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State of Maryland Department of General Services

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Governor

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Secretary



DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

February 16, 1983

MEMORANDUM

TO: All Maryland National Capital Park and Planning Commission
Division Heads

FROM: State Records Management Division

SUBJECT: Additional Records Management Guidelines

A Records Retention Schedule is an official document which when followed will give an agency the authority to destroy or retain records. The attached schedule has been created with the cooperation of the Maryland National Capital Park and Planning Commission and the State Records Management Division of the Hall of Records Commission in accordance with the State Annotated Code, Article 54, Sections 1-11, 1957 edition.

Generally this schedule puts forth minimum retention periods for the records described. Please note carefully these retention periods, especially when dealing with the permanent records. Permanent records must be kept forever. They may never be destroyed by the agency. In some cases the records are to be eventually transferred to the State Archives in original paper form; in other cases they are to be microfilmed. Please read carefully what is to be done with the hard copy (paper) and microfilm.

There are also non-permanent records which are to be microfilmed, with the microfilm kept permanently. In both cases a security copy of the microfilm should be deposited with the State Archives in Annapolis.

Attention should also be paid to records which are designated to be microfilmed and for some reason are not. The paper copy will then assume the retention given the microfilm.

EXAMPLE: If the retention reads "microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office".

According to this retention, the records, whether superseded or not, will become permanent if they are not microfilmed. This means that none of these records can ever be destroyed. All the old records must be kept in the office forever.

State Records Management Center

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February 16, 1983

Although this memorandum is not an official part of the schedule it should remain attached to serve as a reminder to those using the schedule of the inherent responsibilities when dealing with agency records.

Attachment

RECORDS RETENTION AND DISPOSAL SCHEDULE

The Maryland-National Capital
Park and Planning Commission

All Divisions

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>General Correspondence File</u> File consists of original incoming, copies of outgoing and information copies of letters, memoranda, bulletins, reports, and other material arranged by subject.	Retain in Office of record for four years, then destroy. Material having continuing legal or administrative value should be retained until such value ceases.
2.	<u>Executive Reading File</u> File maintained for each executive in his/her office and contains one copy of each letter sent from that office.	Retain for one year then destroy.
3.	<u>Executive Secretary File</u> File consists of originals of letters received by the Executive and copies of responses.	Retain in office for one year, then destroy.
4.	<u>Minute Books (Commission)</u> The Minute books contain the proceeding of the monthly and special meeting of the Commission on all matters pertaining to the physical development of the Maryland-Washington Regional District. The Minute books include briefs and other supporting documents relative to the business of each meeting.	Retain permanently in the Chairman's office for eventual transfer to the State Archives. All other copies may be destroyed when no longer needed.
5.	<u>Planning Board Minutes (Montgomery & Prince George's Counties)</u> Contains proceedings of each board.	Retain permanently. Once microfilmed, hard copy may be sent to the State Archives. All other copies may be destroyed when no longer needed, but not before 10 years.

Schedule approved by Department, Agency or Division Representative

Thomas H. Guntz, Jr.
SignatureExecutive Director
Title2/18/83
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Archivist

Date

Secretary

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Item No.	Description	Retention
6.	<u>Executive Committee Meeting Notes and Agenda Working File</u> File contains agenda, notes and supporting documents relative to the business of each meeting of the Executive Committee.	Retain for three years in office, then destroy.
7.	<u>Closed (Executive) Session Minutes and Agenda Files of the Full Commission</u> File contains minutes of the full Commission agenda items which relate to Personnel matters, consideration of the Investment of Public Funds or the Marketing of Public Securities, consultation with Legal Counsel or with persons in connection with pending or potential litigation.	Retain in Chairman's office permanently. Once hard copy is microfilmed destroy hard copy and retain microfilm permanently. Destroy duplicates when no longer needed.
8.	<u>M-NCPPC Publications</u> This file contains the record copy of all publications produced by, for, or about the Maryland-National Capital Park and Planning Commission. File also contains the record copy of all transcripts of public hearings held in connection with Commission business.	Retain a copy in Rec. Mgmt. Office permanently. All other copies may be destroyed when superseded.
9.	<u>Certificates of Records Disposal</u> Record copies of all certificates of record disposal are filed with the Records Management Division of the State of Maryland. Certificates are filed in Commission files for reference purposes only.	Retain in Rec. Mgmt. Office for ten years, then destroy.
10.	<u>Employee's Personnel Folders</u> Files contain all information pertaining to the employee's work record. (Files separated into active and inactive.)	Retain until termination of employment and microfilm. Retain microfilm permanently in office and destroy hard copy.
11.	<u>Employment Applications</u> File contains applications for employment with the M-NCPPC including resumes, if supplied, and record of application review by supervisors for position openings.	Retain two years in office then destroy, unless EEOC, Human Relations or other legal proceedings are involved, then destroy.

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Item No.	Description	Retention
12.	<u>Classifications/Reclassifications</u> File contains classification specifications and classification/reclassification actions to include all pertinent research data and correspondence related to specific cases.	Retain classification specifications until updated or superseded. Save at least one copy permanently in office of records. Retain other material for two years after action is completed, then destroy.
13.	<u>Grievance File</u> File contains investigative and related material pertaining to grievance filed by employees or groups of employees regarding any condition of employment.	Retain for three years or until grievance settled, whichever is longer.
14.	<u>Workmen's Compensation Information File</u> File contains claims, physicians' reports, employee's first report of injury.	Retain for ten years in office, then destroy if no longer needed.
15.	<u>Monthly Premium Reports to Health Insurance Companies</u>	Retain for length of policy coverage, then destroy after 4 years.
16.	<u>Claim File for Insurance Companies</u> (Medical, Dental and Life)	Retain until all claims are satisfied or until all audit requirements have been fulfilled, then destroy after 4 years.
17.	<u>Insurance Policies</u> Casualty and Liability contracts with insurance companies.	Retain for duration of contract and until all claims are satisfied, then destroy after 4 years.
18.	<u>Litigation and Claim Files</u> Confidential case files of claims and suits against the Commission.	Retain until claim or suit is satisfied, then destroy after 7 years.
19.	<u>Damage Recovery Files</u> Records of collection actions against persons who damage Commission property.	Retain for 4 years or for 1 year after collection, or until all audit requirements have been fulfilled, then destroy.

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Item No.	Description	Retention
20.	<u>M-NCPPC Employee's Retirement System</u> Files are established by names of participants of the M-NCPPC Employee's Retirement System and include all documents related to employee participation in the system. Documents also include those transferred by the State Retirement System at the time of the establishment of the Commission's plan and withdrawal from the State System effective July 1, 1972.	Retain in office permanently (hard copy or microfilm).
21.	<u>Retirement System Accounts Payable & Investment Transactions</u> File consists of doctor bills, actuarial fees, investment transaction documents, investment counselor fees, fees for dues and subscriptions, etc. which are payable by the M-NCPPC Employee's Retirement System.	Retain in office for three years or until all audit requirements have been fulfilled, then destroy.
22.	<u>Insurance Enrollment Cards</u> (Group Insurance)	Retain in office for duration of employment. Upon termination of employment place record in employee's personnel file.
23.	<u>Record of Industrial Hygiene Surveys</u> Technical investigation reports from Maryland OSHA staff and contract professionals re: environmental health stresses in the work place.	Retain for five years in office, then destroy.
24.	<u>Records of Employee Exposure to Specific Hazards</u> MOSHA compliance records for exposure to carcinogens, and other hazardous materials.	Retain for 20 years, then destroy.
25.	<u>Records of Health Claims for Exposed Employees</u> MOSHA compliance records.	Retain for 20 years, then destroy.
26.	<u>Appropriation Statements</u> Files contain statement relating actual expenses to the budget.	Retain in office for seven years, then destroy.

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Item No.	Description	Retention
27.	<u>Budget Preparation File</u> File includes Budget submissions: budget instructions; revenue and tax base projections; legal budget matters; and special budget analysis.	Retain in office for ten years, then destroy.
28.	<u>Approved Administrative Practices File</u> These are procedural guidelines and policy statements relevant to the internal operations of the Commission. File contains original art and published copy with pertinent background.	Retain one copy permanently for eventual transfer to the State Archives.
29.	<u>Administrative Practice Working Files</u> File includes Administrative Practices in draft form and all relevant memoranda.	Retain for two years in office then destroy.
30.	<u>Facility History Records</u> Records of inspections, losses, modifications to Commission facilities. Filed by facility name.	Retain for 10 years, then destroy. Material having continuing legal or administrative value, retain until value ceases.
31.	<u>General Accounting Records</u> Certificates of Deposit and Bank Deposit slips Distribution of Charges Memorandum of Adjustment Monthly Report of State Funds collection and deposited.	Retain for 6 years or until all audit requirements have been fulfilled, then destroy.
32.	<u>Special Accounting Records</u> Assessment Books Books of Final Entry - General Ledgers Employee Roster, Card File or History Card Audit Reports Tax Collection Books Assessment Lists (Field Books and Notes) Paid Tax Bills and Paid Delinquent Tax Lists Payroll Journals Receipt and Disbursement Journals	Retain permanently, for eventual transfer to the State Archives. If General Ledgers are missing, retain Journals permanently for the missing period.

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Item No.	Description	Retention
33.	<u>Fiscal Planning Records</u> Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies	Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.
34.	<u>Payroll Accounting Records</u> Employee Roster Card File Payroll and Check Registers Payroll Exceptions Payroll Transmittals Payroll Warrants	Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.
35.	<u>Miscellaneous Accounting Record</u> Bank Books, Statement, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Report Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Report Reconciliation and Trial Balance Sheets Counter Cash Books Expense Reports Paid Bills, Vouchers and Invoices Requisitions and Purchase Orders Stock Record Cards Time Cards Withholding Tax Forms and Statements (Local, State and Federal) Pay and Receiving Warrants and Transmittals	Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.
36.	<u>Purchasing Record</u> Actual Emergency and Repair Report Copy of Contract Awarded Credit Memorandum Notice of Award of Services Contract Out-of-Schedule Requisition for Supplies Purchase Order Report of Partial Delivery Requisition for Supplies Delivery Orders, Receipts and Receiving Reports	Retain for three (3) years or until all audit requirements have been fulfilled, then destroy if not needed.

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Item No.	Description	Retention
37.	<u>Record of Bond Sales</u> Files include marked bonds and redeemed coupons and cremation schedule.	Retain until bond redeemed or until all audit requirements have been fulfilled, then destroy.
38.	<u>Bond Register</u> The register is a record of serial bonds issued by the Commission to pay for land acquisition and park development. The register sheets give information on each issue, the county of issue, purpose, date of issue, interest rates, and name of fiscal paying agent.	Retain in office permanently.
39.	<u>Commission Bonds and Coupons</u> Documents contained in this file: a) Bonds and Coupons, paid and cancelled. b) Monthly certified statements c) Cremation certifications d) Audits e) Other reports	Retain for six months after the bonds are paid in full, then destroy. Retain for three years after maturity and entry into ledgers, then destroy.
40.	<u>Bond and Interest Ledger Accounts</u> These are the record of the history of all bond issues as to principal and interest payments, and of redemptions.	Retain final entry ledgers permanently for eventual transfer to the State Archives
41.	<u>Escrow Agreements</u> These files represent deed held by banks or escrow agents for conveyance to or from the Commission upon the fulfillment of certain conditions.	Retain as long as agreements are in effect, then destroy after three (3) years if all funds are fully accounted for.
42.	<u>Agreements (P.C. and Montgomery Counties and Bi-County)</u> This file contains preliminary property agreements regarding purchase contracts, rights of way, construction, and rentals, etc.	Retain until agreements are concluded then place in appropriate Primary file.

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Item No.	Description	Retention
43.	<u>Rent Subsidiary Register</u> Record of rents received from and owed by tenants: As rent is received it is recorded in the general ledger.	Retain for three (3) years or until all audit requirements have been fulfilled, then destroy.
44.	<u>Tax Anticipation Certificates of Indebtedness</u> These records are promissory notes, signed by the Chairman and the Secretary-Treasurer of the Commission.	Retain for three (3) years after the notes are redeemed or until all audit requirements have been fulfilled, then destroy.
45.	<u>Master Plan Files (Legal)</u> These files contain legal advertisements, resolutions adopting and amending the plan, the master plan, and related correspondence.	Microfilm and retain microfilm permanently in the office. Hard copy to be transferred to the State Archives.
46.	<u>Amendments to Zoning and Subdivision Regulations (Legal)</u> Original amendments as passed.	Microfilm and retain microfilm permanently in the office. Hard copy to be transferred to the State Archives.
47.	<u>Law Suit File</u> These files contain correspondence and pleadings on a particular suit.	Microfilm and retain microfilm permanently in office. Hard copy to be transferred to the State Archives.
48.	<u>Deeds</u> This file contains deeds to property acquired by the Commission for development of maintenance.	Retain permanently for eventual transfer to the State Archives.
49.	<u>Titles</u> (Automobiles)	Retain until vehicle disposed of, then destroy.

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Item No.	Description	Retention
50.	<u>Property Records for Vehicles</u> Folders contain Title No., Serial No., date of purchase vendor, description, year, cost and trade-in value, and to whom assigned.	Retain until vehicle disposed of, then destroy.
51.	<u>Photographic Prints and Negatives</u> These files cover the Commission history, facilities, and activities.	Retain permanently for transfer to the State Archives.
52.	<u>Art Work, Page Dummies and Plate Negatives</u> Camera ready art of individual publications pages and color separations for maps.	Retain in office until no longer needed, then destroy.
53.	<u>Zoning Book Sepias (Montgomery County Only)</u> These are originals from which zoning atlas sheets are produced.	Retain sheets until superseded and replaced and then destroy sheets withdrawn.
54.	<u>House Number and Street Name Changes and Assignments</u> 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 new name or number, and the date of change. Changes are made on the reference copies of the plats and maps.	Retain entries until superseded and then destroy.
55.	<u>Street Names Index (Montgomery County Only)</u> Roll file contains street names, block number, area designation, census tract, map grid no., and 200 scale page no.	Retain until updated or superseded, then destroy.
56.	<u>Street Profiles (Montgomery County Only)</u> These are approved profiles showing approval of all agencies such as Sanitary Commission, etc.	Retain until updated or superseded, then destroy.
57.	<u>Subdivision Plats</u> This is a file of the original subdivision plats showing date of approval by M-NCPPC and WSSC and date of filing with the clerk of the Circuit Court. These plats are lithoprinted for the subdivision.	Retain until recorded by County Circuit Court Land Records Office, then destroy.

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Item No.	Description	Retention
58.	<u>Subdivision Record Plan Books</u> (Montgomery County) These books are a public file in book form and contain all the approved subdivisions in the Regional District of Montgomery and Prince George's Counties. Each plat is numbered and shows: lot number, metes and bounds, size of lots and location, streets, highways, etc.	Retain permanently for eventual transfer to the State Archives.
59.	<u>Index for Subdivision Record Plat Books</u> (Montgomery County Only) Maintained by lot, block and subdivision on wheelindex.	Retain permanently and transfer with books to State Archives.
60.	<u>Subdivision House Numbers File</u> (Montgomery County Only) These are duplicates of preliminary subdivision plans.	Destroy when no longer needed.
61.	<u>Site Development Plans</u> Site Development Plan files consist of all materials submitted and prepared during staff review and/or Planning Board action on individual plans. File content includes a 30 x 40 site development plan, supporting design sheets, landscaping plans, staff design studies, staff and agency referrals, staff reports, plan submission documents, public inquiries. Types of site plans of development are: comprehensive design plans; specific design plans; private education institution site plans; conditional zoning site plans; special urban design projects.	Retain backup material until five years after the approval of final stage of the total project, then destroy.
62.	<u>Zoning Applications</u> Complete files which include the applications, technical staff reports.	Retain Planning Board file until official file micro-filmed, destroy hard copy and retain microfilm permanently in office.
63.	<u>Special Exceptions</u> Complete files include the application, maps, technical staff reports.	Retain Planning Board file until official file micro-filmed, destroy hard copy and retain microfilm permanently in office.

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Item No.	Description	Retention
64.	<u>Departure from Design Standards</u> (P.G. County Only) Complete files include the application, maps, technical staff reports, correspondence, and Planning Board Decisions.	Microfilm and destroy hard copy. Retain microfilm permanently in office.
65.	<u>Zoning Maps</u> (Atlas) This is the official zoning map for Prince George's and Montgomery Counties, with any and all amendments	Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.
66.	<u>Street Address Maps</u> Mapping of all premise addresses in Prince George's and Montgomery Counties.	Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.
67.	<u>Nonconforming Use Files</u> Complete files include the application, plats, and technical staff reports.	Microfilm and destroy hard copy. Retain microfilm permanently in office.
68.	<u>Permit Cover Sheets</u> Inter-departmental review work sheets on residential, commercial and use occupancy permits.	Microfilm and destroy hard copy. Retain microfilm permanently in office.
69.	<u>Preliminary Plats on Subdivision</u> (Standard) Applications to create legal building lots; precedes record plats.	Retain 5 years in office of record, then destroy.
70.	<u>Comprehensive Rezoning Files</u> (P.G. County Only) Official departmental and Commission files compiled in the Comprehensive Rezoning process. Information on briefings, outlines, charts, budget and work program information, administrative policy and procedure, work session material.	Retain in office of record until superseded, then destroy after three (3) years.

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Item No.	Description	Retention
71.	<u>Master Plans Maps</u> General Plan, Subregional Plans, Area Master Plans, Functional Plans, Special Treatment Area Plans and comprehensive Master Plans. Original text material, typewritten papers, and page-sized maps, original artwork for the large fold-out plans and maps.	Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.
72.	<u>Sectional Map Amendments</u> Correspondence, original text materials, maps, policies, reports, comments, and miscellaneous other data.	Retain in office of record for 10 years or until superseded whichever is longer, then destroy.
73.	<u>Reservation Plats</u> These become record plats. Duplicates of records in county office. At conclusion of final survey of a large piece, these plats reserve from taxes remainder of property not acquired in a given year, free from taxes for five years.	Retain for six years in office then destroy after the reservation has expired.
74.	<u>House Number Site Plan File</u> This file contains detailed drawings of buildings not identified as lot and block. There are multiple addresses on one piece of property, such as apartments, shopping centers and industrial. Two copies - one envelope file in boxes and one sepia tube file to make copies for the public.	Retain in office until updated or superseded, then destroy.
75.	<u>200 Scale Photogrammetry: (5 foot intervals)</u> These are used as background data for plans and studies.	Retain in office until updated or superseded, then destroy.
76.	<u>Development Plans and Background Information (Montgomery County Only)</u> Includes the arch drawing, correspondence pertaining to the development of a particular site.	Microfilm and destroy hard copy. Retain microfilm permanently in office.

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Item No.	Description	Retention
77.	<p><u>Topographic and Park-taking Line Maps</u></p> <p>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 prepare 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.</p>	<p>Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.</p>
78.	<p><u>Applications for Federal Grants</u></p> <p>a. Land & Water Course Fund Act.</p> <p>b. Memorial Tree Planting Program Records (Chart showing "In memory of/honor of," donor's name, park preference, location, number and variety of tree, date received from E&D notified, application no., monies donated and total.</p> <p>c. Open Space (HUD) (Title VII of Housing Act Material and applications.)</p> <p>d. Outdoor Recreation Land Loan of '68.</p> <p>e. Patuxent River Watershed Act.</p> <p>f. SCS Public Law 986.</p> <p>Land Appraisal Records (includes pertinent correspondence)</p>	<p>Retain until grant completed, then microfilm and destroy hard copy. Retain microfilm in office permanently.</p> <p>Microfilm and destroy hard copy. Retain microfilm permanently in office.</p> <p>Microfilm and destroy hard copy. Retain microfilm permanently in office.</p> <p>Retain until loan expiration and for three years or until audit completed.</p> <p>Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.</p> <p>Retain in office until updated or superseded, then destroy.</p> <p>Retain until updated or land sold, then destroy after (3) three years.</p>

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Item No.	Description	Retention
79.	<u>Record of Park Property Surveys</u> Includes name of owner of property, park where located, section, parcel, acreage, name of engineer who made survey.	Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.
80.	<u>Land Acquisition Surveys</u> When agreement has been made, information as to owner or rough area of land to be acquired is referred to Engineer and Design to survey property. This is then sent to surveyor with request for survey. Survey retained for review and approval, with legal description. After approval, copy of plat and the survey are forwarded to Legal Department. The Legal Department arranges with owner to acquire property, to record description and establish settlement.	Retain in office until survey and acquisition complete, then include in record or park property surveys file.
81.	<u>Development Plans and Working Papers</u> Grading plans, paving plans, landscape plans, consultant plans.	Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.
82.	<u>Records of Extensive Road Building Projects</u> Includes reviews and approval of contract, drawings and specifications, approval of billing, field inspection and related correspondence for major roadway construction projects.	Retain for 20 years after project completed, then destroy.
83.	<u>Storm Drainage Plans</u> Show where storm drain terminates and affects park property.	Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.
84.	<u>Records of Design and Construction</u> Design and construction of parking areas, entrance roads, multi-use courts, grading and seeding of ball fields and adjacent road areas.	Retain in office until updated or superseded, then microfilm. Destroy hard copy. Retain microfilm permanently in office.

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Item No.	Description	Retention
85.	<u>Blue Prints of Commission-Owned Buildings</u>	Retain until building sold or destroyed, then offer to State Archives or destroy.
86.	<u>Cost of Recreation Centers Development Plans</u> Includes contract documents.	Retain for three years after project completed or until all audit requirements have been fulfilled, then destroy.
87.	<u>Stream Valley Survey Maps</u> 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 Park and Planning Commission and to WSSC for approval under the Washington Metro District Act (Chapter 1008, Laws of Maryland, 1943.	Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.
88.	<u>Development Plats and Maps</u> 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.	Microfilm after updated or superseded and destroy hard copy. Retain microfilm permanently in office.
89.	<u>Traverse Field Computations and Bench Marks</u> This series of Stream-Valley park map record the traverse computations made in the field and the bench marks established by the surveyors.	Retain until map updated or superseded then microfilm and destroy hard copy. Retain microfilm permanently in office.
90.	<u>Computations of Coordinates</u> 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 until map updated or superseded then microfilm and destroy hard copy. Retain microfilm permanently in office.
91.	<u>Recreation Area Maps</u> These files contain maps which are related to recreation area planning and show topography, surveys, and development of the areas.	Retain until map updated or superseded then microfilm and destroy hard copy. Retain microfilm permanently in office.

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Item No.	Description	Retention
92.	<u>Bids for Plant Materials for Parks and Buildings</u>	Retain in office for three years or until all audit requirements have been fulfilled, then destroy.
93.	<u>Contracts on Bids and Proposals for Equipment and Materials</u>	Retain for three years after completion of contract or until all audit requirements have been fulfilled, then destroy.
94.	<u>Bids for Equipment and Materials</u>	Retain for three years or until all audit requirements have been fulfilled, then destroy.
95.	<u>Daily Orders</u>	Retain original one year, then destroy.
96.	<u>Vehicle Maintenance Reports</u> (Sup. Equipment Maint.)	Retain for 3 years or until all audit requirements have been fulfilled, then destroy.
97.	<u>Park Police Officers' Daily Worksheets</u>	Retain for one year, then destroy.
98.	<u>Park Police Records</u> Police reports are retained by the respective departments. a) Arrest Records b) Maintenance order requests c) Juvenile Records (Confidential) d) Police report form (including vehicles stolen) e) Statistical reports on crime, etc. f) Property Reports g) Traffic and Parking summons (Department of Motor Vehicles Retains)	 Retain permanently. Retain for three years or until all audit requirements have been fulfilled, then destroy. Purge from active file when 18 years old, then destroy. Retain in office for 3 years, then destroy. Retain in office permanently. Retain in office for 3 years, then destroy. Retain in office for 3 years, then destroy.

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Item No.	Description	Retention
98.	<u>Park Police Records</u> (Continued)	
	h) Vehicle reports (reports on recovered stolen autos or impounded vehicles)	Retain in office for 3 years, then destroy.
	i) Daily activity reports	Retain in office for 3 years, then destroy.