DEPARTMENT OF GENERAL SERVICES Records Management Division

Supersedes M-14 Dated June 4, 1962

SCHEDULE но. M-41

PAGE NO. 1 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

	CITY OF ROCKVILLE	CITY CLERK'S OFFICE
	AG EN CY	DIVISION
Item No.	Description	Retention
1.	AGENDAS: MAYOR AND COUNCIL MEETINGS	PERMANENT*
2.	ANNEXATIONS The file folders may contain some or all of the following papers: Annexation Petition Correspondence Maryland Nat. Capital Park and Planning Commission recommendations	PERMANENT*
	Notice of Hearing advertisements Planning Commission recommendations Plats, maps Resolution of Mayor & Council Denial or Approval Transcripts of Hearings	
3.	BRIEFING MATERIALS FOR MAYOR AND COUNCIL AGENDA ITEMS include some or all of the items listed below:	RETAIN IN CITY CLERK'S OFFICE FOR 2 YEARS. THEREAFTER DESTROY.
	Agenda for next scheduled Mayor and Council meeting Board and Commission minutes Correspondence Draft minutes of previous meetings Staff reports and recommendations Proposed ordinances and resolutions Weekly progress report from City Manager Other pertinent information	
4.	CHARTER AND CHARTER AMENDMENTS	PERMANENT*
	•	* Periodically transfer to State Archives.

chedule Approved by Department, Agency, or Division Representative

Date

Stward C. Paperpus f

State Archivist

DGS-550-1A

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE HO. M-41

PAGE

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		NO. 2 of 4
No.	Description	Retention
5.	CONTRACTS, AGREEMENTS AND LEASES This file is arranged by contract number.	RECORD ON MICROFICHE FOR OFFICE USE AND RETAIN ALL SOURCE DOCUMENTS UNTIL ALL CONTRACTUAL OBLIGATIONS, FINAL PAYMENTS AND AUDIT REQUIREMENTS ARE MET. THESE DOCUMENTS MAY BE RETAINED IN THE CITY CLERK'S OFFICE FOR 3 YEARS FOR BACKGROUND AND REFERENCE. DESTROY WHEN NO LONGER NEEDED.
6.	CORRESPONDENCE AND SUBJECT FILES This file contains correspondence from city, county and state officials as well as from private citizens, corporations and firms and "Reading Files" which are identified by the author are included in this grouping.	RETAIN NON-PERMANENT 4 YRS.IN CITY CLERK'S OFFICE THEN DESTROY. ITEMS OF HISTORICAL VALUE SHOULD BE RETAINED PERMANENTLY.*
7	DEEDS, COVENANTS, EASEMENTS, RIGHT-OF-WAY AGREEMENTS AND OTHER LAND USE INSTRUMENTS	PERMANENT. RECORD COPIES ARE KEPT WITH THE CLERK OF THE CIRCUIT COURT.
8.	FINANCIAL DISCLOSURE This file contains statements of financial interest filed by all elected officials; applicants to the Board of Appeals, the Planning Commission, and the Historic District Commission as required by Chapter 16 of the Rockville City Code.	RETAIN 4 YEARS IN CITY CLERK'S OFFICE. THEREAFTER DESTROY.
9.	MINUTES OF CITY BOARDS AND COMMISSIONS	PERMANENT*
10.	MINUTES OF CORPORATION OF ROCKVILLE, 1865-1888 Rockville was incorporated in 1860 and governed by three commissioners until 1888 when the City's 400 citizens elected the first mayor and council.	PERMANENT*
		* Periodically transfer to State Archives.

DGS-550-1A

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. M-41 PAGE NO. 3 of 4

		NO . 3 of 4
Item	Description	Retention
11.	MINUTES OF THE MAYOR AND COUNCIL, 1888 - PRESENT The Minutes are a summary of the official proceedings of the Mayor and Council acting in an administrative and legislative capacity for the City of Rockville since the first officials were elected in 1888.	PERMANENT*
12.	OATHS OF OFFICE These are sworn declarations of persons elected to the office of the mayor or the council.	PERMANENT*
13.	ORDINANCES AND RESOLUTIONS OF THE MAYOR AND COUNCIL Ordinances and Resolutions are bound in books of 400 pages each.	PERMANENT*
14.	PETITIONS The petitions contained in this folder include such issues as abolishing drug abuse; securing pay telephones for certain locations; traffic and pedestrian safety; opposition to low income housing, etc.	RETAIN IN CITY CLERK'S OFFICE FOR FIVE YEARS THEN DESTROY.
•	PROCLAMATIONS Proclamations dating from 1954 through 1977 are in the archives. Certain proclamations are issued annually (ex: Girl Scout Week, National Flag Week and Jaycee Week).	PERMANENT*
16.	PUBLIC HEARING FILES (Miscellaneous) These files include proposed changes to the City Code, permit parking applications, carnival use permits, special assessments and documents from hearings on urban renewal.	PERMANENT*
17.	RECORDS MANAGEMENT POLICIES Listings of records with descriptions and a legally authorized schedule for their disposal and/or retention.	RETAIN PERMANENTLY IN CITY CLERK'S OFFICE.
18.	ZONING APPLICATIONS The file folders may contain any of the items listed below:	PERMANENT*
•	Map Amendments Text Amendments Planned Residential Unit Applications Residential Townhouse Applications Street Closing and Abandonment Applications	
		* Periodically transfer to State Archives.

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. M-41

PAGE NO. 4 of 4

Item

20.

21.

22.

Description

Retention

CITY CLERK'S OFFICE - ELECTIONS

19. BALLOTS

Voted ballots (including absentee ballots), which result in official voting tallies must remain secured in the City Clerk's Office for 7 days after an election until election results, are certified.

(Refer: Chapter 8 of the Rockville City Code)

RETAIN SIX (6)
MONTHS FROM DATE
OF ELECTION IN
CITY CLERK'S OFFICE
THEN DESTROY.

CAMPAIGN FUND REPORTS

Campaign Fund Reports (CFRs) contain statements of contributions received and expenditures made by candidates for elective office and political organizations supporting candidates or backing particular views.

PERMANENT*

ELECTION RESULTS

Election results are recorded in the three (3) formats described below:

(1) Computer print-outs

The print-outs are developed from computer tabulations. The print-out is signed by all of the Board members who were present at the Counting Center on election night. Print-outs for the 1989, 1987, 1985 and 1984 elections are bound in a single data binder.

PERMANENT. RETAIN FOR 7 YEARS IN CITY CLERK'S OFFICE THEN PERIODICALLY TRANSFER TO STATE ARCHIVES.

(2) Board Certification of Results
The Board of Supervisors certifies the election results by signing a document containing the names of all of the election winners.

PERMANENT. RETAIN FOR 10 YEARS IN CITY CLERK'S OFFICE THEN TRANSFER TO STATE ARCHIVES.

(3) Chart of Election Results
For easier distribution, the election clerk
usually prepares an 8.5" x 11" or 8.5" x 14"
chart containing the total ballots, broken down
by candidate and/or issue.

RETAIN FOR 2 ELECTION CYCLES IN CITY CLERK'S OFFICE. DESTROY WHEN NO LONGER NEEDED.

VOTER REGISTRATION LISTS

Lists used for elections are produced by the City and the County. The lists used during the election and from which polling cards are produced, and lists used to verify registration status of candidates and election judges, are the only ones requiring a retention schedule.

RETAIN FOR SIX
(6) MONTHS. DESTROY
ONLY AFTER NEW LISTS
ARE CREATED.

* Periodically transfer to State Archives.

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DQS 550-4 (REVISED 2/87)

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Carolyn Barnett-Jones Election/Records Mgmt. Cler DGS 850-4 (REVISED 2/57)	20. TELEPHONE 1 (301) 309-		June 11, 1992

STRUCTIONS . TYPE OR PRINT A	DEPARTMENT OF GE	NERAL SERVICES	ACENCY DECODES INVENTORY	
PARATE FORM FOR EACH NEW OR	RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20734 2. DIVISION City Clerk's Office		AGENCY RECORDS INVENTORY	
VISED RECORD SERIES. FORWARD THE PECORDS RETENTION SCHEDULE (CONTROL OF 1)			PAGE 9 OF 22	
DEPARTMENT/AGENCY			3. UNIT	
City of Rockville				
			AND USED AS A UNIT FOR	
RECORD SERIES TITLE	CE AS WELL AS RETE ,	ATION AND DISPO	S. EARLIEST YEAR/LATEST YEAR	
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This series provides a summa commissions in the City.	ry of the officia		the various boards and	
RECORD SERIES FORMAT(S)	S. RECORD SERIES	******	1. VOLUME	
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			D MICROFILM REEL(E) RUHEER D COMPUTER TAPE(E) D OTHER(SPECIEY)	
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Carolyn Barnett-Jones Election? Records Mgmt. Clerk	20. TELEPIONE 1 301/309-33		21. DATE , June 11, 1992	

DGS 550-4 (REVISED 2/87)

PRUCTIONS . TYPE OR PRINT A UPATE FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20734 2. DIVISION		AGENCY RECORDS INVENTORY
5 350-1)			PAGE 10 OF 22
THENT/AGENCY			3. UNIT
City of Rockville	City Clerk's		
	op related record E as well as rete		AND USED AS A UNIT FOR
RECORD SERIES TITLE	. •		1. EARLIEST YEAR/LATEST YEAR 1865 TO 1888
MINUTES OF THE CORPORATION OF		TYPE OF INCOM	ATION/DOCUMENTS/FORMS FOUND
		during the perio	
EXCORD SERIES FORMAT(S)	B. RECORD SERIES	SE QUENCE	3. VOLUME
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LEGAL SIZE COMPUTER TAPE	- NUMERICAL		microfilm reel(s) computer tape(s)
SOOK O FLOPPY DISK	CHRONOLOGI	I CAL	HUMBER OTHER SPECIFY) Bound Books
AUDIO TAPE U VIDEO TAPE	□ GKOGRAPHIC	EAL.	10. ANNUAL ACCUMULATION
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. Not AND TITLE OF PREPARER Carolyn Barnett-Jones Election/Records Mgmt. Cleri	20. TELEPHONE 1		June 11, 1992

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STRUCTIONS . TYPE OR PRINT A PARATE FORM FOR EACH NEW OR VISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE CGS \$80.1)	DEPARTMENT OF GET RECORDS MANAGEME 7271 WATER P.O. BO	ENT DIVISION LOO ROAD X 271	AGENCY RECORDS INVENTORY PAGE 11 OF 22
	JESSUP, MARY	LAND 20794	
DISTREMT/AGENCY	1. DIVIBION	0551	3. UNIT
City of Rockville	City Clerk's (AND USED AS A UNIT FOR
	E AS WELL AS RETE		
. RECORD SERIES TITLE			1888 TO Present
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K BOOK - FLOPPY DISK			HUMBER COMPUTER TAPE(S) ROUND BOOKS
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IS AN INDEX SYSTEM USED! (IF YES.EDPLAIN DEIEFLY AND DESCRIBE ANY HARDEARE/SOFTWARE) YES C NO Computerized Clerk's Index contains summary of Minutes content and may be retrieved by date or keyword search.			Periodically transfer to chives.
Carolyn Barnett-Jones Election/Records Mgmt. Cler	20. TELEPHONE 1 k (301) 309-		June 11, 1992
DGS 850-4 (REVISED 2/87)			į

TRUCTIONS TYPE OR PRINT A ARATE FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20734 2. DIVISION		AGENCY RECORDS INVENTORY
H RECORDS RETENTION SCHEDULE 5 880-1)			PAGE 12 OF 22
THENT / AGENCY			3. UNIT
city of Rockville	City Clerk's (
NITION-RECORD SERIES - A GROUP	OF RELATED RECORD E AS WELL AS RETE	E NORMALLY FILED NTION AND DISPOSE	AND USED AS A UNIT FOR
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BOOK - FLOPPY DISK	{		Folders
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TRUCTIONS . TYPE OR PRINT A APATE FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD	DEPARTMENT OF CET RECORDS MANAGEMENT 7278 WATER	ENT DIVISION	AGENCY RECORDS INVENTORY
H RECORDS RETENTION SCHEDULE 5 \$30-1)	P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 13 OF 22
DEL THENT/AGENCY	1. DIVISION		3. UNIT
City of Rockville	City Clerk's	Office	
	OF RELATED RECORD E AS WELL AS RETE		AND USED AS A UNIT FOR
RECORD SERIES TITLE	O THE RESEARCE AND PRICE	ALTON AND DIFFO	5. EARLIEST YEAR/LATEST YEAR 1926 TO 1992
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BO BOOK D FLOPPY DISK			27 C COMPUTER TAPE(S) NUMBER OTHER(SPECIFY) Bound Books
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YES I NO Computerized Clerk's Index contains abstracts of ordinances which may be retrieved by ordinance number, date or keyword search.		1	Periodically transfer to thives.
. Not AND TITLE OF PREPARER Carolyn Barnett-Jones Election/Records Mgmt. Cler	20. TELEPHONE :		June 11, 1992
DG\$ 550-4 (REVISED 2/57)			$\alpha \sim 10^{-4}$

PRUCTIONS . TYPE OR PRINT A APATE FORM FOR EACH NEW OR ISED RECORD SERIES . FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7171 WATERLOO ROAD P.O. BOX 271 JESSUP, MARYLAND 20734 1. DIVISION		AGENCY RECORDS INVENTORY
H RECORDS RETENTION SCHEDULE			PAGE 14 OF 22
DESTRUCT/AGENCY			3. UNIT
City of Rockville	City Clerk's		
MITION-RECORD SERIES - A GROUP	OF RELATED RECORD E AS WELL AS RETE	CALIF VALLAMOON B	AND USED AS A UNIT FOR
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NEE AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Carolyn Barnett-Jones Election/Records Mgmt. Cler			June 11, 1992
DGS 550-4 (REVISED 2/87)			:

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	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7171 WATERLOO ROAD P.O. BOX 171		AGENCY RECORDS INVENTORY PAGE 15 OF 22	
25 3.30·1)	JESSUP, MARY	LAND 20734		
DE THENT / AGENCY	1. DIVISION		3. UNIT	
City of Rockville	City Clerk's (AND USED AS A UNIT FOR	
	E AS WELL AS RETE			
PROCLAMATIONS	. •		1. EARLIEST YEAR/LATEST YEAR 1954 TO 1992	
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Proclamations are official fo Certain proclamations are iss		ts highlighting	certain events or achievements.	
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Carolyn Barnett-Jones Election/Records Mgmt. Cler	20. TELEPHONE 1 k (301) 309-		June 11, 1992	

STRUCTIONS . TYPE OR PRINT A PARATE FORM FOR EACH NEW OR VISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE	P.O. BOX	ENT DIVISION LOO ROAD X 275	AGENCY RECORDS INVENTORY
GS 880-1) DESTART/AGENCY	1. DIVIBION		3. UNIT
City of Rockville	City Clerk's (Office	
			AND USED AS A UNIT FOR
RECORD SERIES TITLE PUBLIC HEARING FILES (Miscell	aneous)	NTION AND DISPOS	1. EARLIEST YEAR/LATEST YEAR 1957 TO 1992
MECORD STRIES DESCRIPTION (MAIN			
Public Hearing files may inclapplications, carnival use peurban renewal.		nges to the City	
RECORD SERIES FORMAT(S) LETTER SIZE D MICROFILM (LEGAL SIZE D COMPUTER TAPE	I. RECORD SERIES SEQUENCE C ALPHABETICAL MINERICAL		30 inch 6 FILE/DRAYER(S) D MICROFILM REEL(S)
BOOK - FLOFFY DISK	(CI-RONOLOGI	CAL	G COMPUTER TAPE(S)
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. NOW AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Carolyn Barnett-Jones Election/Records Mgmt. Cler	k (301) 309-	3314	June 11; 1992
DGS 550-4 (REVISED 2/87)			

TRUCTIONS. TYPE OR PRINT A APATE FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD H RECORDS RETENTION SCHEDULE ES \$10.1)	DEPARTMENT OF GET RECORDS MANAGEME 7278 WATERS P.O. BOS JESSUP, MARYS	ENT DIVISION LOO ROAD X 275	AGENCY RECORDS INVENTORY PAGE 17 OF 22
DE THENT/AGENCY	1. DIVISION		3. UNIT
			I. CRIT
City of Rockville INITION-RECORD SERIES-A GROUP	City Clerk's (S NORMALLY FILED	AND USED AS A INIT SON
INITION - RECORD SERIES - REFERENCE	E AS WELL AS RETE	NTION AND DISPOSI	TION PURPOSES
RECORD SERIES TITLE RECORDS MANAGEMENT POLICIES	. •		1. EARLIEST YEAR/LATEST YEAR 1962 TO 1992
This series includes listings retention and disposal schedu	of record types	INCLUDE THE PUR	POSE OR FUNCTION OF THE SERTES
RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	3. VOLUME
LETTER SIZE D MICROFILM	D ALPHABETIC	:AL	FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	(NIMERICAL		MICROFILM REEL(S)
BOOK D FLOPPY DISK	CHRONOLOGI	CAL	HUNNER C COMPUTER TAPE(S)
AUDIO TAPE U VIDEO TAPE	GEOGRAPHIC		
			10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	OTHER (SPEC	:IFY)	FILE DRAWER(S)
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. NOW AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE CONTRACTOR OF NA
Carolyn Barnett-Jones Election/Records Mgmt. Cler			June 11, 1992
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PARATE FORM FOR EACH NEW OR VISED RECORD SERIES. FORWARD TH (CORDS RETENTION SCHEDULE)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20734 1. DIVISION		AGENCY RECORDS INVENTORY PAGE 18 OF 22
DEPARTMENT/AGENCY			3. UNIT
City of Rockville	City Clerk's	Office	
INITION-RECORD SERIES - A GROUP			AND USED AS A UNIT FOR
RECORD SERIES TITLE	E AS WELL AS RETE	NTION AND DISPOS	I EARLIEST YEAR/LATEST YEAR
ZONING APPLICATIONS			1957 TO 1992
אני	dments, text amend	dments, planned	PROBLE OF FUNCTION OF THE SEFTEE; residential unit applications, adonment applications.
RECORD SERIES FORMAT(S) LETTER SIZE D MICROFILM LETTER SIZE D COMPUTER TAPE BOUND BOOK D FLOPPY DISK	8. RECORD SERIES C ALPHABETIC C NUMERICAL C CHRONOLOGI	CAL	FILE DRAWER(\$) MICROFILM REEL(\$) COMPUTER TAPE(\$) HUMBER U OTHER(SPECIFY)
AUDIO TAPE D VIDEO TAPE OTHER(SPECIFY)	GEOGRAPHICAL OTHER(SPECIFY)		10. ANNUAL ACCURULATION FILE DRAWER(S) MICROFILM REEL(S) RUNNER COMPUTER TAPE(S)
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111 Maryland Avenue Rockville MD 20850			PECIFY AGENCY OR OFFICE)
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111 Maryland Avenue Rockvill . Access RESTRICTIONS DYE	E MD 20850 S NO TION(S) YES, EXPLAIN	16. ALDIT REQU NONE D S 18. RECONNEND Permanent	IREMENTS CONTRACTOR OF THE PROPERTY OF THE PRO

DGS 550-4 (REVISED 2/57)

PRICTIONS . TYPE OR PRINT A PATE FORM FOR EACH NEW OR SED RECORD SERIES. FORWARD RECORDS RETENTION SCHEDULE 5 850-1)	DEPARTMENT OF CEN RECORDS MANAGEME 7278 WATER P.O. BOX JESSUP, MARY	ENT DIVISION LOG ROAD K 278	AGENCY RECORDS INVENTURY
	1. DIVISION		
DEFINITION AGENCY)ffico	3. UNIT
City of Rockville	City Clerk's (Elections AND USED AS A UNIT FOR
INITION RECORD BERIEF	E AS WELL AS RETE		
BALLOTS	. •		1. EARLIEST YEAR/LATEST YEAR 1991 TO 1991
SECORD SERIES DESCRIPTION (PRI	EPLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORME FOUND
Voted ballots which result is City Clerk's Office for 7 day	n official voting	tallies must re	main secured in the surres; sults are to be certified.
MECORD SERIES FORMAT(S)	S. RECORD SERIES	SEQUENCE	3. VOLUME
LETTER SIZE D MICROFILM	- ALPHABETIC	AL.	FILE DRAYER(S) MICROFILM REEL(S) C COMPUTER TAPE(S) HUMBER (SPECIFY)
LEGAL SIZE - COMPUTER TAPE	- NUMERICAL		
BOOK - FLOPPY DISK	CHRONOLOGI	CAL	
AUDIO TAPE O VIDEO TAPE	C CEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	OTHER SPEC	IFY)	FILE DRAWER(S)
The ballots are stored in 3 3.5" x 8.5" x 15" boxes.	No specif	ic order.	MICROFILM REEL(S) RUSSER G COMPUTER TAPE(S) G CTHER(SPECIEV)
FILE IS USED		12. FILE BECOM	ES INACTIVE AFTER
O DAILY O WEEKLY	□ HONTHLY	6 (D) MONTH(S) U YEAR(E)	
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ACCESS RESTRICTIONS 💮 健 YE			
Section 8-7 of the Rockville			
. IS AN INDEX SYSTEM USED? (1F BRIEFLY AND DESCRIBE ANY M			
TYES NO			om the date of election then
. NAME AND TITLE OF PREFARER Carolyn Barnett-Jones Election/Records Mgmt. Cler	26. TELEPICNE 1 k (301) 309-		June 11, 1992
DGS 850-4 (REVISED 2/87)			

RUCTIONS - TYPE OR PRINT A	DEPARTMENT OF CEN		AGENCY RECORDS INVENTORY	
SED RECORD SERIES. FORWARD RECORDS RETENTION SCHEDULE 110-1)	7278 WATERS P.O. BOS JESSUP, MARYS	X 278	PAGE 20 OF 22	
EPS THENT / AGENCY	2. DIVIBION City Clerk's Office		3. UNIT	
ity of Rockville			Elections	
A GROUP	of related record: E as well as rete	S NORMALLY FILED NTION AND DISPOS	AND USED AS A UNIT FOR	
ECORD SERIES TITLE			S. EARLIEST YEAR/LATEST YEAR	
CAMPAIGN FUND REPORTS (CFRs)			1980 TO 1992	
CFRs contain statements of coelective office and political	prof strits. ontributions recei l organizations su campaign fund rep	include the pulved and expending porting candidates ort summary sheet	ates. Documents that may be ets, appointment of treasurer	
ECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
ACTION SIZE " MICROFILM	ALPHABETICAL		1. FILE DRAWER(S)	
EGAL SIZE COMPUTER TAPE	- NUMERICAL		□ MICROFILM REEL(S) □ COMPUTER TAPE(S)	
BOOK - FLOPPY DISK	Ø CI-RONOLOGI	CAL	C OTHER(SPECIFY) 1 records storage box	
SUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	EAL.	10. ANNUAL ACCURACATION	
OTHER (SPECIFY)	O OTHER (SPEC	::FY)	D FILE DRAYER(S) D MICROFILM REEL(S) RUNNER D COMPUTER TAPE(S)	
FILE 15 USED		12. FILE RECOM	ES INACTIVE AFTER	
DAILY DWEETY	MONTHLY		MONTH(S) @YEAR(#)	
City Clerk's Office Rockville City Hall - 3rd F 111 Maryland Avenue Rockvi	CURRENT LOCATION(S) (ELDC., FLOOR, ROCH)		MERIES DUPLICATED ELSEWHERE? PECIFY AGENCY OR OFFICE)	
ACCESS RESTRICTIONS TE YES	7 .	16. ALDIT REQUIREMENTS B NONE - STATE - FEDERAL - INDEPENDENT		
IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMEND	ED RETENTION	
O YES NO		Permanent State Arc	Periodically transfer to	
NAME AND TITLE OF PREPARER	20. TELEPHONE	MUMBER	21. DATE	
Carolyn Barnett-Jones Election/Records Mgmt. Cler	k (301) 309-	3314	June 11794992	
DGS 850-4 (REVISED 2/87)	1		Y 16.1	

RUCTIONS TYPE OR PRINT A PATE FORM FOR EACH NEW OR	DEPARTMENT OF CEI	ENT DIVISION	AGENCY RECORDS INVENTORY	
SED RECORD SERIES. FORWARD RECORDS RETENTION SCHEDULE SELO-1)	7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 21 OF 22	
EPAKTHENT / AGENCY	1. DIVISION		3. UNIT	
ity of Rockville	City Clerk's		Elections	
ALLICATRICURE BERLES	of related record E as well as rete		AND USED AS A UNIT FOR	
ECORD SERIES TITLE	•		S. EARLIEST YEAR/LATEST YEAR	
ELECTION RESULTS			<u>1934</u> TO <u>1989</u>	
Election results are recorded certification of the results	THE SERIES. d in three format:	s: (1) computer	print-outs, (2) Board	
ECORO SERIES FORMAT(S)	8. RECORD SERIES		3. VOLUME	
EGAL SIZE COMPUTER TAPE	- NUMERICAL	_	1 C COMPUTER TAPE(S)	
BOOK D FLOPPY DISK	CHRONOLOGI	ICAL	HUMBER C OTHER (SPECIFY)	
UDIO TAPE - VIDEO TAPE	□ GEOGRAPHIC			
OTHER (SPECIFY)	D OTHER (SPEC	IFY)	10. ANNUAL ACCUMULATION Dile prayer(s)	
See Record Series description			D MICROFILM REEL(S) RUSSER D COMPUTER TAPE(S) D OTHER(SPECIFY)	
file is used		12. FILE BECOM	ES INACTIVE AFTER	
O DAILY O WEEKLY	D MONTHLY		MONTH(S) (#YEAR(#)	
CIRRENT LOCATION(E) (BLDG.,F City Clerk's Office Rockville City Hall - 3rd Fi 111 Maryland Avenue Rockvil	loor	14. IS RECORD I	PERIES DUPLICATED ELSEYHERE? PEGIFY AGENCY OR OFFICE)	
ACCESS RESTRICTIONS DYE	E Ø NO TION(\$)	16. ALDIT REQUIREMENTS PHONE D STATE D FEDERAL D INDEPENDENT		
IS AN INDEX SYSTEM USED? (IF YES, EUPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTBARE) O YES ONO			-outs should be retained in the office for 7 years then transfere	
		to the State A Board Certific retained in Ci then transfers Charts of Elec	Archives for permanent retention. cation of Results should be ty Clerk's Office for 10 years ced to State Archives permanently ction results and be destroyed	
NAME AND TITLE OF PREPARER	20. TELEPHONE	after two elec	21. DATE	
Carolyn Barnett-Jones Election/Records Mgmt. Cler	k (301) 309-	-3314	June 11, 1992	
DGS 550-4 (REVISED 2/87)				

PARATE FORM FOR EACH NEW OR VISED RECORD SERIES. FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
TH RECORDS RETENTION SCHEDULE			PAGE 22 OF 22
DEPARTMENT/AGENCY	1. DIVISION		1. UNIT
City of Rockville	City Clerk's Office		Elections
INITION - NECURE BARTES -			AND USED AS A UNIT FOR
RECORD SERIES TITLE			S. EARLIEST YEAR/LATEST YEAR
VOTER REGISTRATION LISTS			1989 70 1991
MECORD SERIES DESCRIPTION (TH	PHE SERIES.	TYPES OF INFORMATION OF THE PURPOSE THE PU	ATION/DOCUMENTS/FORMS POUND RPOSE OR FUNCTION OF THE SERTES)
The voter registration lists a for checking the registration citizens with questions regard twice within six months before	status of candida ling their registr	tes, treasurers,	election judges and ne lists are produced
RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME
LETTER SIZE " NICROFILM	# ALPHABETICAL NEMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		OFFILE DRAWER(S) MICROFILM REEL(S)
LEGAL SIZE COMPUTER TAPE			0.5 COMPLTER TAPELS
BOUND BOOK - FLOPPY DISK			HUMBER U OTHER(SPECIFY)
AUDIO TAPE D VIDEO TAPE			10. ANNUAL ACCUMULATION
Ŷ other(specify)			FILE PRAWER(S)
11" x 15" computer print-out			D MICROFILM REEL(S) RUSSER D COMPUTER TAPE(S) D OTHER(SPECIEV)
FILE IS USED	Ø MONTHLY	12. FILE BECOMES INACTIVE AFTER 1	
CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) City Clerk's Office Rockville City Hall - 3rd Floor 111 Maryland Avenue Rockville MD 20850		14. IS RECORD SERIES DUPLICATED ELSEWHERE? [17 YES, SPECIFY AGENCY OR OFFICE] [YES NO	
S. ACCESS RESTRICTIONS DYES (P NO (1F YES, CITE LAW(S) & REGULATION(S)		16. ALDIT REQUIREMENTS O NONE D STATE D FEDERAL D INDEPENDENT	
7. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY MARDEARE/SOFTWARE) O YES NO		Retain the first 2 lists produced for 6 months after the election. Retain the final listing until superseded with another list in hext election cycle.	
			* * · · · · · · · · · · · · · · · · · ·
Carolyn Barnett-Jones Election/Records Mgmt. Cler	20. TELEPHONE NUMBER (301) 309-3314		June 11, 1992
DGS 550-4 (REVISED 2/87)			