

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

SCHEDULE NO. **203**  
PAGE NO. **1**

Hall of Records  
Commission

1. Requesting Agency - **MONTGOMERY COUNTY**  
**PURCHASING OFFICE**

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. **SEALED BIDS**

Dates: 1958 --  
Quantity: 11 file drawers  
Annual Accumulation: 4 file drawers  
File Arrangement: Alphabetical by commodity

The Montgomery County Charter and Purchasing Ordinance requires that formal written bids be secured prior to the purchase of any commodity or service expected to cost in excess of \$1,000. This file contains sealed bids submitted to the County Purchasing Office. The successful bids are kept in a separate drawer under the title "Agreements." Submitted with each bid is the Invitation to Bid form, The Instruction to Bidders, a description of commodities or services to be rendered, together with quotations. A tabulation of bids is also kept in the successful vendor's folder. Sealed bids on buildings are kept in the safe at the instruction of the County Manager.

**RECOMMENDATION: RETAIN ALL FILES FOR FOUR YEARS (TWO YEARS IN OFFICE, RETIRE TO COUNTY RECORDS CENTER FOR TWO YEARS), THEN DESTROY**

2. **OPEN END CONTRACTS**

Dates: 1959 --  
Quantity: 2 file drawers  
Annual Accumulation: 1 file drawer  
File Arrangement: Alphabetical by vendor

Included in this file are contracts for automotive parts, library books, police uniforms, and all other commodities for which the

**APPROVED**  
**HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

*Mildred Wearer*  
Signature

*Purchasing asst.*  
Title

*Aug 24, 1961*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

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

*9/13/1961*  
Date

*Mona S. Radloff*  
Archivist

SEP 19 1961  
Date

*Andrew Strubich Jr*  
Secretary

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

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.

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2. OPEN END CONTRACTS (Continued)

County finds it advantageous to secure a contract providing a fixed unit price for a definite period (usually a year). The invitation to Bid, instruction to Bidders, description of commodities, etc. are part of this file. The performance bonds of the successful bidder are kept in the safe pending completion of the contract.

RECOMMENDATION: RETAIN THREE YEARS (TWO YEARS IN OFFICE, RETIRE TO COUNTY RECORDS CENTER FOR ONE YEAR), AND THEN DESTROY.

3. ROAD CONTRACTS

Dates: 1955 --  
Quantity: 4 file drawers  
Annual Accumulation: 1 file drawer  
File Arrangement: By road project number

The Purchasing Office advertises and awards road contracts (after recommendations by the Department of Public Works) and issues Purchase Orders to authorize expenditure of funds on the projects. Included in each project file is a copy of the contract, the pink copy of the Purchase Order, copies of Partial Payment forms initiated by Public Works, and unaccepted bids.

RECOMMENDATION: A) RETAIN ACCEPTED INDIVIDUAL ROAD PROJECT CONTRACT FILE FOR THREE YEARS AFTER PROJECT IS COMPLETED (TWO YEARS IN OFFICE, RETIRE TO COUNTY RECORDS CENTER FOR ONE YEAR), THEN DESTROY.

B) RETAIN UNSUCCESSFUL BID FILES FOR THREE YEARS (TWO YEARS IN OFFICE, RETIRE TO COUNTY RECORDS CENTER FOR ONE YEAR), THEN DESTROY.

4. CORRESPONDENCE

Dates: 1959 --  
Quantity: 4 file drawers  
Annual Accumulation: 2 file drawers  
File Arrangement: Alphabetical

This file consists primarily of correspondence with vendors, including informal quotations on commodities, duplicate invoices, statements, and memoranda to and from County agencies.

RECOMMENDATION: RETAIN THREE YEARS (TWO YEARS IN OFFICE, RETIRE TO COUNTY RECORDS CENTER FOR ONE YEAR), THEN DESTROY.

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BOARD OF PUBLIC WORKS  
SEP 19 1961  
*Andrew Stuckert, Jr.*  
SECRETARY

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(Continuation Sheet)

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.
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**5. PURCHASE REQUISITIONS**

Dates: 1959 —  
 Quantity: 6 file drawers  
 Annual Accumulation: 3 file drawers  
 File Arrangement: By County department, then numerically by Requisition number

The Purchase Requisition is a two-part pre-numbered form which is prepared by County agencies to request the Purchasing Office to secure goods or services of a specified nature. The agency retains the yellow copy and forwards the pink copy to Purchasing. Bids are solicited and the Purchase Order prepared from information on the Requisition. The Purchase Order number is placed on the Requisition which is then filed. The yellow copy, retained by the Agency, is non-record within the meaning of the statute governing non-record material (Annotated Code of Maryland, 1957 Edition, Article 41, Sec. 179) and may be destroyed by the agency when it has no further value.

RECOMMENDATION: RETAIN THREE YEARS (TWO YEARS IN OFFICE, RETIRE TO COUNTY RECORDS CENTER FOR ONE YEAR), THEN DESTROY.

**PURCHASE ORDER**

Dates: 1959 —  
 Quantity: 4 file drawers  
 Annual Accumulation: 2 file drawers  
 File Arrangement: Alphabetical by vendor

The Purchase Order is a four-part pre-numbered form which, when executed by the Purchasing Assistant, is the County's authorization to a vendor to deliver specified commodities or perform certain services. Once vendor and price is determined, the following steps are taken:

a) The Purchase Order is prepared and sent to the Department of Finance for fund encumbrance;  
 b) The Department of Finance encumbers the appropriate account in the amount of the Purchase Order and retains the green copy. (This copy is filed numerically until paid and audited, Schedule )

c) The three copies remaining are returned to Purchasing where they are signed and the original sent to the vendor.

d) The yellow copy is returned to the requesting department. When the commodities or services are received, the department signs the yellow copy and forwards it for payment to the Department of Finance. The yellow copy is retained by Finance with the supporting invoice for six years, (see Schedule the official copy for record purposes.

e) The pink copy is retained by Purchasing at the time the Purchase Order is returned from Finance after encumbrance. It is used for informational purposes only. It is considered non-

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6. **PURCHASE ORDER (Continued)**  
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7. **NEWSPAPER PROOFS**  
 Dates: 1958 --  
 Quantity: 2 file drawers  
 Annual Accumulation: 1 file drawer  
 File Arrangement: Monthly, then by newspaper  
 This file contains bills rendered by newspapers for items inserted pursuant to law by the several agencies of Montgomery County. Examples are: Notice of Hearing, bid solicitations, and recruitment notices. A copy of the item inserted is attached to the invoice as proof of publication.  
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