TOWN OF WALKERSVILLE

SCHEDULE NO. M-34

PAGE NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Town of Walkersville

AGENCY | DIVISION

Item No.	Description	Retention
I.	ACCOUNTING RECORDS	
	A. General Accounting Records	
	Periodic Financial Reports to Local & State Agencies	Retain for minimum of three (3) years and until all audit requirements have been met.
	Budget Records, Papers and Worksheets	"
	Business and Trading License copies	"
	Counter Cash Books	"
	Daily Receipts Report	"
	Delivery Orders, Receipts and Receiving Reports	"
	Expense Reports	"
	Gasoline and Diesel Tickets	"
	Paid Bonds and Coupons	"
	Paid Water Bills	"
	Property Settlement Workpapers	"
	Property Settlement Water Billings	"
	Outstanding Water & Tax Bill Report	"
	Requisitions and Purchase Orders	"
	Revenue Sharing Reports	"
	Time Sheets and Mileage Reports	"
	Water Billing Register Printout	"
	Bankbooks, Statements and Deposit Slips	Retain for minimum of four (4) years and until all audit requirements have been met.
	Cancelled checks, check copies and check stubs	"
	Paid bills, vouchers, and Invoices	"
	Paid tax bills and paid delinquent tax lists	"
	Receipt and Disbursement Journals	If ledgers not available, keep journals permanently.
	Reconciliation and Trial Balance Sheets	"
	Withholding Forms and Statements (Federal & State)	"
	Town Tax Roll Printout	Retain for minimum of five (5) years.
	B. Special Accounting Records	Retain permanently.
	Books of Final Entry - Ledgers (General & Water Acct.)	"
	Employee Roster, Card File, or History Cards	"
	Audit Reports	"

Schedule Approved by Department, Agency, or Division Representative

7/12/89 (Date) Janice L. Coffey (Signature) Adm. Assistant (Title)

Schedule Authorized by Hall of Records Commission

8/28/89 (Date) [signature] (State Archivist)

PS-943

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. M-34

Item No.	Description	Retention
II.	WATER DEPARTMENT, NON-FINANCIAL RECORDS	
	Water Department meter reading reports	Retain for three (3) years.
	Water Billing Register printout	"
III.	PLANNING & ZONING RECORDS	
	Building Permit Applications copies	Retain five (5) years.
	Correspondence	Retain three (3) years, screen and retain appropriate matter.
	County Planning & Zoning Agendas & Minutes	
	Projects	Retain until defunct or permanently dropped.
	Town Planning & Zoning minutes and cases	Retain permanently.
	Town Appeals Board minutes and cases	"
IV.	GENERAL CORRESPONDENCE	
	Subject files; original incoming and copies of outgoing letters, memos, reports, studies, press releases and other miscellaneous papers relating to the daily operation of the town.	Retain for three (3) years, then destroy after screening to remove material with continuing value.
V.	ADMINISTRATIVE FILE	
	Contains copies of contracts, deeds, insurance policies, equipment manuals, warranties, vehicle titles and other documents	Retain until expiration, renewal, or otherwise superceded; then destroy.
	Vehicle maintenance records	Life of vehicle + one year.
	Street information (width, right-of-way, etc.)	Until out of system or changed.
	Capital projects	Until one year after demise.
	Parking Citations	Retain three (3) years.
VI.	PERSONNEL FILE	
	Employee History File	Termination + one year; History card or payroll register permanently, incl. health related.
	Retirement System printouts	Retain five (5) years.
VII.	ARCHIVAL FILE	
	Approved budgets; Council Meeting Minutes; Resolutions, Ordinances and Town Charter, as Amended; Original or one copy of plats and maps; Voter Registration Records; Town Tax Roll Printout. Other material of a historical nature.	Retain permanently (or have placed on microfilm).

M34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: Town of Walkersville

2. DIVISION:

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: General Correspondence

5. EARLIEST YEAR/LATEST YEAR: 1947 TO 1949

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Incoming and copies of outgoing written communications, primarily of letter type.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] RADIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [ ] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- 4 NUMBER
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [X] OTHER(SPECIFY) inches

10. ANNUAL ACCUMULATION
- none NUMBER
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED closed
[ ] DAILY [ ] WEEKLY [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
n/a NUMBER [ ] MONTH(S) [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
front storage room

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
[ ] YES [X] NO

15. ACCESS RESTRICTIONS [ ] YES [X] NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
[X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[ ] YES [X] NO

18. RECOMMENDED RETENTION
3 years, after screening

19. NAME AND TITLE OF PREPARER
Richard Winn
Special Projects Administrator

20. TELEPHONE NUMBER
845-4500

21. DATE
ugust 9, 1989

DGS 550-4 (REVISED 2/87)

M34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: Town of Walkersville

2. DIVISION:

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Real Property Tax file

5. EARLIEST YEAR/LATEST YEAR: 1935 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Property transfer records
Tax rolls
Workpapers

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [x] OTHER(SPECIFY): 5 x 8 forms

8. RECORD SERIES SEQUENCE
- [ ] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [x] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [x] OTHER(SPECIFY)

2 NUMBER cu.ft.

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1/8 NUMBER

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Front storage room and Active file room

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [x] YES
- [ ] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [x] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [ ] STATE
- [ ] FEDERAL
- [x] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION
3 years, if audited
Tax rolls printout - 5 years

19. NAME AND TITLE OF PREPARER
Richard Winn
Special Project Administrator

20. TELEPHONE NUMBER: 845-4500

21. DATE: August 9, 1989

DGS 550-4 (REVISED 2/87)

M34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 3 OF 15

1. DEPARTMENT/AGENCY
Town of Walkersville

2. DIVISION

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Vendor File

5. EARLIEST YEAR/LATEST YEAR
1976 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Paid bills, with payment information

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [ ] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
6 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED X Semi-monthly
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
6 NUMBER
- [X] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Rear storage room and Active file room

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [ ] STATE
- [ ] FEDERAL
- [X] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
4 years, if audited

19. NAME AND TITLE OF PREPARER
Richard Winn
Special Projects Administrator

20. TELEPHONE NUMBER
845-84500

21. DATE
August 9, 1989

DGS 550-4 (REVISED 2/87)

M 34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 4 OF 15

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Town of Walkersville		

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Subject files	1959 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Correspondence, reports and forms pertaining to a particular subject

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
XX LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ RADIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	XX ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	XX FILE DRAWER(S) ☐ MICROFILM REEL(S) 14 NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION XX FILE DRAWER(S) ☐ MICROFILM REEL(S) 2 NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
XX DAILY ☐ WEEKLY ☐ MONTHLY	2 NUMBER ☐ MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) rear storage room, front storage room and active file room	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES XX NO
15. ACCESS RESTRICTIONS ☐ YES XX NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS XX NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES XX NO	18. RECOMMENDED RETENTION 3 years, after screening for matter that should be retained

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Richard Winn Special projects administrator	845-4500	August 9, 1989

DGS 550-4 (REVISED 2/87)

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INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 5 OF 15

1. DEPARTMENT/AGENCY: Town of Walkersville

2. DIVISION:

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Paid tax and water bills

5. EARLIEST YEAR/LATEST YEAR: 1970 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Copies of paid tax and water bills

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☐ MICROFILM
- ☐ LEGAL SIZE
- ☐ COMPUTER TAPE
- ☐ BOUND BOOK
- ☐ FLOPPY DISK
- ☐ RADIO TAPE
- ☐ VIDEO TAPE
- ☒ OTHER(SPECIFY) 4¼ x 10 in.

8. RECORD SERIES SEQUENCE
- ☒ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☒ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☒ OTHER(SPECIFY)

10 NUMBER cu.ft.

10. ANNUAL ACCUMULATION
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

none after 1989 NUMBER (computer)

11. FILE IS USED n/a
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
front storage room and under front counter

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☒ YES ☐ NO Media file, same location

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☒ NO

18. RECOMMENDED RETENTION
4 years

19. NAME AND TITLE OF PREPARER
Richard Winn
Special projects administrator

20. TELEPHONE NUMBER
845-4500

21. DATE
August 9, 1989

DGS 550-4 (REVISED 2/87)

M34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 6 OF 15
1. DEPARTMENT/AGENCY Town of Walkersville	2. DIVISION	3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Media File	1980 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Cash Reeipts and supporting papers

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY) bill & receipt forms	☐ ALPHABETICAL ☐ NUMERICAL ☒ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) 8 NUMBER ☐ COMPUTER TAPE(S) ☒ OTHER(SPECIFY) cu.ft.
		10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S) 1 NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) cu.ft. ☒ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☒ DAILY ☐ WEEKLY ☐ MONTHLY	1 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Front storage room and under front counter	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☒ NO
15. ACCESS RESTRICTIONS ☐ YES ☒ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☒ NO	18. RECOMMENDED RETENTION 3 years, if audited

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Richard Winn Special Project Administrator	845-4500	August 9, 1989

DGS 550-4 (REVISED 2/87)

M34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: Town of Walkersville

2. DIVISION:

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Planning & Zoning, General

5. EARLIEST YEAR/LATEST YEAR: 1976 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Building permit applications
County P & Z Agendas and Minutes

7. RECORD SERIES FORMAT(S)
- XX LETTER SIZE
- ☐ MICROFILM
- ☐ LEGAL SIZE
- ☐ COMPUTER TAPE
- ☐ BOUND BOOK
- ☐ FLOPPY DISK
- ☐ AUDIO TAPE
- ☐ VIDEO TAPE
- ☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- XX CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- 1½ NUMBER
- XX FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
- 1/2 NUMBER
- XX FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED: ☐ DAILY ☐ WEEKLY XX MONTHLY

12. FILE BECOMES INACTIVE AFTER: 1 NUMBER ☐ MONTH(S) XX YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): Front storage room and Active file room

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) XX YES ☐ NO County Offices

15. ACCESS RESTRICTIONS ☐ YES XX NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS: XX NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES XX NO

18. RECOMMENDED RETENTION
Applications, 5 years
County Agendas & Minutes, 3 years

19. NAME AND TITLE OF PREPARER: Richard Winn, Special Projects Administrator

20. TELEPHONE NUMBER: 845-4500

21. DATE: August 9, 1989

DGS 550-4 (REVISED 2/87)

M34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 8 OF 15
1. DEPARTMENT/AGENCY Town of Walkersville	2. DIVISION	3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE Planning & Zoning, Walkersville	5. EARLIEST YEAR/LATEST YEAR 1959 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Planning Commission agendas, cases and minutes
Appeals Board cases and minutes
Development plats

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
XX LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL XX NUMERICAL XX ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL XX OTHER(SPECIFY)	XX FILE DRAWER(S) ☐ MICROFILM REEL(S) 3 ☐ COMPUTER TAPE(S) NUMBER ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION XX FILE DRAWER(S) 1/2 ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY XX MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S) Varies
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Active file room	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES XX NO
15. ACCESS RESTRICTIONS ☐ YES XX NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS XX NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES XX NO	18. RECOMMENDED RETENTION Minutes - Permanently Cases & Plats - Until subject ceases to exist

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Richard Winn Special Project Administrator	845=4500	August 9, 1989

DGS 550-4 (REVISED 2/87)

M34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: Town of Walkersville

2. DIVISION:

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Water Department Miscellaneous

5. EARLIEST YEAR/LATEST YEAR: 1956 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Meter readings, work orders, receipts, etc.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☐ MICROFILM
- ☐ LEGAL SIZE
- ☐ COMPUTER TAPE
- ☒ BOUND BOOK
- ☐ FLOPPY DISK
- ☐ AUDIO TAPE
- ☐ VIDEO TAPE
- ☒ OTHER(SPECIFY): 5 x 8 forms

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☒ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

NUMBER: 4

10. ANNUAL ACCUMULATION
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

NUMBER: 1/4

11. FILE IS USED: ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER: NUMBER 6 ☒ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): Front storage room and back storage room and front office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS: ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☒ NO

18. RECOMMENDED RETENTION: 3 years

19. NAME AND TITLE OF PREPARER: Richard Winn, Special Project Administrator

20. TELEPHONE NUMBER: 845-4500

21. DATE: August 9, 1989

DGS 550-4 (REVISED 2/87)

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INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 10 OF 15
1. DEPARTMENT/AGENCY Town of Walkersville	2. DIVISION	3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Water Department, Historical	to TO 1959

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Letters, bonds, various papers, from Walkersville Water Company, before Town acquired it.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
XX LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY) various	☐ ALPHABETICAL ☐ NUMERICAL XX CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	XXXX FILE DRAWER(S) ☐ MICROFILM REEL(S) 1 NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S) n/a NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
N/A ☐ DAILY ☐ WEEKLY ☐ MONTHLY	N/A NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Front storage room	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES XXXX NO
15. ACCESS RESTRICTIONS ☐ YES XXXX NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS XXXX NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES XX NO	18. RECOMMENDED RETENTION Retain permanently after screening.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Richard Winn Special Project Administrator	845-4500	August 9, 1989

DGS 550-4 (REVISED 2/87)

M 34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 11 OF 15
1. DEPARTMENT/AGENCY Town of Walkersville	2. DIVISION	3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Ledgers and Journals	1965 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Accounting Records

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☒ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ☐ NUMERICAL ☒ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) 3 NUMBER ☐ COMPUTER TAPE(S) ☒ OTHER(SPECIFY) cu.ft.
		10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S) 2 NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) binders ☒ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☒ DAILY ☐ WEEKLY ☐ MONTHLY	1 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Front storage room and Active file room	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☒ NO
15. ACCESS RESTRICTIONS ☐ YES ☒ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☒ NO	18. RECOMMENDED RETENTION Journals - 4 years, if audited Ledgers - Permanently

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Richard Winn Special Project Administrator	845-4500	August 9, 1989

DGS 550-4 (REVISED 2/87)

M34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: Town of Walkersville

2. DIVISION:

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Voter Registration & Election File

5. EARLIEST YEAR/LATEST YEAR: 1940 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Voter rolls, bound ledger form
associated papers

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☐ LEGAL SIZE
- ☒ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ OTHER(SPECIFY)
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE

8. RECORD SERIES SEQUENCE
- ☒ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- 1 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
- Varies NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☒ OTHER(SPECIFY)

11. FILE IS USED Varies
- ☐ DAILY
- ☐ WEEKLY
- ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER N/A NUMBER
- ☐ MONTH(S)
- ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Active file room

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO not currently

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S)

16. AUDIT REQUIREMENTS
☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☒ NO

18. RECOMMENDED RETENTION
Individual pages until subject moves, is deceased, or removed from voting rolls.

19. NAME AND TITLE OF PREPARER
Richard Winn
Special Project Administrator

20. TELEPHONE NUMBER
845-4500

21. DATE
August 9, 1989

DGS 550-4 (REVISED 2/87)

M34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 13 OF 15
1. DEPARTMENT/AGENCY Town of Walkersville	2. DIVISION	3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Associated Organization File	1976 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Maryland Municipal League Chapter and Frederick County Council of Governments minutes, agendas and related papers

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
XX LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL	XX FILE DRAWER(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL	☐ MICROFILM REEL(S)
☐ BOUND BOOK ☐ FLOPPY DISK	XX CHRONOLOGICAL	1/2 NUMBER ☐ COMPUTER TAPE(S)
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL	☐ OTHER(SPECIFY)
☐ OTHER(SPECIFY)	☐ OTHER(SPECIFY)	10. ANNUAL ACCUMULATION
		XX FILE DRAWER(S)
		1/8 NUMBER ☐ MICROFILM REEL(S)
		☐ COMPUTER TAPE(S)
		☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY XX MONTHLY	3 NUMBER XX MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Rear Storage room and Active file room	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) XX YES ☐ NO County Planning & Zoning Dept.
15. ACCESS RESTRICTIONS ☐ YES XXX NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS XXX NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES XX NO	18. RECOMMENDED RETENTION 3 years

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Richard Winn Special Projects Administrator	845-4500	August 9, 1989

DGS 550-4 (REVISED 2/87)

M34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: Town of Walkersville
2. DIVISION:
3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Banking File
5. EARLIEST YEAR/LATEST YEAR: 1935- TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Bank statements, deposit slips, cancelled checks

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE ☐ MICROFILM
- ☐ LEGAL SIZE ☐ COMPUTER TAPE
- ☐ BOUND BOOK ☐ FLOPPY DISK
- ☐ AUDIO TAPE ☐ VIDEO TAPE
- XX OTHER(SPECIFY): see above

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- XX CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- XX OTHER(SPECIFY)

4 NUMBER cu.ft.

10. ANNUAL ACCUMULATION
- XX FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

1/4 NUMBER

11. FILE IS USED
- ☐ DAILY ☐ WEEKLY XX MONTHLY

12. FILE BECOMES INACTIVE AFTER Audit
- Fiscal NUMBER ☐ MONTH(S) XX YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): Front storage room and Active file.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- XX YES ☐ NO bank

15. ACCESS RESTRICTIONS ☐ YES XX NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- ☐ NONE ☐ STATE ☐ FEDERAL XX INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- ☐ YES XX NO

18. RECOMMENDED RETENTION
4 years, providing it was audited.

19. NAME AND TITLE OF PREPARER: Richard Winn, Special Projects Administrator

20. TELEPHONE NUMBER: 845-4500

21. DATE: August 9, 1989

DGS 550-4 (REVISED 2/87)

M 34

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 15 OF 15
1. DEPARTMENT/AGENCY Town of Walkersville	2. DIVISION	3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Personnel Records	1970 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Employment Records
Payroll Records
Time Sheets
IRS Forms (W-2 copies, etc.)

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY) Various	☐ ALPHABETICAL ☐ NUMERICAL XX ☒ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	XXX ☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) 3 ☐ COMPUTER TAPE(S) NUMBER ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION XXX ☒ FILE DRAWER(S) 1/4 ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER Varies
☐ DAILY ☐ WEEKLY XXX ☒ MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Active Files, and Burgess' office	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) XX ☒ YES XX ☒ NO Some at State
15. ACCESS RESTRICTIONS XX ☒ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S) Unwritten policy	16. AUDIT REQUIREMENTS ☐ NONE ☐ STATE ☐ FEDERAL XX ☒ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES XX ☒ NO	18. RECOMMENDED RETENTION General - until 1 year after termination Health related records and history card or payroll register - Permanently

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Richard Winn Special Project Administrator	845-4500	August 9, 1989

DGS 550-4 (REVISED 2/87)