

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

Schedule No.

M-49

Page 1 of 1

Agency

CITY OF ROCKVILLE

Division/Unit

FINANCE DEPARTMENT/PURCHASING

Item
No

Description

Retention

1.

CONTRACT FILES

This series includes contracts between the city and state and contracts in which the city is a joint venture with other governments.

RETAIN CONTRACTS FOR CAPITAL PROJECTS FOR 13 YEARS THEN DESTROY. RETAIN ALL OTHER CONTRACTS IN OFFICE FOR THREE YEARS THEN DESTROY.

2.

PURCHASE ORDERS

RETAIN IN OFFICE FOR THREE YEARS AFTER ALL CONTRACTUAL OBLIGATIONS, FINAL PAYMENTS AND AUDIT REQUIREMENTS HAVE BEEN MET THEN DESTROY WHEN NO LONGER NEEDED.

3.

PURCHASE REQUISITIONS

RETAIN IN OFFICE FOR THREE YEARS AFTER ALL CONTRACTUAL OBLIGATIONS, FINAL PAYMENTS AND AUDIT REQUIREMENTS HAVE BEEN MET THEN DESTROY WHEN NO LONGER NEEDED.

4.

REQUEST FOR QUOTATIONS

RETAIN IN OFFICE FOR THREE YEARS AFTER ALL CONTRACTUAL OBLIGATIONS, FINAL PAYMENTS AND AUDIT REQUIREMENTS HAVE BEEN MET THEN DESTROY WHEN NO LONGER NEEDED.

Approved by Department, Agency, or Division Representative.

Date 3-30-93

Signature Kevin Deckard

Type Name Kevin Deckard

Title Director of Finance

Schedule Authorized by State Archivist.

Date APR 23 1993

Signature Edward C. Papenfuss

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7273 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 4

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

Finance Department

3. UNIT

Purchasing

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

Contract Files

5. EARLIEST YEAR/LATEST YEAR

1981 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 contracts between the city and state and contracts in which the city is a joint venture with other governments.

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)
cubic feet

50.6
NUMBER

10. ANNUAL ACCUMULATION

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

4 to 6
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)

Finance Dept., Rockville City Hall
111 Maryland Avenue, 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 contracts for capital projects for 13 years then destroy. Retain all other contracts in office for three years then destroy.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones
Elections Clerk/Records Manager

20. TELEPHONE NUMBER

301/309-3314

21. DATE

March 10, 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

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1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

Finance Department

3. UNIT

Purchasing

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

Purchase Orders

5. EARLIEST YEAR/LATEST YEAR

FY 86 TO FY 93

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) cubic feet
- 13.5
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY) cu. ft.
- @ 2.0
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)

Finance Dept., Rockville City Hall
111 Maryland Avenue, 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))

15. 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 three years after all contractual obligations, final payments and audit requirements have been met then destroy when no longer needed.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones
Elections Clerk/Records Manager

20. TELEPHONE NUMBER

301/309-3314

21. DATE

March 10, 1993

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

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7275 WATERLOO ROAD
P.O. BOX 275
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

Finance Department

3. UNIT

Purchasing

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

Purchase Requisitions

5. EARLIEST YEAR/LATEST YEAR

FY 86 TO FY 93

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)
cubic feet

14.0
NUMBER

10. ANNUAL ACCUMULATION

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

2.0
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- MONTH(S) YEAR(S)
NUMBER

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

Finance Dept., Rockville City Hall
111 Maryland Avenue, 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

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Retain in office for three years after all contractual obligations, final payments and audit requirements have been met. then destroy when no longer needed.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones
Elections Clerk/Records Manager

20. TELEPHONE NUMBER

301/309-3314

21. DATE

March 10, 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
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7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY City of Rockville		2. DIVISION Finance Department		3. UNIT Purchasing	
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 Request for Quotations				5. EARLIEST YEAR/LATEST YEAR FY 86 to FY 93	
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) <input checked="" 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 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 checked="" type="checkbox"/> OTHER(SPECIFY) cubic feet 20.5 NUMBER	
				10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) cu. ft. 2.6 NUMBER	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
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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 Retain in office for three years after all contractual obligations, final payments and audit requirements have been met, then destroy when no longer needed.		
19. NAME AND TITLE OF PREPARER Carolyn Barnett-Jones Elections Clerk/Records Manager		20. TELEPHONE NUMBER 301/309-3314		21. DATE March 10, 1993	