

THE MARYLAND-NATIONAL CAPITAL PARK
AND PLANNING COMMISSION

Department or Agency

EXECUTIVE-ADMINISTRATIVE

Subdivision or Bureau

HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION
RECORDS RETENTION SCHEDULE

499

Schedule Number

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Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)
			A.	B. Distribution	
1		General Correspondence File *(294-11)		The secretary for each executive maintains a general correspondence file for that executive in his office.	Retain material having continuing legal or administrative value until such value ceases; retain all other material for three years after which it may be destroyed.
2		Executive Reading File (This file is made up of one copy of each letter sent from that office).		The secretary for each executive maintains a reading file for that executive in his office.	Retain permanently.
3		Executive Secretary's File (includes originals of letters received by the Executive Director & copies of responses).			Store two years in Executive Director's office, five years in Archives Bldg., then destroy.
4		Minute Books (293-1) (The Minute Books contain the proceedings of the bi-weekly & special meetings of the Commission on all matters pertaining to the physical develop-		Multiple copies of minutes are produced for use of other departments of M-NCPPC.	Retain permanently.

Agency, Division or Bureau Representative

Robert M. Gorman
Signature
EXECUTIVE DIRECTOR

Title

Schedule Authorized by Hall of Records Commission

Morris S. Radell
Date
Archivist

Disposal Authorized by Board of Public Works

2/17/70
Date
Robert M. Gorman
Secretary

Date:

*Number following Record Title indicates former Retention Schedule.

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4		(cont'd) ment of the Maryland-Washington Regional District--roads, streets, highways, waterways, beaches, parks, forests, aviation fields and airways, public buildings and utilities, location and extent of housing, and community projects, zoning and other factors relating to uses of land and preservation of scenery in urban, suburban, rural, and regional planning. The Minute Books include briefs and other supporting documents relative to the business of each meeting.)			
5		Minutes (duplicate unbound set) Rough Draft (293-2)	One copy retained in Executive Director's Office.		Retain 10 years and then destroy accumulation.
6		Montgomery County Planning Board Minutes.	Original retained in Executive Director's office. Duplicate in Chairman's office. Multiple copies of minutes are produced for use of other departments of M-NCPPC.		Retain originals permanently.
7		Prince George's County Planning Board Minutes.	Original retained in Executive Director's office. Duplicate in Chairman's office. Multiple copies of minutes are produced for use of other depts. of M-NCPPC.		Retain originals permanently.

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8		Appropriation Statements (Relating actual expenses to budget).		Original retained in accounting office.	Retain 7 years.
9		Budget & Working Papers. (294-4)			Retain material having continuing legal or administrative value until such value ceases; retain all other material for 3 years after which it may be destroyed.
10		Master Plan Files (Legal) (These files contain (1) Legal advertisements; (2) Resolutions adopting & amending the plan; (3) The Master Plan; (4) Related correspondence)		One copy retained in Office of Legal Counsel	Retain permanently.
11		Amendments to Zoning & Subdivision Regulations (Legal).			Retain original permanently.
12		Law Suits File (These files contain correspondence & pleadings re: the suit).		One copy retained in Office of Legal Counsel	Retain permanently.
13		Deeds (293-17) (This file contains deeds to property acquired by the Commission for development or maintenance. Montgomery & Prince George's Co. deeds are filed separately for each County).		One copy retained in Secretary-Treasurer's Office.	Retain permanently.

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14		Record of Bond Sales - (Official documents relating to bond sales of M-NCPPC. Includes marked bonds & redeemed coupons & cremation schedule).		One copy retained in Secretary-Treasurer's office.	Retain permanently.
15		Bond Register (293-16) (This is a record of serial bonds issued by the Commission to pay for land development and improvements. The Register lists the par value of the bond, the name of the purchaser, date due, the amount and date paid, the interest and dates paid, and the date of retirement of the bond.)		Retained in Financial Offices Audit: Bi-annual outside audit and National Capital Parks & Planning Commission audit.	Retain permanently.
16		Retired Bonds & Coupons (294-1) (This file contains bonds and coupons which have been retired and stamped paid. The bonds are retired by repayment from the tax levies of the two counties (Montgomery & Prince George's)).		One copy retained in Secretary-Treasurer's office. Audit: Bi-annual outside audit.	Retain for three years after audit and then destroy by burning.

*Annexed 9/17/79
Sched # 499A
pp 4 of 28 through 42 of 28 following*

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17		Escrow Agreements (293-21) (represent deeds held by banks or escrow agents for conveyance to or from the Commission upon the fulfillment of certain conditions. This file includes both Prince George's & Montgomery Counties' escrow agreements.)			Retain permanently.
18		Agreements - Prince George's & Montgomery Counties (293-20) (This file contains preliminary property agreements regarding purchase contracts, rights of way, construction, and rentals. Separate files are maintained for each county.)		Filed in Executive Director's Office.	Retain permanently.
19		Rent Subsidiary Register (Record of rents received from and owed by tenants: As rent received, recorded in general ledger.)		One copy retained in Secretary-Treasurer's office.	Retain permanently.
20		Tax Anticipation Certificates of Indebtedness. (293-15) (These records are promissory notes, signed by the Chairman & the Secretary-Treasurer of Commission, bearing interest at not more than 6% for 60-90 days, or 6 months to meet ad-		One copy retained in Secretary-Treasurer's office. Bi-annual outside audit.	Retain permanently.

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			A.	B. Distribution	
21		Tax Anticipation Certificates of Indebtedness (cont'd) ministrative and park operating expenses of the Commission prior to receipt of the administration and park taxes levied for that purpose). Revenue Files (Original copy of cash receipts and supporting documents).			Retain permanently.
22		Daily Cash Report (consists of total deposits, withdrawals, security purchases and bank transfer and beginning and ending bank balances including cash receipts form (record of daily bank deposits and/or cash receipts showing source & date of revenue).			Retain three years or until audit requirements have been met, whichever is later.
23		Cash Receipts Forms & Supporting Documents. (Bank deposit slips & detailed supports to daily cash report. Shows nature & source of income.)			Retain three years or until audit requirements have been met, whichever is later.

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			B. Distribution		
			A.	B.	
24		Purchase Orders (294-5) (The Purchase Order shows the name of the persons or firm from whom supplies are to be purchased, the date, serial number, date of delivery, item, rate, and the cost. The signatures of the person requesting purchase and of the person authorizing the purchase are recorded. After purchase requests are approved, purchase orders are made out and sent to Accounts Payable. They are retained until the invoice and receiving ticket (white copy of P.O.) are received. These are matched, coded & sent to "disbursements" for payment. Folders contain all of the above documents plus a copy of the check sent in payment of purchase.)		White copy (original retained in Accounts Payable Dept. Yellow copy - Retained by requisitioning office. Green copy - Circulated & returned to Accounts Payable.	Retain three years or until audit requirements have been met, whichever is later.
25		Contracts (Contracts are agreements between M-NCPPC and 1) architectural firms; 2) construction firms; 3) Federal, state, and local agencies to purchase & then develop land. Folders contain correspondence, in-			Retain permanently.

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			A.	B. Distribution	
26		Contracts (cont'd) voices, payments in addition to the actual agreements). Service Contracts and related correspondence. (Maintenance agreements)			Retain until superseded.
27		Invoice Files (Includes purchase order, invoices, back up material, e.g. delivery ticket, freight ticket, parking slip, statements, admittance slip).		One copy retained in Secretary-Treasurer's office.	Retain permanently.
28		Payment Vouchers Replaces (294-3 #5). (Orders to vendors for items needed by the Commission. Purchase orders, invoices & receiving tickets are matched, coded & sent to disbursement for payment).		One copy retained in Secretary-Treasurer's office.	Retain three years and then destroy accumulation.
29		Check - Voucher (Replaces 294-3 #1) (copy of check-voucher-all one sheet. (Prior to 1968 - only cancelled checks).			Retain 7 years or until audit requirements have been met, whichever is later.
30		Bank Reconciliations			Retain three years or until audit requirements have been met, whichever is later.

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			A.	B. Distribution	
31		Bank Deposit Slips (Posted to General Ledger).			Retain three years or until audit requirements have been met, whichever is later.
32		Receipted Bills (attached to vouchers)			Retain three years or until audit requirements have been met, whichever is later.
33		Accounts Payable Journal (Daily record of accounts payable. Information is summarized monthly in General Ledger).		One copy retained in Secretary-Treasurer's office.	Retain permanently.
34		Accounts Payable Vouchers (Includes invoices, purchase orders & coding statements). (294-3)			Retain three years or until audit requirements have been met, whichever is later.
35		Cash Disbursements Journal (293-5) (Accounting Office) Daily record of cash disbursements. Information is summarized monthly in General Ledger).		One copy retained in Secretary-Treasurer's Office.	Retain permanently.
36		Receipts & Disbursements Journal (293-4) These journals are old records and must be retained. This system is no longer used.		One copy retained in Secretary-Treasurer's office. Bi-annual outside audit.	Retain permanently.

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			A.	B.	
37		General Journal (Accounting Office) (General Journal entries to the General Ledger).		One copy retained in Secretary-Treasurer's office.	Retain permanently.
38		General Journal (Entry documents file) Shows general journal entries and explanation to support entries on ledger cards (in general ledger) includes supporting documents).		One copy retained in Secretary-Treasurer's office.	Retain permanently.
39		General Ledger (293-3) (The General Ledgers are final books of entry for receipts & disbursements, containing a record of all financial transactions of the Commission. It is arranged by accounts and is posted monthly from the Receipts and Disbursements Journal).		One copy retained in Secretary-Treasurer's office for three years and then sent to Archives. Bi-annual outside audit.	Retain permanently.
40		Trial Balances (293-18) These are records of trial balance used in auditing the fiscal operations of the Commission.		One copy retained in Secretary-Treasurer's office.	a. Retain permanently all records prior to 1939. b. Retain trial balances subsequent to 1939 3 years after audit and then destroy.
41		Audit Reports Report of audits performed annually by CPA's			Retain two copies permanently.

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			A.	B.	
42		Insurance Policies (294-2) (These files contain active and expired insurance policies on automobiles, trucks, equipment, park buildings, workmen's compensation policies and bonds for employees).		One copy retained in Secretary-Treasurer's office.	Retain for duration of the policy or bond and for 14 years thereafter and then destroy.
43		Workmen's Compensation Information File. (Claims, physicians' reports, employee's 1st report of injury).		One copy retained in Personnel Office.	Retain permanently.
44		Monthly Reports to Conn. Gen. Life Insurance Company (includes names of those covered, additions, deletions, etc.).			Retain permanently.
45		Claims File for Conn. General Life Insurance Company		Copies retained in Personnel Office.	Retain permanently.
46		Insurance Enrollment Card (for group insurance)		Copies retained in Personnel Office.	Retain permanently.
47		Employee's Personnel Folders (all information pertaining to the employee's record. Active files separate from inactive).		One copy retained in Personnel Office.	Retain permanently.

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			B. Distribution		
			A.	B.	
48		Personnel Record Cards (Description of employee's employment tenure).			Retain permanently.
49		Permanent Earning Cards (Permanent record of each employee's earnings).		This information recorded in payroll journal.	Retain 7 years and then destroy.
50		Time Cards (information recorded in Payroll Journal).		One copy retained in Payroll Office.	Retain three years or until audit requirements have been met, whichever is later.
51		Payroll Journal (294-8)		One copy retained in Secretary-Treasurer's office. Bi-annual outside audit.	Retain permanently.
51a		Payroll Register (294-8)		One copy retained in Secretary-Treasurer's office.	Retain 7 years & then destroy.
51b		Payroll Cards (294-7) (Replaced by Payroll register).			Retain for duration of employment; then retain for 3 years or until audit requirements have been fulfilled, whichever is later.
52		Payroll Entry Document File (shows payroll journal entries to support entries on ledger cards).		One copy retained in Secretary-Treasurer's office.	Retain permanently.

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			B. Distribution		
			A.	B.	
53		Titles - Automobiles			Retain while current.
54		Property Records for Vehicles (Title No., Serial No., date of purchase, vendor, description (year) cost & trade-in, to whom assigned.)			Retain while current.
55		Gasoline Use Books (294-10) (These are field records of gasoline dispensed for motor equipment used in the various projects. Entries show names of the drivers, type of equipment, and the number of gallons of fuel issued).			Retain three years or until audit requirements have been met, whichever is later.
56		Tool Inventories (249-9) (Record of the dates of acquiring tools and equipment, the item, cost, and date of the inventory).			Keep inventory of tools until tool is replaced or destroyed.
57		Photographic Prints & Negatives (Prints & negatives covering Commission history, facilities & activities).			Retain permanently those of continuing value.
58		Art Work, page dummies and plate negatives. Camera - ready art of individual publication pages and color separations for maps.			Retain permanently those of continuing value; retain remainder until superseded.

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			A.	B. Distribution	
59		General Correspondence (298-4)			One copy retained in office of Department of Planning
60		Manuscript maps (298-1) (These are the original manuscript maps on paper, sepia or linen which originate in the process of planning and are duplicated by printing or other method for use of the Commission and for general distribution.)			Retain material having continuing legal or administrative value until such value ceases; retain all other material for 3 years after which it may be destroyed. Retain permanently.
61		Maps & Plats (298-2) (This file contains printed maps & plats prepared by the Department or obtained from other sources and is the working file used by the engineers in planning.)			Retain permanently the final maps for completed projects, whether approved or rejected. Retain all other mpas for 3 years and until the research, planning or engineering value has ceased.
62		Land Use & Statistical Atlases (298-3) (This file also contains general correspondence with the Commission and other agencies and State & Federal Departments on matters pertaining to develop-			Retain permanently.

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			B. Distribution		
			A.	B.	
63		Land Use & Statistical Atlases (cont'd) ment of Md.-Wash. Regional District). Zoning Book Sepias (299-3) (These are originals from which zoning atlas sheets are produced.)		Duplicates retained in zoning office as zoning atlas.	Retain sheets until superseded & replaced and then destroy.
64		Zoning Atlas (Register) (299-2) (The Zoning Register contain maps of all zoned areas in Montgomery County. The several classifications of zoning are indicated by variations of shading on each map. This book is maintained on a current basis, sheets are replaced as they become obsolete or are superseded.)		Retained in Zoning Office & 1 copy in subdivision office	Retain sheets until superseded and replaced and then destroy sheets withdrawn.
65		House Number & Street Name Changes & Assignments (299-4, 299-5, 299-6) (This file is a record of assignments of and changes in house numbers and street names, including the name of the area or subdivision, block and lot number, name of the owner or occupant, the old street name or house number, if any, the		White copy goes to home owner; yellow copy retained in zoning office.	Retain entries until superseded and then destroy.

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			B: Distribution		
			A.	B.	
		House Number & Street Name Changes & Assignments (cont'd) new name or number, and the date of change. Changes are made on the reference copies of the plats and maps.)			
65		Street Names Index (299-7) (Karex roll file contains street name, block number, area designation, census tract, map grid no., and 200 scale page no.)			Retain permanently.
67		Street Profiles (These are approved profiles showing approval of all agencies such as Sanitary Commission, etc.).			Retain permanently.
68		Correspondence re: No. & Street Name Changes		One copy retained in Zoning Office.	Retain 5 years in Zoning Office then send to Archives Building permanently.
69		Subdivision Plats (300-1) (This is a file of the original subdivision plats showing date of approval by M-NCPPC and WSSC and date of filing with clerk of Circuit Court. These plats are lithoprinted for the subdivision. Record plat books (and for distribution).			Retain permanently.

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			B. Distribution		
			A.	B.	
70		Subdivision Record Plat Book (300-2) (The Subdivision Record Plat Books are a public file in book form of all approval subdivision in the Regional District of Montgomery County. Each plat is numbered and shows: lot numbers, metes and bounds, size of lots & location, streets, highways, etc.)			Retain permanently.
70a		Index for Subdivision Record Plat Books (By lot, block & subdivision on wheeldex).			Retain permanently.
71		Zoning Amendments & Petitions (300-4) (For each zoning or rezoning case a separate folder is prepared containing one or more of the following papers: 1. Petitions show name of the petitioner, petition number, date, description of the lot or subdivision, and the zoning requested. 2. Zoning Hearings held before the District Councils record the testimony and the decision of the Council. The County Commissioners sit as		One copy in Zoning Office	Retain permanently.

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			B. Distribution		
			A.	B.	
		<p>Zoning Amendments & Petitions (cont'd)</p> <p>2. (cont'd) District Councils in each district on zoning regulations and usually render decisions in conformity with the resolutions of the Commission. Hearings are recorded in the Minutes of the District Councils.</p> <p>3. Staff Reports are prepared by the Planning Engineer on zoning and rezoning matters for the information of the Commission. These reports are included with the supporting documents bound with the Minutes of the Commission, and show the action of the Commission.</p> <p>4. Zoning Amendments, separately mimeographed and numbered, are the resolutions of the Commission recommending the zoning decision of the Commission, in each case, to the District Council of the area involved. These amendments appear in the Minutes of the Commission.</p>			

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		5. Plats or maps of the area subject to zoning or re-zoning. Changes in zoning are recorded in the Zoning Atlases.			
		6. Verbatim transcripts of testimony offered at public hearings (since 1946).			
72		Zoning Appeals (300-5) (This file contains notices of hearings before the Board of Zoning Appeals, and the opinions and decisions of the Board on cases of variance in zoning regulations. The Board is appointed by the County Commissioners of Mont. County. The hearings are contained in the Minutes of the Board.)		One copy in zoning office to be microfilmed.	Retain permanently.
73		Zoning Files (Contain transcripts, exhibits, staff reports, etc.).			Retain permanently.
74		Site Plans (These are duplicate copies of county records).		Original retained in County Office.	Retain only as long as need exists.
75		200 scale photogrammetries; 5 foot intervals (used as background data for			Retain permanently.

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75		(cont'd) Master Plans and as basic information on physical features).			
76		Original signed maps of adopted Master Plans (Planning area or Watershed scope) Signed base map original. Film positive from which prints are made in drafting room. Original 1) Those superseded are located in storage yard; 2) Those in effect are on file in drafting).			Retain permanently.
77		Development Plans & Background Information (Includes the arch. drawings, correspondence pertaining to the development of a particular site.)			Retain in Development Division office until 2 years after completion, then retain permanently in Archives Bldg.
78		Preliminary Subdivision Plan File (300-7) (Subdividers are required to file preliminary plans of subdivisions with the Commission which are referred to the Planning Department for study and opinion. This file includes the plans, related corres-			Retain permanently.

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			A.	B.	
78		(cont'd) pendence, supporting documents and the recommendations of the Planning Dept. and Commission. After the plan has been approved the subdivider may submit a final plat on blue linen.)			
79		Subdivision House Numbers File (299-1) (These are duplicates of preliminary subdivision plans.)			Retain plans while current and then destroy.
80		General Correspondence (296-1) (The correspondence files include, in addition to correspondence of a general nature, special material under subject headings, for example: Storm drains, Permits to Utilities and Field Reports).	One copy retained in each office in Parks Division		Retain material having continuing legal or administrative value until such value ceases; retain all other material for 3 years after which it may be destroyed.
81		Topographic & Park-Taking Line Maps (295-1 & 295-2) (This file contains: 1) park-taking line maps. The topographic maps are prepared from aerial surveys of the Stream-Valley Parks and proposed park areas. The master copy is on blue linen and is used to pre-			Retain permanently.

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			A.	B.	
81		(cont'd) pare Stream-Valley Survey Maps and Development plats and Maps which are the working copies in planning. The Park-Taking Line Maps are topographic maps showing the extent, actual or proposed, of park metes and bounds. 2) Hand-drawn topographic maps of certain areas of the stream-valley parks. Individual trees are shown with their circumference and popular names. The maps are sometimes consulted in preparing the Development Plats and Maps.)			
82		Applications for Federal Grants a. Land & Water Course Fund Act. b. Memorial Tree Planting Program Records. (Chart showing "in memory or/honor of", donor's name, park preference, location, number & variety of tree, date received from E & D, name of nursery, dates ordered, received, planted, E & D notified, application no., monies donated & total.			Retain permanently. Retain permanently. Retain permanently. (Stored - Horticulture & Forestry Office)

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Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of nonrecord material when no longer needed by office)
			B. Distribution		
			A.	B.	
82		(cont'd) c. Open Space (HUD) (Title VII of Housing Act Material & applications). d. Outdoor Recreation Land Loan of '68 e. Patuxent River Watershed Act. f. SCS Public Law 566			Retain permanently. Retain permanently. Retain permanently. Retain permanently.
83		Land Appraisal Records (includes pertinent corres- pondence)			Retain permanently. (Stored in Director of Parks Office)
84		Record of Park Property Sur- veys (Includes name of owner of property, park where located, section, parcel, acreage, name of engineer who made survey).		One copy retained in Engineer & Design Office.	Retain permanently.
85		Reservation Plats (These become record plats. Duplicates of records in County Office. At conclusion of final survey of large piece, these plats reserve from taxes re- mainder of property not ac- quired in a given year, free from taxes for 5 years).			Retain 3 years (Stored Information Office) Original in County Office.

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			B. Distribution	B.	
86		Land Acquisition Surveys (When agreement has been made, information as to owner or rough area of land to be acquired is referred to Engineer & Design to survey property. This is then sent to surveyor with request for survey. Survey retained for review & approval, with legal description. After approval, copy of plat & the survey are forwarded to legal department. The legal dept. arranges with owner to acquire property, to record description and establish settlement.)			Retain permanently. Stored in Engineer & Design Office.
87		General Plans (Official Document) Generally plans showing location of property, recreational facilities to be located on a park or a park-school site. Signed by Director of Parks & Chariman or Vice Chairman of Commission.		Original retained in Office of Engineering & Design.	Retain permanently.

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			B. Distribution		
			A.	B.	
88		Dev. Plans & Working Papers (Grading plans, paving plans, landscape plans, recreation building plans, consultants plans).		Original retained in Office of Engineering & Design.	Retain permanently those papers having continuing value.
89		Records of Extensive Road Building Projects (Includes review & approval of contract, drawings & specifications, approval of billing, field inspection & related correspondence for major roadway construction projects).		Original in Des. & Eng. Office.	Retain permanently.
90		Storm Drainage Plans (Show where storm drain terminates and affects park property).		Stored in Eng. & Design Office. Original in County Office.	Retain 5 years.
91		Records of Design & Construction (Design & Construction of parking areas, entrance roads, multi-use courts, grading & seeding of ball fields & adjacent road areas).			Retain permanently.
92		Blue Prints of Commission-owned Buildings		Duplicates of architects' original plans. Retained in Eng. & Design Office.	Retain permanently.

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			B. Distribution		
			A.	B.	
93		Cost of Recreation Centers Development Plans (includes contract documents)		Stored in Eng. & Design Office from design to completion of project.	Retain permanently.
94		Stream Valley Survey Maps (295-3) (These maps are prepared from the Topographic Maps and are usually divided into sections and the sections enlarged for detailed planning. They record property lines and the park projects as planned. The maps after completion are submitted to the National Capital Parks and Planning Commission and to WSSC for approval under the Wash. Metro. District Act (Chapter 1008, Laws of Maryland, 1943).)			Retain permanently.
95		Development Plats & Maps (295-4) (This series is composed of maps and plats of completed or approved Stream-Valley park projects including parks, park playgrounds, park buildings, bridges, and recreation centers.)			Retain permanently

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			A.	B. Distribution	
96		Traverse Field Computations & Bench Marks (295-5) (This series of Stream-Valley park map record the traverse computations made in the field and the bench marks established by the surveyors.)			Retain permanently.
97		Computations of Coordinates (295-6) (These coordinates were principally taken in Rock Creek Park. Coordinates are employed in plotting property lines on topographic maps and existing buildings and landmarks.)			Retain permanently.
98		Recreation area maps (295-7) (These files contain maps which are related to recreation area planning and show topography, surveys, and development of the areas.)			Retain permanently.
99		Bids for Plant Materials for Parks & Buildings			Retain 5 years in Horticulture & Forestry Offices.
100		Contracts on Bids & Proposals for Equipment & Materials.			Retain 3 years after completion of contract & then destroy.

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			B. Distribution	B.	
101		Bids for Equipment & Materials			Retain 3 years.
102		Daily Orders			Retain original 1 year.
103		Park Police Officers' Daily Worksheets.			Retain 3 years.
104		<p>Park Police Records Police reports are retained by the respective departments.</p> <p>a. Arrest Records.</p> <p>b. Field Observation Reports (Report of hazard & its correction)</p> <p>c. Juvenile Reports (confidential).</p> <p>d. Miscellaneous incident reports.</p> <p>e. Property Reports (Recovered or found property)</p> <p>f. Statistical Reports (on crime, etc.)</p> <p>g. Traffic & Parking summonses (Dept. of Motor Vehicles retains).</p> <p>h. Vehicle maintenance reports</p> <p>i. Vehicle reports (Reports on recovered stolen autos or impounded vehicles.</p> <p>j. Youth Reports</p>			<p>Retain permanently. Retain 3 years.</p> <p>Retain 5 years after case is closed. Retain 3 years.</p> <p>Retain 3 years.</p> <p>Retain permanently.</p> <p>Retain 10 years.</p> <p>Retain 3 years. Retain 5 years.</p> <p>Retain 3 years.</p>