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

Schedule No. M-46

Agency: CITY OF ROCKVILLE

Division/Unit: CITY MANAGER'S OFFICE/Public Information

Item No	Description	Retention
1.	**ANNUAL REPORTS** These reports provide a summary of all of the major programs and legislative changes by fiscal year.	PERMANENT*
2.	**INVENTORY OF AUDIO-VISUAL EQUIPMENT**	RETAIN UNTIL SUPERSEDED.
3.	**MAYOR AND COUNCIL BIOGRAPHIES**	PERMANENT*
4.	**MAYOR AND COUNCIL MEETINGS (videotape)**	RETAIN IN OFFICE FOR TWO YEARS THEN ERASE.
5.	**NEWS RELEASES** This file contains releases on events in the City of Rockville.	RETAIN IN OFFICE FOR FOUR YEARS THEN DESTROY.
6.	**NEWSPAPER CLIPPING INDEX** The index lists the titles, dates and publication names of all articles published regarding the City of Rockville.	PERMANENT*
7.	**ORAL HISTORY OF ROCKVILLE** (audio tapes and transcripts)	PERMANENT*
8.	PUBLIC SERVICE ANNOUNCEMENTS	RETAIN IN OFFICE FOR FOUR YEARS THEN DESTROY.

* Periodically transfer to Maryland State Archives.

Approved by Department, Agency, or Division Representative.

Date 3/8/93

Signature [signature]

Type Name Bruce Romer

Title City Manager

Schedule Authorized by State Archivist.

Date MAR 30 1993

Signature Edward C. Papenfuse

DGS 550-1 (Rev. 10/92)

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

Schedule No. M-46

Item No	Description	Retention
9.	**NEWSLETTERS** Rockville has published newsletters under three titles: Speaking of Rockville, City of Rockville newsletter and Rockville Reports.	PERMANENT*
10.	**SLIDES AND PHOTOGRAPHS OF ROCKVILLE SINCE 1880**	PERMANENT*
11.	**SUBJECT FILES** This series includes topics such as Civic Association lists, the Community Profile, media contacts, senior citizens services and the Sister City program.	RETAIN IN OFFICE FOR FOUR YEARS THEN DESTROY.
12.	**SURVEYS** This series contains surveys on citizen satisfaction to services provided by the City and the Swim Center telephone survey.	RETAIN REPORTS RESULTING FROM SURVEYS PERMANENTLY*. RETAIN ALL OTHER SURVEY INFORMATION FOR TWO YEARS THEN DESTROY.

*** Periodically transfer to Maryland State Archives.**

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 12
1. DEPARTMENT/AGENCY City of Rockville	2. DIVISION City Manager's Office	3. UNIT Public Information 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
Annual Reports	1988 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)

These reports provide a summary of all of the major programs and legislative changes by fiscal year.

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

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ■ MONTHLY	NUMBER ☐ MONTH(S) ■ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) City Manager's Office 111 Maryland Avenue, 3rd Floor Rockville MD	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 Maryland State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Carolyn Barnett-Jones Elections Clerk/Records Manager	(301) 309-3314	March 4, 1993

DGS 550-4 (REVISED 2/87)

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 2 OF 12

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
City of Rockville	City Manager's Office	Public Information 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
Inventory of Audio-Visual Equipment	1983 TO 1993

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

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 NUMBER

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

10. ANNUAL ACCUMULATION

1 NUMBER

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

11. FILE IS USED

■ DAILY □ WEEKLY □ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1 NUMBER □ MONTH(S) ■ YEAR(S)

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

City Manager's Office
111 Maryland Avenue, 3rd Floor
Rockville MD

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 until superseded.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Carolyn Barnett-Jones Elections Clerk/Records Manager	(301) 309-3314	March 4, 1993

DGS 550-4 (REVISED 2/87)

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 12
1. DEPARTMENT/AGENCY City of Rockville	2. DIVISION City Manager's Office	3. UNIT Public Information 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
Mayor and Council Biographies	1991 TO 1993

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

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

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ■ MONTHLY	2 NUMBER ☐ MONTH(S) ■ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) City Manager's Office 111 Maryland Avenue, 3rd Floor Rockville MD	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 Maryland State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Carolyn Barnett-Jones Elections Clerk/Records Manager	(301) 309-3314	March 4, 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 4 OF 12
1. DEPARTMENT/AGENCY City of Rockville	2. DIVISION City Manager's Office	3. UNIT Public Information 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
Mayor and Council Meetings (videotape)	1991 TO 1993

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

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

42 NUMBER

- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ■ OTHER(SPECIFY) VHS Tapes

10. ANNUAL ACCUMULATION

27 NUMBER

- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ■ OTHER(SPECIFY) VHS Tapes

11. FILE IS USED

☐ DAILY ☐ WEEKLY ■ MONTHLY

12. FILE BECOMES INACTIVE AFTER

2 NUMBER ☐ MONTH(S) ■ YEAR(S)

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

City Manager's Office
111 Maryland Avenue, 3rd Floor
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 office for two years then erase.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Carolyn Barnett-Jones Elections Clerk/Records Manager	(301) 309-3314	March 4, 1993

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 5 OF 12
1. DEPARTMENT/AGENCY City of Rockville	2. DIVISION City Manager's Office	3. UNIT Public Information 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
News Releases	1990 TO 1993

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 file contains releases on events in the City of Rockville.

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

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ■ MONTHLY	4 NUMBER ☐ MONTH(S) ■ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) City Manager's Office 111 Maryland Avenue, 3rd Floor Rockville MD	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 (1) Chronological index (hard copy) (2) Chronological index (diskette)	18. RECOMMENDED RETENTION Retain in office for four years then destroy

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Carolyn Barnett-Jones Elections Clerk/Records Manager	(301) 309-3314	March 4, 1993

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 6 OF 12

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
City of Rockville	City Manager's Office	Public Information 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
Newspaper Clipping Index	1967 TO 1993

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 index lists the title, dates and publication names of all articles published regarding the City of Rockville.

7. RECORD SERIES FORMAT(S)

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

Scrapbook albums

8. RECORD SERIES SEQUENCE

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

9. VOLUME

80 NUMBER

- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ■ OTHER(SPECIFY) Scrapbook albums

10. ANNUAL ACCUMULATION

6 NUMBER

- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ■ OTHER(SPECIFY) Scrapbook albums

11. FILE IS USED

■ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER ☐ MONTH(S) ☐ YEAR(S)

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

City Manager's Office
111 Maryland Avenue, 3rd Floor
Rockville MD

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 Not applicable.

18. RECOMMENDED RETENTION

Permanent. Periodically transfer to Maryland State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Carolyn Barnett-Jones Elections Clerk/Records Manager	(301) 309-3314	March 4, 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 7 OF 12

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
City of Rockville	City Manager's Office	Public Information 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
Oral History of Rockville (audio tapes and transcripts)	____ TO 1983

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

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)

1 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)
City Manager's Office
111 Maryland Avenue, 3rd Floor
Rockville MD

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 Maryland State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Carolyn Barnett-Jones Elections Clerk/Records Manager	(301) 309-3314	March 4, 1993

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 8 OF 12
1. DEPARTMENT/AGENCY City of Rockville	2. DIVISION City Manager's Office	3. UNIT Public Information 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
Public Service Announcements	1990 TO 1993

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

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

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ■ WEEKLY ☐ MONTHLY	4 NUMBER ☐ MONTH(S) ■ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) City Manager's Office 111 Maryland Avenue, 3rd Floor Rockville MD	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 Typed and filed in front of binder.	18. RECOMMENDED RETENTION Retain in office for four years then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Carolyn Barnett-Jones Elections Clerk/Records Manager	(301) 309-3314	March 4, 1993

DGS 550-4 (REVISED 2/87)

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 9 OF 12

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
City of Rockville	City Manager's Office	Public Information 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
Newsletters	1957 TO 1993

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

Rockville has published newsletters under three titles: Speaking of Rockville, City of Rockville Newsletter and Rockville Reports.

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

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ■ MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) City Manager's Office 111 Maryland Avenue, 3rd Floor Rockville MD	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 Listed by subject and chronologically in 3-ring binder.	18. RECOMMENDED RETENTION Permanent. Periodically transfer to Maryland State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Carolyn Barnett-Jones Elections Clerk/Records Manager	(301) 309-3314	March 4, 1993

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 10 OF 12
1. DEPARTMENT/AGENCY City of Rockville	2. DIVISION City Manager's Office	3. UNIT Public Information 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
Slides and Photographs of Rockville since 1880	1880 TO 1993

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

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

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ■ MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) City Manager's Office 111 Maryland Avenue, 3rd Floor Rockville MD	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 Maryland State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Carolyn Barnett-Jones Elections Clerk/Records Manager	(301) 309-3314	March 4, 1993

DGS 550-4 (REVISED 2/87)

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 12

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
City of Rockville	City Manager's Office	Public Information 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
Subject Files	1976 TO 1993

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 topics such as Civic Association lists, the Community Profile, media contacts, senior citizen services and the Sister City program.

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)

1 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

4 NUMBER □ MONTH(S) ■ YEAR(S)

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

City Manager's Office
111 Maryland Avenue, 3rd Floor
Rockville MD

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 four years then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Carolyn Barnett-Jones Elections Clerk/Records Manager	(301) 309-3314	March 4, 1993

DGS 550-4 (REVISED 2/87)

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 12 OF 12
1. DEPARTMENT/AGENCY City of Rockville	2. DIVISION City Manager's Office	3. UNIT Public Information 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
Surveys	1987 TO 1993

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 surveys on citizen satisfaction to services provided by the City and the Swim Center telephone survey.

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

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ■ MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) City Manager's Office 111 Maryland Avenue, 3rd Floor Rockville MD	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 reports resulting from surveys permanently. Periodically transfer to Maryland State Archives. Retain all other survey information for two years then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Carolyn Barnett-Jones Elections Clerk/Records Manager	(301) 309-3314	March 4, 1993

DGS 550-4 (REVISED 2/87)