Balto. Urban Renewal & Housing Agency	Immediate Destruction
✓768	Cancelled Checks	4 yrs. after audit
✓769	Cashier Reports- Low- rent Housing	4 yrs. after audit
✓770	Central Stores Requisitions	3 years *
✓771	Disbursement Registers	7 years
✓772	Depository Agreements and Bank Correspondence	3 years (SP)
✓773	Disbursements, Miscellaneous Records	7 yrs. after audit
✓774	Earnings Records, NCR. System	Immediate Destruction
✓775	Budget Statements	4 years after audit
✓776	Monthly Financial Statements	Immediate Destruction
✓777	Gas and Electric Bills	Current Fiscal Year

HOUSING AND COMMUNITY DEVELOPMENT, DEPT. OF (CON'T)

Administration - Finance and Accounting (HABC) (con't)

✓778	Pension Records (HABC)	Immediate Destruction
✓779	Insurance -Retirement- Armored Card Service Records	Immediate Destruction
✓780	Inventories	3 years *
✓781	Journal Vouchers	7 years
✓782	Labor Distribution Time Sheets	2 yrs. after audit
✓783	Chief's Miscellaneous Correspondence	Permanent (SP)
✓784	Miscellaneous files	7 yrs. after audit
✓785	Payroll Distribution Controls	7 years
✓786	File Maintenance, Payroll Office	1 year (SP)
✓787	Payroll Registers	3 yrs. after audit
✓788	Payroll Reports	3 years
✓789	Public Housing Administration Records	Immediate Dest. (SP)
✓790	Physical Inventory Reports	3 years *
✓791	Prevailing Wage Time Cards	Immediate Destruction
✓792	Project Correspondence	5 years
✓793	Project Files, Comptroller's Office	Permanent (SP)
✓794	Relocation Cashier Reports	5 years * (SP)
✓795	Relocation Invoices	4 years after audit
✓796	Relocation Payroll Distribution	7 years *
✓797	Relocation Truck Hour Reports	2 yrs. after audit
✓798	Revolving Fund (RF) Vouchers	7 yrs. after audit
✓799	Vendor Files	3 years
✓800	Voucher Registers	4 years after audit
✓802	Payroll Control Journals	10 years
✓803	Employee Leave List	7 years
✓804	Overtime Approvals	1 year
✓851	Parcel Folders	Permanent (SP)
✓972	Rosemont Files	Destroy in 1983
✓973	Weekly Stockroom Reports	Until Audited
✓974	Inventory Disbursement Register and Tickets	See Schedule
✓975	Storeroom Disbursement Tickets	Until Audited
✓976	Credit Union Files	Immediate Destruction
✓977	General Ledger Cards	Permanent
✓978	AA Vouchers	7 yrs. after audit
✓979	CC Vouchers	Destroy in 1985
✓980	DD Vouchers	Destroy in 1985
✓981	FF Vouchers	7 yrs. after. audit
✓982	HH Vouchers	Destroy in 1985
✓983	SS Vouchers	7 yrs. after audit
✓984	Capital Equipment Inventory	See Schedule
✓985	Youth Incentive Program Files	Until Audited
✓986	Used Receipt Books, City-owned Tax Sale Properties	7 yrs.or until audited
✓987	Cashier Reports, City-owned Tax Sale Properties	7 yrs. or until audited
✓988	Payroll Checks, (HABC)	4 yrs. after audit
✓989	Employee Files, Payroll Unit	See Schedule
✓990	Pension Reports, Payroll Unit	7 years
✓991	Labor Distribution Reports	3 yrs. *
✓992	Overtime Reports	6 months
✓993	Tax Liability Reports	See Schedule
✓994	Name Listing (Master Employee Reports)	1 year
✓995	Contract Files, HABC Contracts	3 years
✓996	Contract Files, Vacant House Program	3 years
✓997	Management Property Control System Reports	See Schedule
✓998	Development Cost Control Statements	7 years
✓1379	Monthly Detail History Reports	Permanent

HOUSING AND COMMUNITY DEVELOPMENT, DEPT. OF (CON'T)

Administration - Personnel and Training

✓745	Inactive Personnel Files	Permanent (SP)
✓746	Inactive Personnel Medical Files	7 yrs. aft. sep.
✓925	Job-related Accident Files	See Schedule
✓926	Pension Records (current) , Housing Authority	Permanent
✓927	Case Files, Labor Relations	Permanent
✓928	Correspondence Files	3 years
✓929	Personnel Action Request Forms	1 yr. & current yr.

Administration - Purchasing and Contracting

✓747	Purchase Orders and Requisitions	4 yrs. after audit
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Baltimore Urban Renewal & Housing Agency: Development Dept. (This agency is the predecessor to the current department of HCD.)

✓667

Administrative Files (RG. 48, Series 2)

Permanent

Charles Center- Inner Harbor Management Corporation

✓ 699	Samples and Borings	Immediate Dest.
✓1404	Project Files	Permanent
✓1405	Design and Construction Files	Comp. of Project & 7 years.
✓1406	Executed Documents	Permanent
✓1408	Minutes, Board of Directors of the Corporation	Perm. (M) Perm.
✓1409	Comptroller's Files	See Schedule
✓1410	Rental Files	Permanent
✓1411	Miscellaneous Financial Records	3 years *
✓1412	Rent Collection Ledgers	3 years *
✓1413	Certified Mail Receipts	6 months
✓1414	Photograph Files	Permanent
✓1415	Studies, Reports and Development Plans	See Schedule
✓1416	Drawings and Maps	See Schedule
✓1417	Contractors' Estimates	3 years *
✓1407	President's Office Files	Permanent

Commercial Revitalization

✓845	Loan Files	5 years (SP)
✓846	General Files	Permanent (SP)
✓847	Contractor's Estimates	1 year (SP)
✓848	Chron (Chronological) Files	Permanent (SP)

Commissioner's Office

✓668	General Files, Equal Employment Opportunity	8 years
✓669	Signed Mail	Permanent (SP)
✓670	Deputy Commissioner's Files	Permanent (SP)
✓671	General Files	Permanent (SP)
✓961	General Files, Contractors (EOO)	Permanent (SP)
✓962	Contractor's Files, Individual Contractors	Permanent (SP)
✓963	Complaints Files (Employee)	7 yrs. aft. term.
✓964	Selection Review Reports (Employee)	7 yrs. aft. term.
✓965	Application Flow Charts (HABC)	Permanent
✓966	Community Development Block Grant Files	Permanent
✓967	Reports, Community Development Block Grant Program	Permanent
✓968	Correspondence	Permanent
✓969	Council for Equal Business Opportunity Files	Permanent
✓970	Section 3 Files	Permanent
✓971	Section 8 Files	Permanent
✓1046	Signed Mail & "Chrons" - Deputy Commissioner	Permanent (SP)
✓1047	Chron Files, Commissioner	Permanent
✓1048	Commissioner's Memoranda, Status Reports	Current yr & 1 yr.
✓1049	Board of Estimates Minutes	5 years
✓1050	Board of Estimates Approvals	3 years
✓1051	Mayor's Correspondence	3 years
✓1052	Mail Logs	3 years
✓1053	Minutes, Commission of the Housing Authority of Balto.	Permanent (SP)

HOUSING & COMMUNITY DEVELOPMENT, DEPT.OF (CON'T)

Commissioner's Office

✓ 1400	Project Regroup Administrative Files	3 yrs.or until audit
✓ 1401	Project Regroup Client Files	3 yrs.or until audit
✓ 1402	Park Heights Reading Resource Center Client Files - Project Regroup	3 yrs.or until audit

Construction & Building Inspection - Building Inspection

✓ 53 (rev.)	Building Permits	1 year (M)Permanent
✓ 61 (rev.)	Building Permits	1 year (M)Permanent
✓ 102 (rev.)	Structural Drawings & Plot Plans	1 year (M)Permanent
✓ 109	Revisions (Change in Minor Privilege Account)	Permanent
✓ 296	Police Survey of 1931 (Zoning)	(M)Permanent
✓ 303	Minor Privilege Index Cards (1900-1917)	(M)Permanent
✓ 310	Block File (General File)	1 year (M)Permanent
✓ 314	Minor Priv. Applications (Temp & Perm)(Active)	1 year (M)Permanent
✓ 315	Minor Priv. Applications (Temporary) (Inactive)	2 years *
✓ 328	Master Index Card File	(M)Permanent
✓ 698	General Administrative Files, Bldg. Inspection	Permanent (SP)
✓ 700	Deed Files	Permanent
✓ 701	Modernization Files (HABC)	Permanent
✓ 703	Engineering Files	Permanent
✓ 711	Demolition Files	Permanent
✓ 712	BBI Work Orders (Obsolete)	Immediate Dest.
✓ 713	Chronicles	Permanent
✓ 714	Construction Item Review (CIR) Registers	7 years (SP)
✓ 715	Daily Construction Logs	7 years (SP)
✓ 716	Contractor Payrolls	3 years * (SP)
✓ 717	Payroll Records Lakeview Towers Project	Immediate Dest.
✓ 718	Progress Percentage Reports	3 years (SP)
✓ 722	Reports	1 year (SP)
✓ 850	Contract Specifications	Permanent
✓ 1095	Record of Violation Notices	Permanent
✓ 1096	Condemnation Files, Building Inspection	Permanent
✓ 1097	Court Case Files	Permanent
✓ 1098	General Files & Correspondence, Building Insp.	5 years
✓ 1100	Razing Permits	5 yrs. (M) Perm.
✓ 1101	Registers of Public Franchises & Minor Privileges	Perm.(M) Perm.
✓ 1102	Street File, Minor Privilege	Permanent
✓ 1103	Inspection Files, Minor Privilege	Permanent

Construction & Building Inspection - Construction

✓ 720	Project Files	7 years (SP)
✓ 721	General Files, Construction	4 years
✓ 1090	Structures Files	Permanent

HOUSING AND COMMUNITY DEVELOPMENT, DEPT. OF (CON'T)

Construction & Building Inspection - Construction

✓ 720	Project Files	7 years (SP)
✓ 721	General Files, Construction	4 years
1090	Structures Files	Permanent

Construction and Building Inspection - Design

✓ 1132	Contract and Correspondence Files	Permanent
✓ 1133	Payment Files	Permanent
✓ 1134	Project Files	Completion of Project plus 7 years
✓ 1135	Local Public Authority (LPA) & Vacant House Program (VHP) Files	5 years
✓ 1136	Property Files	Permanent
✓ 1137	"C" Files - (General Files)	3 years *

Construction and Building Inspection - Director's Office

✓ 719	Correspondence (from the Commissioner's Office and Mayor)	Permanent
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Construction and Building Inspection - Electrical Inspection

✓ 1117	Inter-departmental Referrals, Electrical Insp.	1 year
✓ 1118	Administrative Files, Electrical Inspection	3 years
✓ 1116	Inspectors Reports, Daily - (Electrical and Mechanical Inspection)	3 years

HOUSING AND COMMUNITY DEVELOPMENT , DEPT. OF (CONT)

Construction and Building Inspection - Engineering

✓ 697	Urban Renewal Project Plans	Permanent (M)
✓ 702	Engineering Correspondence Files	Permanent (SP)

Construction and Building Inspection - Housing Renewal

✓ 704	Specifications & Performance & Payment Bonds (Vacant House Program)	7 years (SP)
✓ 705	Contractor Correspondence, Vacant House Program	7 years (SP)
✓ 706	General Files, Housing Renewal	5 years
✓ 707	Contract Files, Vacant House Program	7 years (SP)
✓ 708	Contractor's Evaluation Files, Vacant House	2 years
✓ 709	Used House Public Housing Files, Vacant House Program	5 years
✓ 710	Property Files, Vacant House Program	Permanent
✓ 1119	Personnel Files	Permanent
✓ 1120	Subcontractor Approvals	7 yrs. after end of contract
✓ 1121	Claim Files	7 yrs. after settlement
✓ 1122	Contract Files, Local Public Authority (LPA)	Completion of contract & 7 yrs.

Construction and Building Inspection - Inspection Operations

✓ 1099	Demolition Contractor Files, Permits & Applications	Permanent
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Construction and Building Inspection - Maintenance Engineering (HABC)

✓ 1091	Contracts, Housing Authority of Baltimore City	7 years (SP)
✓ 1092	Job Files	7 years
✓ 1093	Projects Files	Permanent
✓ 1094	Subject Files	Until no value
✓ 1138	Drawings & Plans, Public Housing Projects	Perm, (M) Perm.
✓ 1139	Combined Maintenance Facility (Parcel Post Bldg.) Files	Permanent

Construction and Building Inspection - Mechanical Inspection

✓1116	Inspectors Reports, Daily (Electrical and Mechanical Inspection)	3 years
✓1123	Card File, Gas Meter Releases	1 yr aft. permit is inactive
✓1124	Card File, Finalized Permits	Immediate Dest.
✓1125	Correspondence Files, Mechanical Inspection	7 years
✓1126	Gas Fitters Examinations Files	2 years
✓1127	Plumbers Bonds	3 yrs. after cancellation
✓1128	Violation Notices, Abated (and card file)	See schedule
✓1129	Gas Fitters License Renewal Applications	1 year
✓1130	Gas Fitter Registration Cards	3 years (SP)
✓1131	Plumber & Gas Fitter Bond Cards, Inactive & Cancelled	Permanent

Homeownership Development - Director's Office

✓852	Chron (Chronological) Files, Director's Office	Permanent (SP)
✓853	Subject Files, Director's Office	Permanent (SP)

Homeownership Development - Baltimore Home Finance Program

✓854	Case Files, Baltimore Home Finance Program	Permanent
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HOUSING & COMMUNITY DEVELOPMENT, DEPT. OF

Homeownership Development - City-owned Property Management Unit (HABC)

✓855	Park Heights Files	Permanent
✓856	Washington Hill Files	Permanent
✓857	Subject Files, City-owned Property Mgt. Unit	5 years
✓858	Tax Sale Property Files	Permanent
✓859	" As Is " Property Files	Permanent
✓860	Property Files, 26-H Properties to be Homesteaded	Permanent
✓861	Rehabilitation Estimators' Files, Active & Closed-out	3 years * (SP) 3 years aft. term.
✓862	Cancelled Files	

Homeownership Development - Homestead & Homebuyer Services (HABC)

✓863	Property Files, Barre Circle Homestead Program	Permanent
✓864	Property Files, Active & Closed-out, Otterbein Homestead Program	Permanent
✓865	General Files, Otterbein & Barre Circle	Permanent (SP)
✓866	"Chron" (Chronological) Files, Homestead Projects	3 years (SP)
✓867	Application Files, Otterbein Homestead Project	Immediate Destruction

Homeownership Development - Homestead & Homebuyer Services

✓868	Local Public Authority (LPA) Files, Active & Settled	Permanent
✓869	Maryland Home Finance Program Files	3 years
✓870	Subject Files, Homebuyer Services	5 years
✓871	Case Files, Housing Counseling Program, Homebuyer Services	3 years *

~~Housing INSPECTIONS~~

~~1750 Administrative Files~~

~~1774 Rental Property
Registration Forms~~

~~Permanent~~

~~1774 yrs~~

HOUSING AND COMMUNITY DEVELOPMENT, DEPT. OF (CON'T)

Information Services

✓1009	Information Service Files	Permanent (SP)
✓1010	Divisions Files	Permanent (SP)
✓1011	Urban Renewal Areas and Project Files	Permanent (SP)
✓1012	Grant Files- Urban Development Action Grants & Community Development Block Grants	Permanent (SP)
✓1013	Organizations Files	Permanent (SP)
✓1014	Press Releases	Permanent (SP)
✓1015	City, State, and Federal Government Files	Permanent (SP)
✓1016	"Chron" (Chronological) Files	Permanent (SP)
✓1017	Photograph Files	Permanent (SP)
✓1018	Slides	Permanent (SP)
✓1019	Newspaper Clipping Files	Permanent (SP)
✓1020	Art Project Files	Permanent (SP)

Land Development - Land Acquisition

✓690	Design Advisory Panel Records	Permanent (SP)
✓691	Settlement Folders	Permanent (SP)
✓692	Correspondence Files, Public Housing & Project	4 years
✓693	General Files	Permanent (SP)
✓694	General Reports	4 years
✓695	Property Files	8 years
✓696	Real Estate Files (Rosemont Area)	Permanent (SP)
✓1074	Property Files, Land Disposition & the Development Center	10 years
✓1075	Disposition Agreements	Permanent

Multi-Family Commercial Development

1868	Contract Files, Urban Development Action Grant	permanent
1869	General Files, Urban Development Action Grant	permanent

Neighborhood Development

✓806	Project Area Files, Community Organization (Community Program Coordination)	Immediate Destruction
✓808	Area Files	Immediate Destruction
✓810	General Subject Files	Permanent (SP)
✓811	Reports	5 years
✓813	Area Office Files	5 years
✓817	Community Organization Files	Permanent (SP)
✓818	Multiple Family Dwelling (MFD) Receipts	7 years *
✓819	File Maintenance, Multiple Dwellings	7 years
✓907	Firm Mailing Books (Certified Mail Books)	7 years *
✓1143	Case Folders, Closed Cases, Hardship Program	Permanent (SP)

Neighborhood Development - Community Program Coordination

✓805	Workable Programs Files	Permanent (SP)
✓807	Personnel Files, Community Program Coordination (formerly : Community Organization)	Permanent
✓809	Compensatory Time Reports	After Current Year

Neighborhood Development - Director's Office

✓812	Project Area Files	Immediate Destruction
✓814	Correspondence, Miscellaneous & General	5 years
✓815	Administrative Files	Permanent (SP)
✓816	Lot Files	Immediate Destruction
✓821	Housing Standards and Inspection	Permanent
✓1166	"Chron" (Chronological Files)	2 years
✓1167	Contract Files	Permanent

Neighborhood Development - Housing Inspection

✓820	Housing Card Files	5 years
✓1151	Logs, Compliance Section	5 years
✓1152	Rent Court Inspection Referrals, Compliance Section	18 months
✓1153	Court Records, Compliance Section	Permanent
✓1154	Housing Activity Control Cards, Compliance Section	Permanent
✓1155	Summons Activity Files, Compliance Section	Logs - 5 years Form 95- 3 months
✓1156	Case Files, Section 8	Permanent
✓1157	"Chron" Files	5 years
✓1158	Correspondence Files	3 yrs & Current year
✓1159	General Information Files	3 yrs & Current year
✓1160	Case Files & Tapes, Administrative Hearings Officer	Permanent
✓1161	Policy and Procedure Files	Permanent
✓1162	Case Files, Older American Act	Permanent

1750

Administrative Files

Perm

1774

Rental Property Registration
Forms

9 yrs

HOUSING AND COMMUNITY DEVELOPMENT, DEPT. OF (CONT)

Neighborhood Development - Housing Inspection - Energy Conservation Education

✓1164	Administrative Files	U.N.F.A.V.
✓1165	Program Coordinators' Files	U.N.F.A.V.

Neighborhood Development - (All) Housing Inspection Field Offices

✓1104	Case Files, Housing Inspection	Permanent
✓1105	Multiple Family Dwelling Files	Permanent
✓1106	Personnel Files	Permanent
✓1107	Inspector's Reports, Daily	2 years
✓1108	General Files	5 years

Neighborhood Development - Housing Inspection - Multiple Family Dwelling

✓1144	Correspondence, Memoranda, and Directives	U.N.F.A.V.
✓1145	Multiple Family Dwelling Registration Records	Permanent
✓1146	Housing Inspection Cumulative Activity Histories	5 years
✓1147	Inspection Proof and Edit Reports	1 month
✓1148	File Reorganization Reports	3 months
✓1149	Open Notices Reports	3 months
✓1150	Building Master File Summaries	1 month

HOUSING & COMMUNITY DEVELOPMENT, DEPT. OF (CON'T)

Neighborhood Development - Housing Inspection - Rat Eradication Program

✓908	Requisitions, Treatment Team	3 years
✓909	Block Files, Treatment Team	3 years (SP)
✓910	Personnel Records, Treatment Team	Permanent
✓911	Vehicle Information, Treatment Team	3 years
✓912	Reports, Treatment Team	See Schedule
✓913	Block Files, Education Team	3 years (SP)
✓914	Activity Reports, Education Team	1 year (SP)
✓915	Block Progress & Status Reports, Education Team	1 year (SP)
✓916	Hardship Evaluation Forms	1 year
✓917	Target Area Surveys, Education Team	3 years (SP)
✓918	Case Files, Enforcement Team	Permanent
✓919	Statistical Reports, Enforcement Team	See Schedule
✓920	Inspectors Records, Daily, Enforcement Team	1 year
✓921	Correspondence Files, General Superintendent	1 yr. & Current year
✓922	Reports & Grant Applications, General "	Permanent
✓923	Personnel Files	Permanent
✓924	Administrative Files	3 years

Neighborhood Development - Rehabilitation Services

✓ 901	Closed-out Case Files	See Schedule
✓11h0	Correspondence And General Subject Files	Permanent (SP)
✓11h1	Card File, Rehab Cases	Permanent
✓11h2	Case Files, Cancelled Cases	5 years

HOUSING AND COMMUNITY DEVELOPMENT, DEPT. OF (CON'T)

Neighborhood Development - Zoning Enforcement

✓1168	Case Files, Board of Municipal Zoning Appeals, Rollback Appeals	Permanent
✓1169	Case Files, BMZA, Non-rollback Appeals	Permanent
✓1170	Correspondence Files	U.N.F.A.V.
✓1171	Administrative Files	U.N.F.A.V.
✓1172	City Departments and Agencies Files	U.N.F.A.V.
✓1173	Existing Land Use Maps	Permanent (SP)
✓1174	Zoning District Maps	Permanent
✓1175	City Council Ordinances	Permanent
✓1176	Liquor License Card File	Permanent
✓1177	Violation Notices Card	Until abated or Cancelled
✓1178	Zoning Summaries	One year
✓1179	Certificates of Use	Permanent
✓1180	Appeals Files	(M) Permanent
✓1181	Memoranda	U.N.F.A.V.
✓1182	City Court Appeals	Permanent
✓1183	Zoning Appeal Resolutions	(M) Permanent
✓1184	Project Site Plans	See Schedule
✓1185	Zoning Summary Cards	Perm.(M)Perm.
✓1186	Photograph Files	Permanent (SP)

Planning

✓677	General Files	Permanent (SP)
✓678	Personnel Files(See Schedule for description)	2 years
✓679	Building Conditions Surveys	Permanent (SP)
✓680	Harbor Study Files	Permanent (SP)
✓681	Project Files	Permanent
✓682	Structural Surveys	Permanent (SP)
✓1065	"Chron " Files	Permanent (SP)
✓1066	Personnel Files, Division Employees	Permanent (SP)
✓1067	Urban Renewal Plans Files	Permanent (SP)
✓1069	Project Files, Public Housing Planning	Permanent (SP)
✓1070	Contract Files, Moderate Rehab	Permanent
✓1071	Specifications & Drawings, Public Housing Planning	Permanent
✓1072	General Files, Public Housing Planning	Permanent
✓1073	Development Programs, Public Housing Planning	Permanent (SP)
✓1068	City Council Ordinances	See Schedule U.N.F.A.V

Planning - Research & Analysis

✓822	Quarterly Statistical Bulletins, Drafts	Immediate Destruction
✓823	Maps	Permanent (SP)
✓824	Studies	Permanent (SP)
✓825	General Files	Permanent (SP)
✓826	Relocation Reports	Immediate Destruction
✓827	Working Papers, Major or Long-term Studies	See Schedule 5yrs -
✓828	Computer Print-outs	10 years then
✓1007	Applications to Re-establish rent, Late Annuals	See Schedule reviewed

Program Management

✓872	Miscellaneous Files	3 years
✓873	Budget Control Committee Files	Permanent (SP)
✓874	Reports	1 year
✓875	"Chron" (Chronological) Files	Permanent (SP)
✓876	Special Projects for Neighborhoods	Permanent
✓877	Project Area Committee (PAC) Files	Permanent
✓878	Community Development Block Grant (CDBG) Files	Permanent (SP)
✓879	Project Areas (Project Files)	Permanent (SP)
✓880	General Files, Urban Development Action Grant	Permanent
✓881	Contract Files, Urban Development Action Grant	Permanent
✓882	Miscellaneous Areas Files	3 years (SP)
✓883	Miscellaneous Grant Files	3 years (SP)



Preventive Med & Epid →

HOUSING AND COMMUNITY DEVELOPMENT, DEPT. OF (CON'T)

Public Housing Management (HABC)

✓ 683	General Files	Permanent (SP)
✓ 684	Security Personnel Folders	Permanent
✓ 685	Housing Project Files	Permanent (SP)
✓ 686	Cancelled Leases, Leased Housing Program	5 years
✓ 687	General Files, Leased Housing Program	Immediate Destruction
✓ 688	Informational Files, Safety Officer	5 years (SP)
✓ 689	Agreements and Claims	3 yrs. after settlement
✓ 903	Security Log Books	5 years
✓ 904	Radio Logs	5 years
✓ 905	Security Supervisor's Daily Blotters	5 years
✓ 906	Miscellaneous Security Files	5 years
✓ 1022	Contract Files	Permanent

Public Housing Management - All Housing Projects (HABC)

✓ 1191	Tenant Folders, Inactive	See Schedule
✓ 1192	Tenant Ledger Analysis	3 yrs after audit
✓ 1193	Cashiers' Reports	3 yrs or until audited
✓ 1194	Cashier Tapes	2 yrs after audit
✓ 1195	Memoranda, Directives, Bulletins, and Operating Orders	Permanent (See Schedule)
✓ 1196	Occupancy Data Reports	2 years
✓ 1197	Move-in Reports	5 years
✓ 1199	Tenant Ledger Cards, Inactive	See Schedule
✓ 1200	Space Inventory Cards	Permanent
✓ 1201	Management Records	Permanent (SP)
✓ 1202	Tenant Name Index, Inactive	Until no further value
✓ 1203	Security Deposit Cards	See Schedule
✓ 1370	Annual Re-examination Control Cards	Until tenant vacates unit
✓ 1371	"1150" Control Files (Cards)	Until tenant vacates unit
✓ 1198	Electric Meter Records	3 years *
✓ 1373	Utility Consumption Records	3 years *

✓ Public Housing Management - Housing Application Office (HABC)

✓ 951	General Files	3 years
✓ 952	Project Files	3 years
✓ 953	Reader Files	3 years
✓ 954	Monthly Reports	Permanent (SP)
✓ 955	Control Cards, Re-examination Unit	3 yrs. after tenant vacates the unit
✓ 956	General Files, Re-examination Unit	Permanent
✓ 957	Monthly Reports, Re-examination Unit	3 years
✓ 958	Pending Application Files	3 years (see Schedule)
✓ 959	Appointment Lists	3 years
✓ 960	Computer Print-outs, Waiting List	3 years

HOUSING AND COMMUNITY DEVELOPMENT, DEPT. OF (CON'T)

Public Housing Management - Maintenance Operations (HABC)

✓1077	Truck Files	2 yrs.(Transactions) 4 yrs. (All others)
✓1078	Central Crews Files	Permanent
✓1079	Work Orders, Central Crews	2 yrs. after audit
✓1080	Personnel Files	Permanent
✓1081	Monthly Truck Tire Reports	1 year
✓1082	General Files, Maintenance Operations	4 years
✓1083	Projects Files	4 years

Public Housing Management- Management Operations (HABC)

✓1021	Section "8" Files	5 years
✓1023	Directives, Memos, Operating Orders, Bulletins and Standard Operating Procedures	Permanent

Public Housing Management - Modernization Program (HABC)

✓1084	General Files, Modernization Program	Permanent
✓1085	Modernization Contract Files	Permanent
✓1086	Target Project Program Files	Permanent
✓1087	Modernization Budgets	U.N.F.A.V. Until no further value
✓1088	Projects Files	Permanent

Public Housing Management - Rehabilitated Housing Program (HABC)

✓1372	Street Address Files	Permanent
✓1366	Water Consumption Cards	5 years
✓1367	Refrigerator and Stove Cards	Permanent
✓1368	Fuel Oil Bills	3 years
✓1369	Property Files	Permanent

HOUSING & COMMUNITY DEVELOPMENT, DEPT. OF (CON'T)

Public Housing Management - Section 8 Program (HABC)

✓ 942 Correspondence Files [General Files]
✓ 943 Application Files
✓ 944 Requisitions, Substantial Rehab & New Construction
✓ 945 Chron Files
✓ 946 Tenant Files, Existing Housing
✓ 947 Tenant Files, Regional Planning Council
✓ 948 Tenant Files, Substantial Rehab
✓ 949 Tenant Files, New Construction
~~949~~
✓ 950 Tenant Files, Moderate Rehab

Permanent

Permanent

Permanent

Six (6) Months

Permanent

Permanent

Permanent

Permanent

Permanent

HOUSING AND COMMUNITY DEVELOPMENT, DEPT. OF (CON'T)

Relocation Division (HABC)

✓ 672	Claims, Relocation - Expressway	7 years
✓ 673	Collector's Stubs & Tenant Rent Receipts	3 years *
✓ 674	Administrative Files	Permanent
✓ 675	Site Office Relocation Records	Immediate Destruction
✓ 676	Tenancy Check Lists	Immediate Destruction
✓ 1025	Reports, Director's Office	Permanent (SP)
✓ 1026	Relocation Files, Director's Office	Permanent (SP)
✓ 1028	Relocation Time Cards	2 years *
✓ 1031	Additional Relocation Payments (ARP) Files	Immediate Destruction
✓ 1035	Leased Equipment Cards Files	1 yrs/Term. of Lease
✓ 1054	Urban Renewal Areas & Highways Files, Dir. Office	6 mo. (SP)

Relocation Division - All Site Offices (HABC)

✓ 1055	Miscellaneous Files, Site Offices	6 ^{yrs} mo. * (SP)
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Relocation Division- Business Relocation (HABC)

✓ 1060	Business Data Sheets & Payment Logs	5 years
✓ 1056	Case Files, Commercial Relocation Payments	Permanent (SP)
✓ 1057	Case Files, Differential Payments	Permanent (SP)
✓ 1058	General Files, Business Relocation	Permanent (SP)
✓ 1059	Tenancy Check Lists, Business Relocation	3 years (SP)

HOUSING AND COMMUNITY DEVELOPMENT , DEPT. OF (CON'T)

Relocation - Property Management (HABC)

✓1061	Property Files	Permanent
✓1062	Tenant Account Number Ledger Books	Permanent
✓1063	General Reports & Correspondence	6 years * SP
✓1064	Relocation Cashier' Reports	6 years * SP

Relocation - Residential Relocation (HABC)

✓1024	Case Files, Residential Relocation	Permanent (SP)
✓1027	Payments Files	Permanent
✓1029	Multiple Listings and Comparables	4 years
✓1030	Inspection Reports	2 years
✓1032	General Files, Residential Relocation	3 years
✓1033	Site Folders and Progress Reports	6 years (SP) *
✓1034	'Chron" Files, Assistant Director for Res. Reloc.	3 years

HOUSING & COMMUNITY DEVELOPMENT, DEPT. OF (CON'T)

Shelter Conservation - Weatherization (HABC)

✓885	Job Files	5 years *
✓886	Card Files	5 years *
✓887	Superintendent's Files, Weatherization Prog.	3 years
✓888	Monthly Reports	Permanent
✓889	Account Number Ledgers	5 years
✓890	Estimator's Assignment Ledgers	Current yr. ⁺ plus 1 year
✓891	Field Work Orders, Tool Room	2 years
✓892	Vendor Files, Tool Room	3 years
✓893	Work Orders, Tool Room	2 years
✓894	Inventory Records, Tool Room	2 years
✓895	Reports, Window Room	3 years *
✓896	Personnel Files, CETA Personnel	Permanent
✓897	Personnel Files, Division Staff	Permanent
✓898	General Files, Weatherization	Permanent
✓899	General Files, New Shelter Opportunities	Permanent
✓900	General Files, Shelter Conservation	Permanent
✓902	Weatherization Logs	5 years

Social Work Services (HABC)

✓829	Case Files	3 yrs. aft. closing file
✓830	Lillian S. Jones Day Care Center Files	3 years
✓831	Fair Fair Files	As needed Indifferent, (See Schedule
✓832	Project Files	3 years
✓833	Clusters (Area Office Files)	3 years
✓834	Workshops & Training Materials	As needed - See Schedule
✓835	Reports	Until Audited by State
✓836	Community Development Block Grant Files	As needed - See Schedule
✓837	Contract Files	Permanent
✓838	Personnel Records	Permanent
✓839	Name File	3 years
✓840	Eligibility Forms	3 years
✓841	Old Program Files	Permanent (SP)
✓842	Chronological Files	Permanent
✓843	Subject Files	Permanent (SP)

SPECIAL PROJECTS

1872	Baltimore Blueprint Files	permanent
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BALTIMORE CITY JAIL

398	Commitment Papers	10 years*
396	Correspondence Files	see schedule
589	Daily Work Sheet	Permanent

COMMUNITY SERVICE

Fulton House

1482	Home Visitation Pass	2 years
1483	Inmate's Base Folder	2 years*

Work Release

1648	Inmate Financial Record Files	2 years
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MEDICAL DEPARTMENT

599	Medical Records - Inmates	20 years
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PERSONNEL DEPARTMENT

636	Ballot Sheet	5 years
1419	Baltimore City Jail Visting Card	3 years
637	Daily Payroll Information Sheet	2 years
1418	Inmate Record Jacket	Permanent
639	Overtime Authorizations	2 years
640	Time Cards	2 years
394	Section History Cards	3 years*

SOCIAL WORK

1669	Case Files	15 years
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INVESTIGATIVE UNIT

1873	Civil Actions and Third-party claims	7 years
1874	Special Employees Files	7 years
1875	Employee Applicant Background Investigation	7 years

FINANCE DEPARTMENT

1814	Commissary Cash Receipts	2 years
1813	Daily Audit Sheets	7 years
1812	Payout Receipt Books	7 years
1811	Cash Books and Receipt Books	7 years

LABOR COMMISSIONER'S OFFICE

1229	Attendance Monitoring Reports and Program Information	Permanent
1224	Board of Estimates Files	1 year
1225	Conference, Seminars, Committees, and Training Sessions Files	see schedule
1228	General Files	Permanent
1227	Grievance Records	Permanent
1230	Memoranda of Understanding and Supplements	Permanent
1223	Negotiations Files	Permanent
1226	Petitions for Certification	Permanent

LAW DEPARTMENT

CITY SOLICITOR'S OFFICE

649	Case Files - General (completed)	10 years*
652	City Solicitor's Administrative Files	Permanent*
651	Investigative Case Files	20 years*
388	Official Opinions	Permanent
650	Property Acquisition Files (completed)	10 years*

GENERAL COUNSEL

Real Estate

1446	Property Disposition Records (Dollar house program)	20 years
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CENTRAL BUREAU OF INVESTIGATION

1866	Case Files - Statements	3 years
1867	Third Party Closed Files	3 years

LEGISLATIVE REFERENCE

ARCHIVES and RECORDS MANAGMENT

608	Administrative Files	Permanent
264	Final and Preliminary Plats (Opening Streets)	Permanent
1525	Ledgers, Various, Water Service	Permanent
1451	Miscellaneous Non-Civil Service Personnel Records (Mayoralty)	Permanent
609	Ordinances and Resolutions	Permanent
610	Ordinances and Resolutions (duplicate copy)	destroy
607	Research Correspondence	2 years

LIBRARY SERVICES

1386	Biography File	Permanent
1469	Ceremonial Resolutions	see schedule
1471	City Code (working copy)	immediate destroy
1468	Duplicate Copies of Published Materials	Permanent*
1391	Election Records	Permanent
600	Financial Disclosure	2 years
593	Formal Bids (duplicate or reference copy)	5 years
1393	General Information Files	Permanent
1382	General Vertical File	see schedule
1385	Index to Maryland General Assembly Bills	see schedule
1390	Index to Ordinances and Resolutions	Permanent
1384	Maryland General Assembly Bills	10 years
1388	Meeting Notices and Notices of Appointments/ Membership Lists - Boards and Commissions	see schedule
1387	Minutes and Agenda, Boards and Commissions	Permanent
1392	<u>Municipal Handbook</u> Files	see schedule
1383	Newspaper Clipping File	Permanent
1389	Publications Sales Records	5 years*

BOARD OF LIQUOR COMMISSIONERS

1728	Administrative Files	Permanent
1726	Docket Files	Permanent
1725	Hearings Ledger	3 years
1721	Indexes to Licenses Files	Permanent
1722	License Files	8 years
1723 ⁴	License Registers	5 years
1727	Opinions Files	Permanent
1729	Receipt Files	7 years

MAYOR

1632	Mayoral Consultant Files	Permanent
569	Mayor's Files	Permanent*
1470	Newspaper Clipping Files	Permanent
1849	Kidslime - Counseling Files	5 years

CABLE COMMUNICATIONS

1871	Administrative Files	5 years
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COORDINATING COUNCIL ON CRIMINAL JUSTICE

1398	Grant Files	3 years*
1399	Subject Files	permanent

HOMELESS SERVICES

1889	Social Services, Block Grant Files	7 years
1890	DHR/MOHS Funded Programs	7 years

CITY'S PRIDE NEWSPAPER

1821	Administrative Files	permanent
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COORDINATING COUNCIL ON CRIMINAL JUSTICE

	Parent-Child Stress Center	
1804	Client Files	7 years

Municipal Telephone Exchange

1908

Telephone Records

6 years.

MUNICIPAL and ZONING APPEALS

1211	Annual Reports	Permanent
1217	Assessment Appeals	6 years
1221	Case Files - Chapter 326	immediate destroy
1213	Case Files Index - Zoning Appeals	Permanent
1212	Case Files - Zoning Appeals	Permanent
1214	Correspondence Files	Permanent
1218	Docket Books	Permanent
1219	Legal Decisions	Permanent
1210	Minutes	Permanent
1220	Ordinances	Permanent
1215	Ordinances Reports	Permanent
1216	Paving and Miscellaneous Appeals	5 years
1222	Personnel Records	Permanent

OCCUPATIONAL MEDICINE & SAFETY

OCCUPATIONAL MEDICINE DIVISION

590	Clinic Correspondence and Procedures	5 years
253	Compensation Case Files (C.B.I.)	20 years
1652	Employee Incident Reports	30 years
250	Medical Examination Records (pre-employment)	55 years
254	Medical Treatment Files	65 years
1848	Patient X-Rays	11 years
1796	Administrative Files (Director's Office)	permanent
1797	Administrative Files	permanent
1798	State Safety Inspections	permanent
1799	Certified Driver Files	7 years after termination of employment
1800	Accident Investigation Files	5 years
1801	Vehicle Observation & Field Site Consultation Files	5 years after termination of employment
1802	Administrative Files (Industrial Hygiene)	permanent

PLANNING DEPARTMENT

ADMINISTRATION

1374 ⁵	General Administrative Files	Permanent
1375 ⁴	Reader Files (pink copy)	3 years

CAPITAL IMPROVEMENT PROGRAM

1645	Capital Improvement Project Files (C.I.P.)	Permanent
1745	Project Activity Reporting System (P.A.R.S.) Files	Permanent

CENSUS LOCAL REVIEW PROGRAM

633	Census Recount (1980) Confidential Enumerator's Questionnaire & Block Tally Sheets (originals)	6 years
632	Residential Structure File - Field Sheets (1980)	6 years

COASTAL RESOURCES and ENVIRONMENTAL PLANNING

1744	Map Files	Permanent
1743	Program Files	Permanent

CURRENT PLANNING

1679	BMZA Files	Permanent
1600	City Council Bill Files	Permanent
403	Subdivision Files	Permanent

ECONOMIC DEVELOPMENT

1737	Economic Development Files	Permanent
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FISCAL

1733	Grant Files	7 years*
1734	Invoice Registers	see schedule
1735	Time Sheet Files (Grants)	7 years*

PLANNING DEPARTMENT

INFORMATION SYSTEMS

1642	Census Tract Files	Permanent
1641	Master Establishment Files	Permanent
1643	Real Property Analysis Files	Permanent

PLANNING COMMISSION

440	Planning Commission Minutes	Permanent
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POLICY RESEARCH

1736	Policy Research Files	Permanent
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TRANSPORTATION

1738	Administrative Files	Permanent
1739	Street Files	Permanent

URBAN DESIGN

1740	Administrative Files	Permanent
1741	Project Map Files	Permanent
1742	Slide Files	Permanent
403	Subdivision Files	Permanent

~~Urban Renewal Files~~ 1910 1067
Community Planning 1911 1069 (Look at Housing)
(project planning in neighborhoods)
Downtown Planning 1740
Flood Plain Issues 1910 Permanent

POLICE DEPARTMENT

111 Detective Case Files (solved and
unsolved)

Permanent

PUBLIC WORKS

ALL BUREAUS

551	Contracts	15 years
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BUILDING CONSTRUCTION - PROJECT MANAGEMENT & INSPECTION

1394	Contractor Payrolls	2 years*
1396	Shop Drawings and Tracings	see schedule
1395	Specification, Proposal, Contract, and Bond Booklets	15 years

CONSTRUCTION MANGEMENT

304	Architectural Drawings	Permanent
301	Project Files	see schedule
302	Shop and Contract Working Drawings	3 1/2 years*

Tests and Measurements

624	Asphalt Plant Record	5 years
625	Concrete Plant Record	5 years
626	Plant Sample Record	5 years

DIRECTOR'S OFFICE

380	Administrative Correspondence	Permanent*
630	Contractor's Prequalification Application	5 years

ENGINEERING

Surveys and Records

387	Correspondence	5 years*
384	Daily Report Sheet	3 years*
391	Detailed Work Drawings, Tracings, Plats, etc.	Permanent
450	Final Development Plats (duplicate copy)	see schedule
546	Ordinance Files	Permanent
458	Original Tracings (refer to easements, etc.)	Permanent
385	Reproduction Tickets (duplicate & triplicate)	1 year

Surveys and Records - Field Section

1109	Horizontal and Vertical Control Cards	Permanent*
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DATE 10-10-2001 BY SP-6 JLM/STP

1. The following information was obtained from the records of the

Department of the Interior, Bureau of Land Management, Alaska Division, Fairbanks, Alaska, on 10-10-2001.

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GENERAL SERVICES

Building and Operations Division

1794 Contract Files permanent

1793 Administrative Files permanent

PUBLIC WORKS

ENGINEERING

Surveys and Records - Property Location

438	Daily Change Sheet	Permanent
437	Old House Number Changes	Permanent

Waste Water Division

1113	Engineering Drawings & Index Maps for Drawings	Permanent
1115	House Connection Record	Permanent
257	Inspectors Record of Construction (Storm water & sanitary installations)	Permanent
258	Line and Grade Books (Storm water & sanitary installations)	Permanent
1114	Record Plats	Permanent
390	Time Books (per diem)	2 years*

GENERAL SERVICES

Abandoned Vehicles

545	General Correspondence	5 years*
540	Lot Log Sheet	10 years*
542	Record of Vehicle Received at Pulaski Lot	37 months*
543	Statement of Claim	5 years*

Administration

1190	General Correspondence & Administrative Files	5 years
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Motor Vehicles and Mechanical Shops

1490	Auction Vehicle Records	3 years
1257	Closed Accident Files: Billing Letter Estimate of Damage Forms Motor Vehicle Accident Report Motor Vehicle Damage Estimate	3 years
1487	Diesel Tax and Gasoline Tax	3 years*
1254	Employees Daily Time Report	3 years
1486	Gas, Oil, Diesel Sheets	3 years*
1484	Gasoline Reports	3 years*

Public Bldg. Mgmt. Division

1880 Administrative Files

Permanent

Right of Way

1897 Property Acquisition Files (Federal Aid)

Permanent

PUBLIC WORKS

GENERAL SERVICES

Motor Vehicle and Mechanical Shops

1684	Purchase Orders	4 years*
1255	Repair Orders (10,000 to 69,999 series)	3 years
1258	Repair Orders (70,000 series)	3 years
1253	Repair Orders (G-90,000 series)	3 years
1432	Vehicle Monthly Rental Record	3 years

OPERATION

Conduit Section

169	Application & Permit to Enter City Conduit System	2 years
167	Application for Duct Space	1 year
163	Cards on Duct Space (occupied and vacant)	1 year
164	Conduit Tracing and Prints	Permanent
174	Construction Tracings & Card Index	Permanent
170	Daily Inspection & Pump Truck Assignments	1 year
168	Daily Inspection Report of Manholes	5 years
165	Duct Construction and Maintenance Plats	Permanent
166	Inspector's Daily Report of Duct Space	1 year
173	Inspector's Field Data	see schedule
162	Ledger Sheets on Duct Space (occupied and vacant)	Permanent
172	Manhole Details on Main & Distributing Conduits	Permanent
175	Paper Sketches	see schedule
70	Time Records	1 year
171	Watchman's Emergency Personnel Report (Gay Street Yard)	1 year

Solid Waste

361	Accident Reports and Claims	5 years
242	Complaints	3 years
341	Correspondence	5 years*
363	Daily Incinerator Reports	3 years
358	Daily Report of Mixed Refuse (Summary)	3 years*
360	Daily Truck Time Sheet	1 year
233	Flusher and Mechanical Sweeper Daily Records	3 years
236	Gasoline, Oil and Alcohol Disbursement Records	1 year
356	Mixed Refuse Tickets	1 year
362	Monthly Summaries	5 years
1432	Monthly Vehicle Rental Record	3 years
240	Per Diem - Time Books	5 years
234	Request for Service and Removals	1 year
359	Salary Employee Daily Time Sheet	2 years
235	Truck Work Sheet	5 year

PUBLIC WORKS

OPERATION

Street Lighting

22	Police Accident and Outage Reports	3 years
177	Card Index File (lamp installation)	see schedule
181	Gas Comp. & Weslback Corp. Drawings	
	Circuit Installations - current	Permanent
178	General Correspondence File	5 years*
183	Third (3rd) Copy of Billing	5 years*
176	Work Order Letters	3 years

Water and Waste Water - Metered Accounts

1542	Applications for Discontinued Service	Permanent
1550	Atlases	Permanent
56	Baltimore County Application	see schedule
1543	Newspaper Clippings	Permanent
1544	Old Fire Line Accounts	Permanent
18	Power of Attorney Form	see schedule
248	Record Card (Water Supply)	see schedule
16	Water Supply Service Order (white)	see schedule
17	Water Supply Service Order	
	Ferrule (blue)	see schedule

Water Supply

1110	Index Cards to Water Main & Other Detail	
	Drawings	Permanent*
1112	Record Plats	Permanent*
1111	Water Main and Other Detailed Drawings	Permanent*

RECREATION and PARKS

PARKS

365	Correspondence	6 years*
367	Gas and Mileage Tickets	1 year
369	Golf Ticket Stubs	2 years

RECREATION

269	Correspondence (Administrative)	5 years*
270	Financial Filing	5 years*
367	Gas and Mileage Tickets	1 year*
271	Record Card (employee)	Permanent
272	Ticket Histories (employees)	2 years

Arts and Crafts

1545	Administrative Files	Permanent
1546	Arts & Crafts Bulletins	Permanent
1548	Leadership Manual	Permanent
1547	Photographs	Permanent

Developmental Recreation

1615	Enrollment Files	5 years
1616	SCCP Files (School Community Center Program)	5 years

Performing Arts

1610	Performing Arts Program Files	Permanent
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Park Commissioners

1815	Meeting Minutes	permanent
1816	Annual Reports	permanent
1817	Deeds	permanent

Patterson

1878	Administrative Files	7 years
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1876	Miscellaneous Billing Files	3 years
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1856	Recreation Administrative Records	7 years
1857	Doughty Files	permanent

1858	School Age Child Care	3 years
1859	Claims for Reimbursement Files	7 years
1859	General Files	7 years
1860	Child Care Center Files	7 years

RECREATION AND PARKS

Memorial Stadium

1861 Administrative Files permanent

Management Support Services

1851 Manifest Sheets 7 years
1852 Rental Contracts and Permits 7 years
1853 Financial Files 7 years
1854 Contract Files permanent
1892 Grant Information Files 7 years

Personnel

~~1894 Personnel Files permanent~~

Administration

1891 Program Open Space Grants permanent

Music

1893 Director's Legal Documents permanent

STATE'S ATTORNEY'S OFFICE

1603	Appeals	6 years*
1601	Felony Files	15 years
1602	Warrants	10 years

TRANSIT and TRAFFIC

ADMINISTRATION

335	Damage Equipment Reports	5 years*
338	General Correspondence	5 years*
334	Payroll Records	5 years

PARKING METER DIVISION

489	Daily Parking Meter Service Record	3 years
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PLANS and SURVEYS

337	Accident Records	5 years
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TRANSPORTATION

1532	BEDCO Files	Permanent
1533	Federal Legislation Reports	Permanent
1534	Interstate Project Files	Permanent
1535	Mass Transit Files	Permanent
1536	Mayor and City Council Files	Permanent
1748	Property Acquisition Files (non-federal aid)	Permanent
1537	Transportation Distribution Revenue Files	Permanent

HIGHWAYS

Administration

1008	Employees Personnel Folders (inactive)	2 years*
114	Time Sheets	3 years

Alleys, Footways and Permits

161	Footway Inspector's Report	7 years
125	Footway Permits (general & miscellaneous)	25 years
49	Footway Permits (utility companies)	7 years
52	Notice to Owner	15 years
50	Tree Records	5 years

Highway and Bridge Engineering

221	Contract General File	12 years*
✓ 455	Contract General File (Federal Aid)	see schedule
424	Correspondence	12 years*
1421	General Correspondence & Budgetary Information	5 years
1422	Recap Sheets	4 years
1777	Bridge Construction Files	permanent

Highway Maintenance

99	Correspondence (Refers to Complaints & Maintenance only)	12 years
113	Emergency Complaints	12 years*
222	Voucher (3rd copy)	2 years
223	Voucher (4th copy)	2 years
567	Work Orders	12 years

Interstate Division for Baltimore City

1441	Right-of-Way Files (Federal-Aid-Highway)	10 years*
561	Project Files (Federal-Aid-Highway)	10 years*

Traffic Operations

553	Parking Books (completed)	1 year*
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TRANSPORTATION

Traffic Engineering

1879

Traffic Studies

Permanent

Right of Way

1897

Property Acquisition Files
(Federal Aid)

Permanent

URBAN SERVICES AGENCY

1163 Aerial Infrared Heat Loss Survey
 Books

Permanent

WAGE COMMISSION

1474	Administrative and Budgetary Records	Permanent*
1473	Card File (established business)	Permanent
319	Certified Payroll Reports	5 years
1476	Complaint Cards	2 years
1475	Contract Records	8 years
1478	Investigator's Reports	6 years
586	Minutes of the Wage Commission	Permanent*
587	Tapes of the Wage Commission Minutes and Hearing Reports on Contractor's Appeals	1 year*
1477	Wage Survey Records	7 years