

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

Schedule No.

M-45

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Agency  
 CITY OF ROCKVILLE

Division/Unit  
 INSPECTIONS SERVICES

Item No	Description	Retention
1.	<p><b>ADDRESS FILES</b></p> <p><u>(a) Street Address Cards</u>            This record series contains information on all of the permits that have been issued to each property.</p> <p><u>(b) Street Change File</u>            These files detail the dates when street names or designations changed and contains information on when addresses were assigned.</p> <p><u>(c) Street Address Files</u>            These records may contain citations, correspondence, site plans, use permit correspondence and occupancy permit applications.</p>	<p>RETAIN IN OFFICE UNTIL NO LONGER NEEDED FOR CURRENT ADMINISTRATION THEN DESTROY.</p> <p>RETAIN IN OFFICE UNTIL NO LONGER NEEDED FOR CURRENT ADMINISTRATION THEN DESTROY.</p> <p>THESE RECORDS SHOULD BE REVIEWED ANNUALLY. SITE PLANS, CITATIONS, AND USE PERMIT CORRESPONDENCE ARE PERMANENT*. ALL OTHER DOCUMENTS SHOULD BE RETAINED FOR THREE YEARS IN OFFICE THEN DESTROYED.</p>
2.	<p><b>BUILDING PLANS (Commercial)</b>            Included in this category are drawings of the electrical, plumbing and mechanical layouts of commercial buildings in Rockville.</p>	<p>RETAIN IN PAPER FORM FOR THREE YEARS AFTER FINAL INSPECTION THEN MICROFILM. DESTROY PAPER AND RETAIN MICROFILM PERMANENTLY*. TRANSFER SILVER MASTER REEL NEGATIVE TO MARYLAND STATE ARCHIVES.</p>

Approved by Department, Agency, or Division Representative.

Date 2/23/93

Signature Linda Mac Dermid

Type Name LINDA MACDERMID

Title CHIEF OF INSPECTION SERVICES

Schedule Authorized by State Archivist.

Date MAR 9 1993

Signature [Signature]

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3.	<b>BUILDING PLANS (Residential)</b> This file contains building plans filed with permits.	RETAIN IN OFFICE FOR FIVE YEARS AFTER FINAL INSPECTION THEN DESTROY.
4.	<b>BUILDING STATISTIC REPORTS</b> These monthly reports provide information on the total number of permits issued for commercial, industrial, governmental and residential construction; construction costs for each project and the fees charged.	RETAIN IN OFFICE UNTIL NO LONGER NEEDED FOR CURRENT ADMINISTRATION THEN DESTROY.
5.	<b>CITY HALL, ROCKVILLE GOVT. BUILDINGS</b> This file contains correspondence and construction plans for all City of Rockville government buildings.	RETAIN IN OFFICE UNTIL NO LONGER NEEDED FOR CURRENT ADMINISTRATION THEN DESTROY.
6.	<b>COMMUNITY DEVELOPMENT BLOCK GRANT FILES</b> The files in this series may contain some of the following: <ul style="list-style-type: none"> <li>- Income documentation</li> <li>- work write-ups (estimates)</li> <li>- final inspection reports</li> <li>- contracts</li> <li>- requisitions</li> <li>- records of payment disbursement</li> </ul>	RETAIN IN OFFICE UNTIL NO LONGER NEEDED FOR CURRENT ADMINISTRATION THEN DESTROY.
7.	<b>COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS</b> This series includes information on the free paint program, historic district information and certificates of approval.	RETAIN IN OFFICE FOR THREE YEARS THEN DESTROY.
8.	<b>COMMUNITY DEVELOPMENT BLOCK GRANT CONTRACTOR FILES</b> This series contains applications, home improvement licenses, credit references and insurance information.	RETAIN IN OFFICE FOR FOUR YEARS AFTER CONTRACTOR LEAVES PROGRAM THEN DESTROY.
9.	<b>CORRESPONDENCE AND READING FILES</b> This file contains correspondence, memoranda, summaries on non-residential code enforcement, complaints and Recreation and Parks work orders generated by the division chief, inspectors, and construction supervisors.	RETAIN THREE YEARS IN OFFICE THEN DESTROY.

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10.	<p><b>HOUSING REPORTS</b>            This file series includes weekly and monthly housing reports, Community Development Block Grants and various housing information.</p>	<p>RETAIN IN OFFICE FOR THREE YEARS THEN DESTROY.</p>
11.	<p><b>LICENSING APPLICATIONS FOR ELECTRICIANS AND PLUMBERS</b>            This series includes licenses, license applications, copies of state-issued licenses and insurance certifications.             A card file on licensed electricians and plumbers is also maintained by this office.</p>	<p>DESTROY EACH DEC. 31ST, THE DATE WHEN ALL SUCH LICENSES EXPIRE.             RETAIN FOR TWO YEARS AFTER EXPIRATION DATE THEN DESTROY.</p>
12.	<p><b>METER RELEASES</b>            The cards in this file indicate the addresses to which meters have been issued and meter sizes.</p>	<p>RETAIN IN OFFICE UNTIL NO LONGER NEEDED FOR CURRENT ADMINISTRATION THEN DESTROY.</p>
13.	<p><b>MINUTES OF SIGN REVIEW BOARD AND VARIANCE CASE FILES</b></p>	<p>PERMANENT*</p>
14.	<p><b>PERMIT FILES</b>            This series includes applications, permits and copies of plans.</p> <p><u>Building Permits</u>            - Building Permits            - Electrical Permits            - Mechanical Permits            - Plumbing Permits</p> <p><u>Sign Permits</u>            - Temporary Sign Permits            - Permanent Sign Permits</p> <p><u>Miscellaneous Permits</u>            The permits included in this category are: amusement, billiard, block party bowling alley, hawker/peddler, solicitors, oversized vehicle, private refuse and temporary use.</p>	<p>RETAIN ALL BUILDING PERMITS IN OFFICE FOR FIVE YEARS AFTER FINAL INSPECTION THEN DESTROY.             RETAIN SIGN PERMITS IN OFFICE FOR SEVEN YEARS AFTER EXPIRATION DATE THEN DESTROY.             RETAIN ALL MISCELLANEOUS PERMITS FOR THREE YEARS AFTER EXPIRATION DATE THEN DESTROY.</p>

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14.	Continued <u>Occupancy Permits (Commercial Tenants)</u>	RETAIN IN OFFICE UNTIL NO LONGER NEEDED FOR CURRENT ADMINISTRATION THEN DESTROY.
15.	<b>RENTAL ADDRESS CARDS</b> Each card contains the following: <ul style="list-style-type: none"> <li>- Owner name and address</li> <li>- Agent name and address</li> <li>- Issue date of rental license</li> <li>- Expiration date of rental license</li> <li>- Eight-year inspection date history.</li> </ul>	RETAIN IN OFFICE FOR TWO YEARS FROM THE DATE WHEN THE PROPERTY REVERTS FROM BEING RENTAL PROPERTY THEN DESTROY.
16.	<b>RENTAL LICENSE FILES</b> This series includes rental license applications and deficiency notices for rental properties. These properties may be single family dwellings, multi-family dwellings, hotels and inns.	RETAIN IN OFFICE FOR THREE YEARS THEN DESTROY UNLESS FILE REFLECTS STRUCTURAL DEFICIENCIES OR UNSAFE CONDITIONS.**
17.	<b>SUBJECT FILES</b> This series contains reports and correspondence on a variety of topics including information on accessory apartments, code enforcement information and subdivisions.	RETAIN IN OFFICE FOR TWO YEARS, OR LONGER IF NEEDED, THEN DESTROY.
18.	<b>WALL CHECKS</b> These files contain surveys of house locations.	RETAIN IN OFFICE UNTIL NO LONGER NEEDED FOR CURRENT ADMINISTRATION THEN DESTROY.

\* PERIODICALLY TRANSFER TO STATE ARCHIVES.

\*\* Retain for 3 years after Structural Deficiencies or unsafe conditions have been repaired, then destroy.