

**JUST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management/Division  
Hall of Records Commission

1. Requesting Agency - **MONTGOMERY COUNTY  
DEPARTMENT OF BUILDINGS AND GROUNDS**

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

**A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

**B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

**C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records  
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. **PROJECT FILES**

Dates: 1957 --  
Quantity: 3 file drawers  
Annual Accumulation: 1 drawer  
File Arrangement: By year and then by project number

Each County Government capital building project has a separate project file in the County Architect's Office which is assigned an internal project number. Each file contains shop drawings, general correspondence, copies of partial payments, change orders, contracts with the architect and the contractor, progress reports, and photographs of the project.

**RECOMMENDATION: MAINTAIN IN OFFICE FILE FOR ONE YEAR AFTER COMPLETION OF THE PROJECT THEN TRANSFER TO COUNTY RECORD CENTER AND RETAIN AS LONG AS BUILDING IS COUNTY-OWNED, THEN DESTROY.**

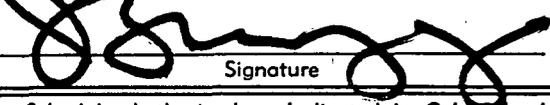
2. **MAP FILES**

Quantity: 20 map file drawers (equivalent)  
File Arrangement: By project

Contained in these files are the working plans of all County buildings which have been prepared by the County Architect or an outside architect. The majority of the plans are kept in the County Architect's Office and a smaller amount are on file in the Office of the Supervisor of Maintenance and Custodial Services. Study drawings included in this file are considered non-record within the meaning of the statute covering non-record material (Annotated Code of Maryland, 1957 Edition, Article 41, Sec. 179) and may be destroyed

**APPROVED  
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

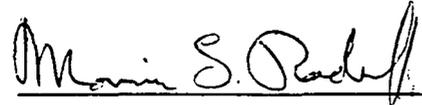
  
Signature

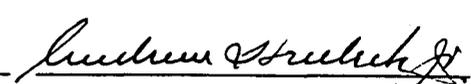
**County Architect**  
Title

**July 31, 1961**  
Date

Schedule Authorized as Indicated in Col. 3 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

**8/7/1961**  
Date  
  
Archivist

**AUG 15 1961**  
Date  
  
Secretary

**TEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

4. m No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity, to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
----------------	--	---

as soon as they cease to have administrative value.

**RECOMMENDATION: RETAIN PERMANENTLY.**

3. **GENERAL FILES**

Dates: 1953 --  
 Quantity: 2½ file drawers  
 Annual Accumulation: 12 linear inches  
 File Arrangement: Alphabetical  
 Disposable Amount: 2½ cubic feet

These files, which are located in the Office of the Supervisor of Maintenance and Custodial Services, contain folders on each building subject to County maintenance and include copies of requisitions, blueprints, and correspondence pertaining to each building. The over-all file also contains copies of building contracts, miscellaneous correspondence to suppliers, information on air-conditioning, accident reports, and a personnel jacket on each employee.

**RECOMMENDATION: RETAIN WHILE CURRENT OR FOR THREE YEARS AFTER CREATION, WHICHEVER IS LATER, AND THEN DESTROY.**

4. **GENERAL CORRESPONDENCE**

Dates: 1957 --  
 Quantity: 1½ file drawers  
 Annual Accumulation: ½ file drawer  
 File Arrangement: Alphabetical

This file, located in the Office of the County Architect, includes correspondence with State and County agencies, local architects, professional societies and organizations, copies of Council minutes, and requisitions pertaining to specific building projects. Also included is a chronological reading file.

**RECOMMENDATION: RETAIN FIVE YEARS AND THEN DESTROY.**

APPROVED  
HALL OF RECORDS COMMISSION

**APPROVED BY**  
**BOARD OF PUBLIC WORKS**

AUG 15 1961

*Andrew H. ...*  
 SECRETARY