

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

M-43

Page 1 of 3

Agency

Division/Unit

CITY OF ROCKVILLE

PUBLIC WORKS - Administration

Item
No

Description

Retention

1.

CITY CONTRACTS

This file contains contracts for City projects relating to paving, sidewalks, water, sanitary sewers, storm drains, storm water management and traffic signals. The file folders contain some or all of the following:

- bid tabulations and documents
- correspondence
- contracts
- permits
- extensions
- invoices
- specifications

RETAIN IN OFFICE FOR TEN YEARS AFTER COMPLETION OF PROJECT THEN DESTROY.

2.

CORRESPONDENCE AND SUBJECT FILES

The documents listed below are included in this series:

- correspondence
- city maintenance files
- bids
- capital improvement projects (C.I.P.)
- reports
- requisitions
- subject files on a range of topics including the State Highway Admin., subdivisions, PEPCO, Cable TV, Washington Suburban Sanitary Commission, Washington Gas and traffic and transportation.

RETAIN MARYLAND STATE HIGHWAY ADMINISTRATION AND WSSC FILES PERMANENTLY*.

RETAIN ALL C.I.P. FILES FOR TEN YEARS IN OFFICE THEN DESTROY.

RETAIN ALL OTHER FILES IN THIS CATEGORY FOR THREE YEARS THEN DESTROY.

Approved by Department, Agency, or Division Representative.

Date

1/7/93

Signature

David Boboltz

Type Name

DAVID BOBOLTZ

Title

ENGINEERING SUPERVISOR

Schedule Authorized by State Archivist.

JAN 21 1993

Date

Signature

Edward C. Pappas

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.

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Item No	Description	Retention
3.	<p>FILTRATION PLANT FILES This series includes water operating and chemical reports, water charts and filtration plant correspondence.</p>	<p>RETAIN FOR TEN YEARS IN OFFICE THEN DESTROY.</p>
4.	<p>PERMITS <u>Developer Permits</u> These permits specify the standards that developers must satisfy during construction.</p> <p><u>Utility Company Permits</u> These files contain correspondence and copies of permits issued to utility companies such as C&P Telephone, Maryland Natural Gas and Pepco, allowing the utility companies to perform construction operations in City rights-of-way.</p>	<p>RETAIN DEVELOPER PERMITS IN OFFICE FOR 13 YEARS AFTER COMPLETION OF PROJECT IF PERMIT WAS ISSUED UPON POSTING OF BOND. IF BONDS WERE NOT POSTED, RETAIN PERMITS IN OFFICE FOR FOUR YEARS FOLLOWING COMPLETION OF PROJECT. THEN DESTROY.</p> <p>RETAIN IN OFFICE FOR FOUR YEARS FOLLOWING PROJECT COMPLETION THEN DESTROY.</p>

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.

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Item No	Description	Retention
	<p>RECORDED PLATS Plats are the charts of land that identify subdivision boundaries and/or right-of-way and easements.</p> <p>GENERAL FILES <u>Street Files</u> Contain information on every street within the City including working drawings, memoranda and work sheets and copies of recorded easements.</p> <p><u>Storm Water Management</u> Contains working review drawings, memoranda and easements.</p> <p><u>Working File for Projects</u> Contains worksheets, memos and other completed forms used by employees in the department.</p> <p><u>Subject File</u> Contains daily work sheets, budget estimates, contract documents and specifications and worksheets.</p> <p>TRACINGS This series contains the following classes of unbound tracings: - consultant plans - contract drawings - paving - sanitary sewer - storm drain - topographic maps - traffic and lighting plans</p>	<p>PUBLIC WORKS - Engineering</p> <p>PERMANENT*</p> <p>PERMANENT*</p> <p>PERMANENT*</p> <p>RETAIN IN OFFICE FOR FOUR YEARS AFTER COMPLETION OF PROJECT. THEN DESTROY.</p> <p>RETAIN IN OFFICE FOR TEN YEARS FOLLOWING COMPLETION OF PROJECT. THEN DESTROY.</p> <p>PERMANENT*</p> <p>* MICROFILM AND 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 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 7

1. DEPARTMENT/AGENCY: City of Rockville
2. DIVISION: Department of Public Works
3. UNIT: Administration

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: City Contracts
5. EARLIEST YEAR/LATEST YEAR: 1970 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 contains contracts for City projects relating to paving, sidewalks, water, sanitary sewer, storm drains, traffic signals and storm water management. The folders may contain all or some of the following: bid documents, bid tabulations, correspondence, contracts, permits, extensions, requests for payment and specifications.

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
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 9

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

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)
Rockville City Hall, Public Works Admin.
Second floor
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 The index system consists of 3" x 5" cards arranged alphabetically by project name.
18. RECOMMENDED RETENTION
Retain in office for ten years after completion of project then destroy.

19. NAME AND TITLE OF PREPARER: David Boboltz, Engineering Supervisor
20. TELEPHONE NUMBER: (301) 309-3220
21. DATE: January 7, 1993

1. DEPARTMENT/AGENCY
City of Rockville

2. DIVISION
Department of Public Works

3. UNIT
Administration

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

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 correspondence and subject files on the capital improvement program, city maintenance, complaints, construction, permit information reports, requisitions, the State Highway Administration, subdivisions, traffic and transportation, the Washington Suburban Sanitary Commission, PEPCO and other utility companies.

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Rockville City Hall, Second Floor and Gude Drive location of Public Works

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

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

18. RECOMMENDED RETENTION
Retain SHA and WSSC files permanently. Retail Capital Improvement Program files for 10 years in office then destroy. Retain all other files in this category for three years then destroy.

19. NAME AND TITLE OF PREPARER
David Boboltz
Engineering Supervisor

20. TELEPHONE NUMBER
(301) 309-3220

21. DATE
January 7, 1993

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 7

1. DEPARTMENT/AGENCY
City of Rockville

2. DIVISION
Department of Public Works

3. UNIT
Administration

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
Filtration Plant Files

5. EARLIEST YEAR/LATEST YEAR
1980 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)
The filtration plant file contains material on such subjects as water operating and chemical reports, water charts, water filtration, plant correspondence and electro-rustproofing contracts.

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
 FILE DRAWER(S)
 MICROFILM REEL(S)
1
NUMBER COMPUTER TAPE(S)
 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
10
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Rockville City Hall, Public Works Admin.
Second floor

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 office for ten years then destroy.

19. NAME AND TITLE OF PREPARER
David Boboltz
Engineering Supervisor

20. TELEPHONE NUMBER
(301) 309-3220

21. DATE
January 7, 1993

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 <u>4</u> OF <u>7</u>	
1. DEPARTMENT/AGENCY City of Rockville		2. DIVISION Department of Public Works		3. UNIT Administration	
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 Permit File				5. EARLIEST YEAR/LATEST YEAR <u>1980</u> TO <u>1992</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) The permit file may contain performance bonds or written agreements that are executed in lieu of bonds and the permits that are issued for construction.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL 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 type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Alphabetical within year.</u>		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) 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 checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>13</u> <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Rockville City Hall, Public Works Admin. Second Floor		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 type="checkbox"/> YES <input checked="" 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			
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 developer permits in office for 13 years after completion of project if permit was issued upon posting of bond. If bonds were not posted, retain permits in office for four years following completion of project. Retain utility company permits for four years after completion of project. Then destroy.			
19. NAME AND TITLE OF PREPARER David Boboltz Engineering Supervisor		20. TELEPHONE NUMBER (301) 309-3220		21. DATE January 7, 1993	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR EXISTING 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

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1. DEPARTMENT/AGENCY
City of Rockville

2. DIVISION
Department of Public Works

3. UNIT
Engineering

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
Recorded Plats

5. EARLIEST YEAR/LATEST YEAR
1890 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)
Plats are charts that identify parcels of land, subdivisions, rights-of-way and/or easements.

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

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
6
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
NUMBER _____ MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Rockville City Hall, Public Works Engin. Div
Second floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO
Montgomery County Courthouse

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
A 600 scale map divided into sections listed by letters "A" through "O" is the index.

18. RECOMMENDED RETENTION
Retain permanently. Duplicates will be destroyed after the original has been recorded at the Montgomery County Courthouse.

19. NAME AND TITLE OF PREPARER
David Boboltz
Engineering Supervisor

20. TELEPHONE NUMBER
(301) 309-3220

21. DATE
January 7, 1993

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

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1. DEPARTMENT/AGENCY: City of Rockville
2. DIVISION: Department of Public Works
3. UNIT: Engineering

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 Files
5. EARLIEST YEAR/LATEST YEAR: 1942 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)
The general file is divided into four segments: (1) street file, (2) storm water management, (3) working files for projects and (4) subject files. The street file contains working drawings, memos and work sheets on every street in the City limits. The storm water management files contain review drawings, memos and easements. The working files include work sheets, memos and other forms used by employees in the office and in the field. The subject file contains daily work sheets, budget estimates, contracts, specifications, information from the State Highway Administration and easements.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 8 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
15
NUMBER
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
2
NUMBER
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Rockville City Hall, Public Works
Second floor

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 street files and storm water management files permanently. Retain working files for projects in office for four years following completion of project and retain subject files for ten years following project completion. Then destroy.

19. NAME AND TITLE OF PREPARER: David Boboltz
Engineering Supervisor

20. TELEPHONE NUMBER: (301) 309-3220

21. DATE: January 7, 1993

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
JESSELUP, MARYLAND 20784

AGENCY RECORDS INVENTORY

PAGE 7 OF 7

1. DEPARTMENT/AGENCY: City of Rockville
2. DIVISION: Department of Public Works
3. UNIT: Engineering

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: Original Tracings
5. EARLIEST YEAR/LATEST YEAR: 1942 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 includes the following classes of unbound tracings: consultant plans, contract drawings, paving, sanitary sewer, storm drain, topographic maps and traffic and lighting plans.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 35mm SLIDE SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)
24" x 36" trans tracings

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
95
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
 FILE DRAWER(S) 15
 MICROFILM REEL(S)
15
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Rockville City Hall, Public Works Dept.
Second floor

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
The index is a 600 scale map divided into sections by letters "A" through "O"

18. RECOMMENDED RETENTION
Retain original tracings permanently. Destroy all duplicates after completion of the project.

19. NAME AND TITLE OF PREPARER: David Boboltz
Engineering Supervisor

20. TELEPHONE NUMBER: (301) 309-3220

21. DATE: January 7, 1993