

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. M-41

Supersedes M-14 Dated June 4, 1962

PAGE  
NO. 1 of 4

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

CITY OF ROCKVILLE

CITY CLERK'S OFFICE

AGENCY

DIVISION

Item No.	Description	Retention
1.	<b>AGENDAS: MAYOR AND COUNCIL MEETINGS</b>	PERMANENT*
2.	<p><b>ANNEXATIONS</b> The file folders may contain some or all of the following papers:</p> <p>Annexation Petition Correspondence Maryland Nat. Capital Park and Planning Commission recommendations Notice of Hearing advertisements Planning Commission recommendations Plats, maps Resolution of Mayor &amp; Council Denial or Approval Transcripts of Hearings</p>	PERMANENT*
3.	<p><b>BRIEFING MATERIALS FOR MAYOR AND COUNCIL AGENDA ITEMS</b> include some or all of the items listed below:</p> <p>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</p>	RETAIN IN CITY CLERK'S OFFICE FOR 2 YEARS. THEREAFTER DESTROY.
4.	<b>CHARTER AND CHARTER AMENDMENTS</b>	PERMANENT*

\* Periodically transfer to State Archives.

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

6/15/92 *Sharon Green* City Clerk  
Date Signature Title

AUG 17 1992 *Edward C. Papenfuss Jr*  
Date State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. M-41

PAGE  
NO. 2 of 4

Item No.	Description	Retention
5.	<p><b>CONTRACTS, AGREEMENTS AND LEASES</b> This file is arranged by contract number.</p>	<p>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.</p>
6.	<p><b>CORRESPONDENCE AND SUBJECT FILES</b> 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.</p>	<p>RETAIN <del>NON-PERMANENT</del> 4 YRS. IN CITY CLERK'S OFFICE THEN DESTROY. ITEMS OF HISTORICAL VALUE SHOULD BE RETAINED PERMANENTLY.*</p>
7.	<p><b>DEEDS, COVENANTS, EASEMENTS, RIGHT-OF-WAY AGREEMENTS AND OTHER LAND USE INSTRUMENTS</b></p>	<p>PERMANENT. RECORD COPIES ARE KEPT WITH THE CLERK OF THE CIRCUIT COURT.</p>
8.	<p><b>FINANCIAL DISCLOSURE</b> 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.</p>	<p>RETAIN 4 YEARS IN CITY CLERK'S OFFICE. THEREAFTER DESTROY.</p>
9.	<p><b>MINUTES OF CITY BOARDS AND COMMISSIONS</b></p>	<p>PERMANENT*</p>
10.	<p><b>MINUTES OF CORPORATION OF ROCKVILLE, 1865-1888</b> Rockville was incorporated in 1860 and governed by three commissioners until 1888 when the City's 400 citizens elected the first mayor and council.</p>	<p>PERMANENT*</p> <p align="right">* Periodically transfer to State Archives.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. M-41

PAGE  
NO. 3 of 4

Item	Description	Retention
11.	<p><b>MINUTES OF THE MAYOR AND COUNCIL, 1888 - PRESENT</b> 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.</p>	PERMANENT*
12.	<p><b>OATHS OF OFFICE</b> These are sworn declarations of persons elected to the office of the mayor or the council.</p>	PERMANENT*
13.	<p><b>ORDINANCES AND RESOLUTIONS OF THE MAYOR AND COUNCIL</b> Ordinances and Resolutions are bound in books of 400 pages each.</p>	PERMANENT*
14.	<p><b>PETITIONS</b> 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.</p>	RETAIN IN CITY CLERK'S OFFICE FOR FIVE YEARS THEN DESTROY.
15.	<p><b>PROCLAMATIONS</b> 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).</p>	PERMANENT*
16.	<p><b>PUBLIC HEARING FILES (Miscellaneous)</b> These files include proposed changes to the City Code, permit parking applications, carnival use permits, special assessments and documents from hearings on urban renewal.</p>	PERMANENT*
17.	<p><b>RECORDS MANAGEMENT POLICIES</b> Listings of records with descriptions and a legally authorized schedule for their disposal and/or retention.</p>	RETAIN PERMANENTLY IN CITY CLERK'S OFFICE.
18.	<p><b>ZONING APPLICATIONS</b> The file folders may contain any of the items listed below:</p> <p style="padding-left: 40px;">Map Amendments Text Amendments Planned Residential Unit Applications Residential Townhouse Applications Street Closing and Abandonment Applications</p>	<p>PERMANENT*</p> <p>* Periodically transfer to State Archives.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. M-41

PAGE  
NO. 4 of 4

Item	Description	Retention
	<b>CITY CLERK'S OFFICE - ELECTIONS</b>	
19.	<p><b>BALLOTS</b> 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)</p>	<p>RETAIN SIX (6) MONTHS FROM DATE OF ELECTION IN CITY CLERK'S OFFICE THEN DESTROY.</p>
20.	<p><b>CAMPAIGN FUND REPORTS</b> 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.</p>	<p>PERMANENT*</p>
21.	<p><b>ELECTION RESULTS</b> Election results are recorded in the three (3) formats described below:</p> <p><u>(1) Computer print-outs</u> 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.</p> <p><u>(2) Board Certification of Results</u> The Board of Supervisors certifies the election results by signing a document containing the names of all of the election winners.</p> <p><u>(3) Chart of Election Results</u> 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.</p>	<p>PERMANENT. RETAIN FOR 7 YEARS IN CITY CLERK'S OFFICE THEN PERIODICALLY TRANSFER TO STATE ARCHIVES.</p> <p>PERMANENT. RETAIN FOR 10 YEARS IN CITY CLERK'S OFFICE THEN TRANSFER TO STATE ARCHIVES.</p> <p>RETAIN FOR 2 ELECTION CYCLES IN CITY CLERK'S OFFICE. DESTROY WHEN NO LONGER NEEDED.</p>
22.	<p><b>VOTER REGISTRATION LISTS</b> 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.</p>	<p>RETAIN FOR SIX (6) MONTHS. DESTROY ONLY AFTER NEW LISTS ARE CREATED.</p> <p>* Periodically transfer to State Archives.</p>

**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 278  
 JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY  
 PAGE 1 OF 22

1. DEPARTMENT/AGENCY  
 City of Rockville

2. DIVISION  
 City Clerk's Office

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  
 AGENDAS FOR MAYOR AND COUNCIL MEETINGS

5. EARLIEST YEAR/LATEST YEAR  
1985 TO 1992

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

Agendas are lists of specific actions and issues scheduled to be undertaken at the meetings of the Mayor and Council. The agendas are sorted by year and each year is kept in a letter-size folder. Presently they occupy less than 1.0 cubic ft. of shelf space in the City Clerk's Office.

7. RECORD SERIES FORMAT(S)

LETTER SIZE  MICROFILM  
 1/2" SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY) FOLDERS

8  
 NUMBER

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY) FOLDERS

1  
 NUMBER

11. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 MONTH(S)  MONTH(S)  YEAR(S)

13. 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?  
 (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

Permanent. Periodically transfer to State Archives.

19. NAME AND TITLE OF PREPARER  
 Carolyn Barnett-Jones  
 Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER  
 (301) 309-3314

21. DATE  
 June 11, 1992

**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 278  
 JESSUP, MARYLAND 20794

**AGENCY RECORDS INVENTORY**

PAGE 2 OF 22

1. DEPARTMENT/AGENCY: City of Rockville  
 2. DIVISION: City Clerk's Office  
 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: ANNEXATIONS  
 5. EARLIEST YEAR/LATEST YEAR: 1955 TO 1992

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES):  
 Annexation files contain the actual petition requesting that certain property be annexed to the City of Rockville and may contain correspondence, recommendations from the Maryland National Capital Park and Planning Commission, plats, maps, hearing transcripts, resolutions by the Mayor and Council and other pertinent information.

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

8. RECORD SERIES SEQUENCE:  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME:  
 1 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
 3 record storage boxes

10. ANNUAL ACCUMULATION:  
 FILE DRAWER(S)  
 Approx. 4  MICROFILM REEL(S)  
 NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY) Folders

11. FILE IS USED:  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER:  
 10 NUMBER  MONTH(S)  YEAR(S)

13. 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? (IF YES, SPECIFY AGENCY OR OFFICE):  
 YES  NO Planning Department

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:  
 Permanent. Periodically transfer to State Archives.

19. NAME AND TITLE OF PREPARER:  
 Carolyn Barnett-Jones  
 Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER:  
 301/309-3314

21. DATE:  
 June 11, 1992

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 278  
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 3 OF 22

1. DEPARTMENT/AGENCY  
City of Rockville

2. DIVISION  
City Clerk's Office

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.

RECORD SERIES TITLE  
BRIEFING MATERIALS FOR MAYOR AND COUNCIL AGENDA ITEMS

4. EARLIEST YEAR/LATEST YEAR  
1989 TO 1992

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  
These materials are distributed to the Mayor, Council and Department Heads weekly and contain the agenda of the next scheduled meeting, Board and Commission minutes, correspondence, draft minutes of previous Mayor and Council meetings, the City Manager's Weekly Progress Report and other pertinent data. They are filed in chronological order and occupy 5.0 cubic feet of shelf space in the City Clerk's Office.

RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
\_\_\_\_\_

5. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

6. VOLUME  
 30 inch.  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
2.5  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
0.5  
NUMBER

7. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
2  
NUMBER  MONTH(S)  YEAR(S)

8. 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?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

9. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

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

18. RECOMMENDED RETENTION  
Retain for 2 years in City Clerk's Office then destroy.

19. NAME AND TITLE OF PREPARER  
Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER  
(301) 309-3314

21. DATE  
June 11, 1992

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 4 OF 22

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

City Clerk's Office

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

CHARTER AND CHARTER AMENDMENTS

5. EARLIEST YEAR/LATEST YEAR  
1956 TO 1990

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

Charter Amendment files contain changes adopted by the Mayor and Council or the proposed amendments.

6. RECORD SERIES FORMAT(S)

LETTER SIZE  MICROFILM  
LEGAL SIZE  COMPUTER TAPE  
BOUND BOOK  FLOPPY DISK  
AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
\_\_\_\_\_

7. RECORD SERIES SEQUENCE

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

8. VOLUME

0.5  FILE DRAWER(S) / 30 inch.  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
2 record storage boxes

9. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
Approx 3  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY) Folders

10. FILE IS USED

DAILY  WEEKLY  MONTHLY

11. FILE BECOMES INACTIVE AFTER

10  MONTH(S)  YEAR(S)  
NUMBER

12. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

City Clerk's Office  
Rockville City Hall - 3rd Floor  
111 Maryland Avenue Rockville MD 20850

13. IS RECORD SERIES DUPLICATED ELSEWHERE?

{IF YES, SPECIFY AGENCY OR OFFICE}  
 YES  NO

14. ACCESS RESTRICTIONS  YES  NO

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

15. AUDIT REQUIREMENTS

NONE  STATE  FEDERAL  INDEPENDENT

16. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES  NO

17. RECOMMENDED RETENTION

Permanent. Periodically transfer to State Archives.

18. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

19. TELEPHONE NUMBER

(301) 309-3314

20. DATE

June 11, 1992



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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

# AGENCY RECORDS INVENTORY

PAGE 5 OF 22

1. DEPARTMENT/AGENCY  
City of Rockville

2. DIVISION  
City Clerk's Office

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.

RECORD SERIES TITLE  
CONTRACTS

4. EARLIEST YEAR/LATEST YEAR  
1922 TO 1992

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  
The contract file contains agreements, contracts and leases arranged in numerical order.

5. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

6. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

7. VOLUME  
 FILE/DRAYER(S) 30 inch  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
2.5  
NUMBER

8. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY) Folders  
20  
NUMBER

9. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

10. FILE BECOMES INACTIVE AFTER all contractual obligations have been met.  
3  MONTH(S)  YEAR(S)

11. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
City Clerk's Office  
Rockville City Hall - 3rd Floor  
111 Maryland Avenue Rockville MD 20850

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

13. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

14. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

15. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO Computerized Clerk's Index contains summary of contract information and contract numbers. Retrieval is based on keyword search

16. RECOMMENDED RETENTION  
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 City Clerk's Office for 3 years for background and reference.

17. NAME AND TITLE OF PREPARER  
Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

18. TELEPHONE NUMBER  
(301) 309-3314

19. DATE  
June 11, 1992

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 278  
JESUP, MARYLAND 20734

AGENCY RECORDS INVENTORY

PAGE 6 OF 22

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

City Clerk's Office

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

CORRESPONDENCE AND SUBJECT FILES

5. EARLIEST YEAR/LATEST YEAR

1975 TO 1992

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

Correspondence and subject files may include letters from city, county and state officials, private citizens, corporations and firms in addition to reports, petitions and other pertinent information.

6. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- 30 inch  
10 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
OTHER(SPECIFY)  
6 record storage boxes

10. ANNUAL ACCUMULATION

- 2 FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 4 MONTH(S)  YEAR(S)

13. 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?

- (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

Retain 4 years in City Clerk's Office then destroy. Items of historical value should be retained permanently.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER

(301) 309-3314

21. DATE

June 11, 1992

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

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

AGENCY RECORDS INVENTORY

PAGE 7 OF 22

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

City Clerk's Office

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

RECORD SERIES TITLE

DEEDS, COVENANTS, ETC.

4. EARLIEST YEAR/LATEST YEAR

1922 TO 1992

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

This file contains land use documents including right-of-way agreements, easements, deeds and covenants. Record copies are filed with the Clerk of the Circuit Court.

RECORD SERIES FORMAT(S)

LETTER SIZE  MICROFILM  
LEGAL SIZE  COMPUTER TAPE  
BOOK  FLOPPY DISK  
AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)

5. RECORD SERIES SEQUENCE

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

6. VOLUME

30 inch FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
2.5  
NUMBER

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY) Folders  
20  
NUMBER

7. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

10  MONTH(S)  YEAR(S)  
NUMBER

8. 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?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO Clerk of the Circuit Court

9. ACCESS RESTRICTIONS  YES  NO

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

16. AUDIT REQUIREMENTS

NONE  STATE  FEDERAL  INDEPENDENT

13. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES  NO Computerized Clerk's Index contains summary of legal documents and land use records. Retrieval is based on keyword search.

18. RECOMMENDED RETENTION

Permanent. Periodically transfer to State Archives.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER

(301) 309-3314

21. DATE

June 11, 1992

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 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 8 OF 22

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

City Clerk's Office

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.

RECORD SERIES TITLE

FINANCIAL DISCLOSURES

4. EARLIEST YEAR/LATEST YEAR

1980 TO 1992

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

This series contains the statements of financial interest filed by all elected officials, applicants to the Board of Appeals, applicants to the Planning Commission and applicants to the Historic District Commission.

RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

5. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

6. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY) Folder  
12  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY) Folder  
1  
NUMBER

7. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- MONTH(S)  YEAR(S)  
1  
NUMBER

8. 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?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

9. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

11. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

Retain in City Clerk's Office for 4 years. Transfer to records storage site for 3 years then destroy.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER

(301) 309-3314

21. DATE

June 11, 1992

**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 278  
 JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY  
 PAGE 9 OF 22

1. DEPARTMENT/AGENCY  
 City of Rockville

2. DIVISION  
 City Clerk's Office

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  
 MINUTES OF CITY BOARDS AND COMMISSIONS

5. EARLIEST YEAR/LATEST YEAR  
1957 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
 This series provides a summary of the official proceedings of the various boards and commissions in the City.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 35mm SLIDE SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

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

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
 NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
 NUMBER \_\_\_\_\_

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
5 MONTHS  MONTH(S)  YEAR(S)

13. 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?  
 (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  
 Permanent. Periodically transfer to State Archives.

19. NAME AND TITLE OF PREPARER  
 Carolyn Barnett-Jones  
 Election?Records Mgmt. Clerk

20. TELEPHONE NUMBER  
 301/309-3314

21. DATE  
 June 11, 1992

1. DEPARTMENT/AGENCY  
City of Rockville

2. DIVISION  
City Clerk's Office

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.

RECORD SERIES TITLE  
MINUTES OF THE CORPORATION OF ROCKVILLE

4. EARLIEST YEAR/LATEST YEAR  
1865 TO 1888

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

This series contains the minutes of Rockville during the period when it was governed by three commissioners. The minutes are contained in two bound books.

<p>RECORD SERIES FORMAT(S)</p> <p>LETTER SIZE <input type="checkbox"/> MICROFILM</p> <p>LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE</p> <p><input checked="" type="checkbox"/> BOOK <input type="checkbox"/> FLOPPY DISK</p> <p>AUDIO TAPE <input type="checkbox"/> VIDEO TAPE</p> <p>OTHER(SPECIFY)</p>	<p>5. RECORD SERIES SEQUENCE</p> <p><input type="checkbox"/> ALPHABETICAL</p> <p><input type="checkbox"/> NUMERICAL</p> <p><input checked="" type="checkbox"/> CHRONOLOGICAL</p> <p><input type="checkbox"/> GEOGRAPHICAL</p> <p><input type="checkbox"/> OTHER(SPECIFY)</p>	<p>6. VOLUME</p> <p><u>2</u></p> <p>NUMBER <input checked="" type="checkbox"/> OTHER(SPECIFY) Bound Books</p> <p>7. ANNUAL ACCUMULATION</p> <p><input type="checkbox"/> FILE DRAWER(S)</p> <p><input type="checkbox"/> MICROFILM REEL(S)</p> <p><input type="checkbox"/> COMPUTER TAPE(S)</p> <p><input type="checkbox"/> OTHER(SPECIFY)</p> <p>N/A</p> <p>NUMBER</p>
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8. FILE IS USED

DAILY  WEEKLY  MONTHLY

9. FILE BECOMES INACTIVE AFTER

NUMBER  MONTH(S)  YEAR(S)

10. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
City Clerk's Office  
Rockville City Hall - 3rd Floor  
111 Maryland Avenue, Rockville MD 20850

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

12. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

13. AUDIT REQUIREMENTS

NONE  STATE  FEDERAL  INDEPENDENT

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

15. RECOMMENDED RETENTION  
Permanent.

16. NAME AND TITLE OF PREPARER  
Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

17. TELEPHONE NUMBER  
(301) 309-3314

18. DATE  
June 11, 1992

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 22

1. DEPARTMENT/AGENCY  
City of Rockville

2. DIVISION  
City Clerk's Office

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  
MINUTES OF THE MAYOR AND COUNCIL

5. EARLIEST YEAR/LATEST YEAR  
1888 TO Present

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

This series provides a summary of the official proceedings of the Mayor and Council acting in an administrative and a legislative capacity. The Minutes are bound in books of 400 pages each.

6. RECORD SERIES FORMAT(S)

LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
Minutes from 1950 through 1980 are on microfiche.

7. RECORD SERIES SEQUENCE

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

8. VOLUME

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
53  
NUMBER  OTHER(SPECIFY)  
Bound Books

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
2  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY) Bound Book

9. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

10  
NUMBER  MONTH(S)  YEAR(S)

11. 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?  
(IF YES, SPECIFY AGENCY OR OFFICE)

YES  NO

13. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

NONE  STATE  FEDERAL  INDEPENDENT

15. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES  NO Computerized Clerk's Index contains summary of Minutes content and may be retrieved by date or keyword search.

18. RECOMMENDED RETENTION

Permanent. Periodically transfer to State Archives.

19. NAME AND TITLE OF PREPARER  
Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER  
(301) 309-3314

21. DATE  
June 11, 1992

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  
JESSEUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 12 OF 22

1. DEPARTMENT/AGENCY  
City of Rockville

2. DIVISION  
City Clerk's Office

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.

RECORD SERIES TITLE  
OATHS OF OFFICE

4. EARLIEST YEAR/LATEST YEAR  
1984 TO 1989

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

These are sworn declarations of persons elected to the office of the Mayor and the Council.

5. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

6. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

7. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)  
Folders
- 3  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

8. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- MONTH(S)
- YEAR(S)

9. 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?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES  NO

11. ACCESS RESTRICTIONS

- YES  NO

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

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

13. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

Retain permanently. Periodically transfer to State Archives.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER

(301) 309-3314

21. DATE

June 11, 1992



INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 530-1)

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

AGENCY RECORDS INVENTORY

PAGE 13 OF 22

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

City of Rockville

City Clerk's Office

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

ORDINANCES AND RESOLUTIONS

1926 TO 1992

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

These city regulations are bound in books of 400 pages each.

6. RECORD SERIES FORMAT(S)

8. RECORD SERIES SEQUENCE

9. VOLUME

LETTER SIZE  MICROFILM  
LEGAL SIZE  COMPUTER TAPE  
BOOK  FLOPPY DISK  
AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
Bound Books

10. ANNUAL ACCUMULATION

Ordinances adopted between 1963 and 1990 are on microfiche.

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY) Bound Books

11. FILE IS USED

12. FILE BECOMES INACTIVE AFTER

DAILY  WEEKLY  MONTHLY

20 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

City Clerk's Office  
Rockville City Hall - 3rd Floor  
111 Maryland Avenue Rockville MD 20850

{ 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 )

18. RECOMMENDED RETENTION

YES  NO Computerized Clerk's Index contains abstracts of ordinances which may be retrieved by ordinance number, date or keyword search.

Permanent. Periodically transfer to State Archives.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

(301) 309-3314

June 11, 1992

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  
7175 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 14 OF 22

DEPARTMENT/AGENCY  
City of Rockville

2. DIVISION  
City Clerk's Office

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.

RECORD SERIES TITLE

PETITIONS

5. EARLIEST YEAR/LATEST YEAR

1976 TO 1984

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

This file includes petitions on abolishing drug abuse, securing pay telephones for certain locations and pedestrian safety.

RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
NUMBER 2  OTHER(SPECIFY)  
Folders

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER 5  MONTH(S)  YEAR(S)

13. 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?

- ( 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

Retain in City Clerk's Office for 5 years then destroy.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER

(301) 309-3314

21. DATE

June 11, 1992

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 530-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7278 WATERLOO ROAD  
P.O. BOX 278  
JESSELUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 15 OF 22

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

City Clerk's Office

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

RECORD SERIES TITLE

PROCLAMATIONS

4. EARLIEST YEAR/LATEST YEAR

1954 TO 1992

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

Proclamations are official formal pronouncements highlighting certain events or achievements. Certain proclamations are issued annually.

RECORD SERIES FORMAT(S)

LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
\_\_\_\_\_

5. RECORD SERIES SEQUENCE

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

6. VOLUME

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
Folders  
NUMBER 2

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

7. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER 2  MONTH(S)  YEAR(S)

8. 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?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

9. ACCESS RESTRICTIONS  YES  NO

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

16. AUDIT REQUIREMENTS

NONE  STATE  FEDERAL  INDEPENDENT

11. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES  NO

18. RECOMMENDED RETENTION

Permanent. Periodically transfer to State Archives.

13. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER

(301) 309-3314

21. DATE

June 11, 1992

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 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 16 OF 22

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

City Clerk's Office

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

PUBLIC HEARING FILES (Miscellaneous)

5. EARLIEST YEAR/LATEST YEAR

1957 TO 1992

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

Public Hearing files may include proposed changes to the City Code, permit parking applications, carnival use permits, special assessments and documents from hearings on urban renewal.

6. RECORD SERIES FORMAT(S)

LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

30 inch  
6 FILE/DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
10 record storage boxes

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 RUBBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

10  MONTH(S)  YEAR(S)  
RUBBER

13. 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?

(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

Permanent. Periodically transfer to State Archives.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER

(301) 309-3314

21. DATE

June 11, 1992

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

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

AGENCY RECORDS INVENTORY

PAGE 17 OF 22

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

City Clerk's Office

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

RECORD SERIES TITLE

RECORDS MANAGEMENT POLICIES

4. EARLIEST YEAR/LATEST YEAR

1962 TO 1992

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

This series includes listings of record types with their descriptions and the approved retention and disposal schedules.

RECORD SERIES FORMAT(S)

LETTER SIZE  MICROFILM  
LEGAL SIZE  COMPUTER TAPE  
BOOK  FLOPPY DISK  
AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
\_\_\_\_\_

5. RECORD SERIES SEQUENCE

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

6. VOLUME

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

7. FILE IS USED

DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

MONTH(S)  YEAR(S)  
NUMBER \_\_\_\_\_

8. 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?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

9. ACCESS RESTRICTIONS  YES  NO

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

16. AUDIT REQUIREMENTS

NONE  STATE  FEDERAL  INDEPENDENT

11. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES  NO

18. RECOMMENDED RETENTION

Retain permanently in City Clerk's Office. Periodically update files and destroy schedules only when superseded.

13. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER

(301) 309-3314

21. DATE

June 11, 1992

**INSTRUCTIONS** - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)

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

**AGENCY RECORDS INVENTORY**

PAGE 18 OF 22

1. DEPARTMENT/AGENCY City of Rockville	2. DIVISION City Clerk's Office	3. UNIT
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**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 ZONING APPLICATIONS	5. EARLIEST YEAR/LATEST YEAR <u>1957</u> TO <u>1992</u>
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6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

This series includes map amendments, text amendments, planned residential unit applications, residential townhouse applications and street closing and abandonment applications.

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> <u>LEGAL</u> SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____	9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) NUMBER _____
		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) NUMBER _____

11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>10</u> MONTHS <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
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13. 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? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Permanent. Periodically transfer to State Archives.
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19. NAME AND TITLE OF PREPARER Carolyn Barnett-Jones Election/Records Mgmt. Clerk	20. TELEPHONE NUMBER 301/309-3314	21. DATE June 11, 1992
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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR EXISTING RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (FORM 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7175 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>19</u> OF <u>22</u>	
DEPARTMENT/AGENCY City of Rockville		2. DIVISION City Clerk's Office		3. UNIT Elections	
DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
RECORD SERIES TITLE BALLOTS				4. EARLIEST YEAR/LATEST YEAR <u>1991</u> TO <u>1991</u>	
RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES ) Voted ballots which result in official voting tallies must remain secured in the City Clerk's Office for 7 days after an election--when the results are to be certified.					
RECORD SERIES FORMAT(S) LETTER SIZE <input type="checkbox"/> MICROFILM LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE BOOK <input type="checkbox"/> FLOPPY DISK AUDIO TAPE <input type="checkbox"/> VIDEO TAPE OTHER(SPECIFY)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>No specific order.</u>		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) NUMBER <u>3</u> Boxes	
The ballots are stored in 3 3.5" x 8.5" x 15" boxes.		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>6</u> MONTH(S) <input checked="" type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. 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? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S) Section 8-7 of the Rockville City Code			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain in City Clerk's Office for six months from the date of election then destroy.		
19. NAME AND TITLE OF PREPARER Carolyn Barnett-Jones Election/Records Mgmt. Clerk		20. TELEPHONE NUMBER (301) 309-3314		21. DATE June 11, 1992	

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 278  
JESSEUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 20 OF 22

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

City Clerk's Office

3. UNIT

Elections

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

5. RECORD SERIES TITLE

CAMPAIGN FUND REPORTS (CFRs)

6. EARLIEST YEAR/LATEST YEAR

1980 TO 1992

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

CFRs contain statements of contributions received and expenditures made by candidates for elective office and political organizations supporting candidates. Documents that may be found in this series include campaign fund report summary sheets, appointment of treasurer forms, certificates of candidacy, nomination petitions and other pertinent documents.

8. RECORD SERIES FORMAT(S)

LETTER SIZE  MICROFILM  
LEGAL SIZE  COMPUTER TAPE  
BOOK  FLOPPY DISK  
AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
\_\_\_\_\_

9. RECORD SERIES SEQUENCE

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

10. VOLUME

1. FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1 records storage box

11. ANNUAL ACCUMULATION

FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

12. FILE IS USED

DAILY  WEEKLY  MONTHLY

13. FILE BECOMES INACTIVE AFTER

3 MONTH(S)  YEAR(S)

14. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

City Clerk's Office  
Rockville City Hall - 3rd Floor  
111 Maryland Avenue Rockville MD 20850

15. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

16. ACCESS RESTRICTIONS  YES  NO

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

17. AUDIT REQUIREMENTS

NONE  STATE  FEDERAL  INDEPENDENT

18. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES  NO

19. RECOMMENDED RETENTION

Permanent. Periodically transfer to State Archives.

20. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

21. TELEPHONE NUMBER

(301) 309-3314

22. DATE

June 11, 1992



<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REUSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (45 CFR-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>21</u> OF <u>22</u>	
<b>1. DEPARTMENT/AGENCY</b> City of Rockville		<b>2. DIVISION</b> City Clerk's Office		<b>3. UNIT</b> Elections	
<b>DEFINITION-RECORD SERIES</b> - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
<b>RECORD SERIES TITLE</b> ELECTION RESULTS				<b>4. EARLIEST YEAR/LATEST YEAR</b> <u>1934</u> TO <u>1989</u>	
<b>RECORD SERIES DESCRIPTION</b> ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  Election results are recorded in three formats: (1) computer print-outs, (2) Board certification of the results and (3) a chart of the election results.					
<b>RECORD SERIES FORMAT(S)</b> LETTER SIZE <input type="checkbox"/> MICROFILM LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE BOOK <input type="checkbox"/> FLOPPY DISK AUDIO TAPE <input type="checkbox"/> VIDEO TAPE OTHER(SPECIFY) <u>See Record Series description</u>		<b>5. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		<b>6. VOLUME</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)  <b>7. ANNUAL ACCUMULATION</b> <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
<b>8. FILE IS USED</b> <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> <u>10</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
<b>9. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b> City Clerk's Office Rockville City Hall - 3rd Floor 111 Maryland Avenue Rockville MD 20850			<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<b>10. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
<b>11. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</b>  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<b>18. RECOMMENDED RETENTION</b> Computer print-outs should be retained in the City Clerk's Office for 7 years then transferred to the State Archives for permanent retention. Board Certification of Results should be retained in City Clerk's Office for 10 years then transferred to State Archives permanently. Charts of Election results may be destroyed after two election cycles.		
<b>19. NAME AND TITLE OF PREPARER</b> Carolyn Barnett-Jones Election/Records Mgmt. Clerk		<b>20. TELEPHONE NUMBER</b> (301) 309-3314		<b>21. DATE</b> June 11, 1992	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 101-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7278 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 22 OF 22

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

City Clerk's Office

3. UNIT

Elections

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 LISTS

5. EARLIEST YEAR/LATEST YEAR

1989 TO 1991

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

The voter registration lists are in computer print-out form and serve as a reference source for checking the registration status of candidates, treasurers, election judges and citizens with questions regarding their registration status. The lists are produced twice within six months before the election and once after the election.

6. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOARD BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

11" x 15" computer print-outs

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
0.5  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1  MONTH(S)  YEAR(S)  
NUMBER

13. 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?

- (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

Retain the first 2 lists produced for 6 months after the election. Retain the final listing until superseded with another list in next election cycle.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones  
Election/Records Mgmt. Clerk

20. TELEPHONE NUMBER

(301) 309-3314

21. DATE

June 11, 1992