

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

Schedule No. M-53

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Agency
 City of Hyattsville

Division/Unit

Item No.	Description	Retention
1	Minutes of Council Meetings (original in final form), including all Special Meetings and/or Executive Sessions	Permanent. Transfer periodically to the Maryland State Archives.
2	Tape Recordings of non-transcribed meetings, except Work Sessions	Same as item 1.
3	Charter and Code Resolutions, Ordinances (signed originals)	Same as item 1.
4	Proclamations	Same as item 1.
5	City Election Results and Procedures	Same as item 1.
6	Deeds for City Owned Property, Covenants, Easements, Right-of-way agreements and other land use instruments	Same as item 1.
7	Land Transfers and Purchases	Same as item 1.
8	Legal Opinions which influence action taken by the City	Same as item 1.
9	Maps of City Streets, rights of way, City property storm sewers, surveys, plats, elevations, etc.	Same as item 1.
10.	Policies and Orders adopted by the City	Same as item 1.
11	<u>Department Reports</u> Department History Department Manual Department Annual Report	Same as item 1.

Schedule Approved by Department,
 Agency,
 or Division Representative.
 Date 2/29/96
 Signature Marge Wolf
 Typed Name Marge Wolf
 Title City Administrator

Schedule Authorized by State Archivist
 Date _____
 Signature Edward C. [Signature]

DGS 550-1 (Rev. 1/93)

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Item No.	Description	Retention
12	<u>Special Accounting Records</u> Assessment Books, Books of Final Entry General Ledgers, Employee Roster, Card File, or History Cards Audit Reports	Same as item 1.
13	City Newsletters	Same as item 1.
14	Tape Recordings of transcribed meetings, including: Council Meetings, Work Sessions, Public Hearings, etc.	Retain for three years, then destroy. Screen annually.
15	Financial Disclosure Statements (Elected officials and Department Heads only)	Same as item 14.
16	Legal Ads Consisting of but not limited to: Charter and Code, Amendments, Election Procedures, Job Opportunities, Financial Statements, General Government	Same as item 14.
17	General Correspondence, City Administrators files, Chronological files, Public Service Community, Development, General Information Files, current business.	Same as item 14.
18	Interdepartmental memorandum, Vehicle maintenance records and statistics, Time Cards, Current personnel files, Work orders, Daily division work records, Gasoline/diesel fuel inventory, Day to day correspondence, etc.	Same as item 14.
19	<u>General Accounting Records</u> Annual Financial Reports to Local and State Agencies Assessment Lists (Field Books and Notes) Bankbooks, Statements and deposit Slips Budget Records, Papers and Worksheets (Continued)	Retain for seven years, then destroy. Screen annually.

DGS 550-1A (Rev. 1/93)

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Division/Unit

Item No.	Description	Retention
	Business, Trading, Fishing and Hunting Licenses (which are renewable annually), stubs and copies Canceled Checks, Check Copies and Check Stubs Counter Cash Books Delivery Orders, Receipts and Receiving Reports Expense Reports Gasoline Tickets Paid Bills, Vouchers and Invoices Paid Bonds and Coupons Paid Tax Bills and Paid Delinquent Tax Lists Pay and Receiving Warrants and Transmittals Payroll Exceptions Payroll Journals Receipt and Disbursement Journals Receipt Books and Receipt Copies Reconciliation and Trial Balance Sheets Requisitions and Purchase Orders Tax Collection Books Time Sheets and Mileage Reports Withholding Forms and Statements (Federal and State)	
20	List of Registered Voters from P.G. County	Retain current list until superseded, then destroy.
21	Retirement Plans	Retain current plan. Retain previous plan until no employees are active on that plan, then destroy.
22	Personnel Manuals, General Orders	Retain until otherwise superseded and thereafter for 3 years, then destroy.
23	Personnel Files	Retain until 3 years after termination of employee, then destroy.

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Item No.	Description	Retention
24	Personnel Applications	For those employed, retain in Personnel File. Others, retain 90 days, then destroy.
25	Utility Plans: W.S.S.C., Washington Gas Light Co.	Retain until superseded by other plans, then destroy.
26	City Projects, Maintenance Contracts including all source documents	Retain until all contractual obligations, final payments & audit requirements are met. Retain for 3 years after, then destroy.
27	Architects drawings for City Buildings	Retain for 30 years after the life of the building, then destroy.
28	Accident Reports	Retain until adjudication or resolution has occurred and all ensuing requirements have been satisfied, then destroy.
29	Special trash requests	Retain for 6 weeks, then destroy.
30	Recreation Department Reports: Financial, Recreation, Van, Research, Studies, Surveys, etc.	Retain 5 years, then destroy.
31	MD National Capital Park & Planning Budget	Retain 5 years, then destroy.

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Figure 3A

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Item No.	Description	Retention
32	Contracts and related documentation	Retain while in effect and thereafter for 3 years, then destroy.
33	Insurance Claims	Retain until incident is resolved and all ensuing requirements are satisfied, then destroy.
34	Incident Reports	Retain 3 years, then destroy.
35	Permits & Building Regulations	Retain 3 years after superseded or updated, then destroy.
36	<u>Recreation Department</u> Design & Development, Maintenance and Operations, Research, Studies, Surveys Including but not limited to: Consultant Services Contractors, Equipment Design, Facilities Design, Field Design, Mini Parks and Magruder Park	While in effect and thereafter for 5 years, then destroy.
37	Licenses: including Business, Liquor, Trash Haulers, Rental, any other license the City issues or maintains.	While in effect and thereafter for 4 years, then destroy.
38	Violation Notices issued by the City	Until expiration, renewal or otherwise superseded, then destroy.

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Figure 3A

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Agency: City of Hyattsville
 Division/Unit: ARCHIVE

Item No.	Description	Retention
39	Maryland Housing Rehabilitation Program Including but not limited to: Commercial and Residential Properties, MHRP-C1-82, MHRP-C2-83, MHRP-C3-84 and MHRP-C4-85.	15 years from date of origination or 3 years after Dept of Housing and Urban Development final audit, whichever is earlier, then destroy.
40	Grants. Including but not limited to: Community Development Block Grants, Prince George's County Community Development Block Grants	Until expiration, renewal or otherwise superseded, and thereafter for 3 years, then destroy.
41	Computer Files are maintained for internal City uses only. No permanent files are maintained exclusively in computer form. Maintain computer files for the same period as paper files. Delete computer files when paper files are destroyed. The City Clerk maintains a back-up of all permanent files for internal use.	