

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO. M-18

PAGE  
NO. 1

1. Requesting Agency  
CITY OF CUMBERLAND, City Council

2. Division or Bureau of Requesting Agency  
Clerk and Secretary

3. Authorization Requested (Check only one of the squares below).

**A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

**B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

**C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p><b>MINUTES OF PROCEEDINGS OF THE CITY COUNCIL</b></p> <p>Size: 12" x 13" x 2"            Dates: 1874 ---            Quantity: 30 volumes            File Arrangement: Chronological            Index: Alphabetical by name or subject in each volume</p> <p>The Minutes of the Proceedings of the City Council contain a summary of all business transacted by the Council relating to the government of the City of Cumberland. Ordinances, Resolutions, and Charter Amendments are noted by title or subject in the Minutes books and are carried in full in separate record series (Items 2, 3 and 4 of this schedule.) Orders are also filed separately (Item 3.)</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
2	<p><b>ORDINANCE BOOKS</b></p> <p>Size: 12"x 18" x 2"            Dates: 1898 ---            Quantity: 9 volumes, 3 file drawers (original)            File Arrangement: Chronological by Ordinance Number            Index: Alphabetical tab index to name or subject</p> <p>Since 1898 the Ordinances enacted by the City Council for the government of the City of Cumberland have been separately bound for convenience of reference.</p> <p>Three file drawers contain the original ordinances, which have been transcribed in the Ordinance Books.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	

7. Agency, Division or Bureau Representative

*Edw. J. Chaney*  
Signature

*Mayor*  
Title

6-11-63  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

13, 1963  
Date

*Mona S. Odell*  
Archivist

*C. H. H. H.*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
----------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------

3	<p><b>ORDERS AND RESOLUTIONS OF THE CITY COUNCIL</b></p> <p>Size: 12" x 18" x 2"            Dates: 1910 ---            Quantity: 7 volumes (Orders), 4 file drawers contain original orders and resolutions            File Arrangement: Chronological            Index: Alphabetical tab index to name or subject</p> <p>Orders passed by the City Council are bound separately for convenience of reference. The Orders cover principally routine financial approvals of payments, salary changes and rates of pay, transfers of funds, insolvencies allowed, the approval of reports, and the care of alleys and streets. Resolutions are not bound separately but are filed separately as original papers.</p> <p>There are three file drawers of original orders, and one drawer of resolutions.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
---	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

4	<p><b>CHARTER AMENDMENTS</b></p> <p>Size: 9½" x 14½" x 2"            Dates: 1955 ---            Quantity: 1 volume            File Arrangement: Chronological            Index: Alphabetical tab index to subject</p> <p>Amendments to the City Charter are bound separately for convenience of reference.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
---	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

5	<p><b>MINUTES OF THE PROCEEDINGS OF THE CIVIL SERVICE COMMISSION</b></p> <p>Size: 12½" x 14½" x 2"            Dates: 1918 ---            Quantity: 4 volumes            File Arrangement: Chronological</p> <p>All employees of the City Government are under City Civil Service with the exception of the City Solicitor and the Health Officer, who are appointed by the Council. The Civil Service Commission is composed of three members appointed by the Mayor and City Council for a term of six years.</p> <p>The Minutes of Proceedings include the action of the Commission on the following personnel matters:-</p> <table border="0"> <tr> <td>Appeals and Withdrawals</td> <td>Examinations</td> </tr> <tr> <td>Applications</td> <td>Interviews</td> </tr> <tr> <td>Appointments</td> <td>Job Classifications</td> </tr> <tr> <td>Eligibility</td> <td>New Positions</td> </tr> </table>	Appeals and Withdrawals	Examinations	Applications	Interviews	Appointments	Job Classifications	Eligibility	New Positions	
Appeals and Withdrawals	Examinations									
Applications	Interviews									
Appointments	Job Classifications									
Eligibility	New Positions									

APPROVED  
HALL OF RECORDS COMMISSION

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
----------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------

Probation Promotions Ratings Recommendations to the Mayor and Council Reinstatements	Requests for Leave Requests for Personnel Retirement Salary Changes Specifications for Positions Suspensions
--------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------

RECOMMENDATION: RETAIN PERMANENTLY.

6 MINUTES OF THE PROCEEDINGS OF THE EVITTS CREEK WATER COMPANY

Size: 9½" x 14½" x 2"  
Dates: 1910 ---  
Quantity: 2 volumes  
File Arrangement: Chronological

The Evitts Creek Water Company (formerly the Water Supply Advisory Committee) is composed of the Mayor, the Water Commissioner, and a resident of the Commonwealth of Pennsylvania, all of whom are stockholders. The legal representative is a resident of Pennsylvania, as the source of Evitts Creek is located in that state.

The Minutes of the Proceedings cover all business transacted by the Company relating to the water supply for the City of Cumberland and to the issuance of bonds for water projects and construction and operation of the water supply.

RECOMMENDATION: RETAIN PERMANENTLY.

7 MONTHLY AND ANNUAL REPORTS TO THE CITY COUNCIL

Size: Folded papers  
Dates: 1902 ---  
Quantity: 12 document files, 2 file drawers, 28 transfiles  
File Arrangement: Alphabetically by source of report  
Audit: Annual outside audit

Reports are received monthly and/or annually from the following city divisions and agencies:-

- City Auditor
- City Clerk
- City Comptroller
- City Engineer
- City Police
- Chief of Police
- City Tax Collector
- Commissioner of Finance and Revenue
- Commissioner of Streets and Public Property
- Commissioner of Water and Electric Light
- Commissions (City Council)
- Cumberland Municipal Airport
- Communications (other than official reports)
- Evitts Creek Water Company
- Fire Department
- Humane Officer
- Incinerator

(continued)

APPROVED  
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work of activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------

Meter Inspector  
Smoke Abatement  
Watchman - Warehouse  
Water Operating  
Weightmaster

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

8 LEGAL FILE

Size: Folded papers  
Dates: 1922 ---  
Quantity: 9 document files  
File Arrangement: Alphabetical by subject

The Legal File contains papers under the following subjects:-

Bids	Releases
Contracts	Resurfacing Liens
Deeds of Easement	Sewer and Paving Liens
Deeds in Fee Simple	

Liens are obtained against individual property for the amount of the assessment for improvements. The liens are listed in the office of the Tax Collector and in the Comptroller's office and are recorded in the office of the Clerk of the Circuit Court for Allegheny County.

The original liens, with supporting papers, are filed in the City Clerk's office and have reference value over a long period of time in planning improvement projects.

RECOMMENDATION: RETAIN PERMANENTLY.

9 CIVIL SERVICE FILES

Size: Legal size  
Quantity: 16 file drawers  
File Arrangement: 1. Alphabetical by name under each department  
2. by subject  
Index: 5"x8" card index by name of employee, giving summary of employment history

All employees of the City Government are under City Civil Service except the City Solicitor and the Health Officer, who are appointed by the Mayor and City Council for terms of four years by each new Council. The Civil Service Files are composed of two principal sections, (A) Personnel, and (B) General:-

A) Personnel - These folders are filed alphabetically under the department or division to which the employee is assigned:-

Airport	Health Department
Constitution Park	Recreation Department
Engineering Department	Police Department
Fire Department	Street and Sewer Department
General Employees	Sewage Treatment Plant (continued)

APPROVED  
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------

9 (cont.)

Each Personnel folder contains all or some of the following papers:-

Application	Civil Service Established Position Record
Medical History	Record of Employment
List of communications not included in folder	Position Descriptions
Annual efficiency rating forms	Certification of Oath
Test copies	General correspondence
Civil Service History and Payroll Record	Inter-office Memoranda

There is an inactive section of the Personnel File for employees resigned, discharged, furloughed, deceased, pensioned, and not certified.

B) General - This portion of the Civil Service File contains material under the following headings:-

Applications	Rulings	Pending Examinations
Appointments	Hearings	Merit Pay Plan
Completed Exams	Examination Notices	Job Classifications
Correspondence	Examination Results	Test Materials
Reports	Meeting folders	Old Applications
		Rules

Material filed in the Personnel section of the Civil Service File is subject to recommendations A and B below. All other files are subject to recommendation C.

All material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.

Printed and mimeographed material as well as duplicate copies of papers found in the files are considered nonrecord within the meaning of the statute governing nonrecord material (Ann. Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179,) and may be destroyed as soon as no longer needed by the office.

- RECOMMENDATION:
- A) RETAIN PERSONNEL FOLDERS FOR SIX YEARS AFTER RETIREMENT, RESIGNATION, OR TERMINATION OF SERVICE, THEN DESTROY.
  - B) RETAIN FOLDERS FOR RETIRED POLICE RECEIVING PENSIONS FOR THREE YEARS AFTER LAST PENSION PAYMENT IS MADE TO THE RETIRED EMPLOYEE OR HIS BENEFICIARY, THEN DESTROY.
  - C) RETAIN FOR THREE YEARS, THEN DESTROY.

10

GENERAL FILE

Size: Legal size  
 Dates: 1950 ---  
 Quantity: 13 file drawers  
 File Arrangement: Alphabetically by subject

The General File contains correspondence, reports and papers.  
(continued)

APPROVED  
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet) Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------

10 (cont.) including miscellaneous material, under the following subjects:-

- |                               |                             |
|-------------------------------|-----------------------------|
| Accounts Receivable           | Fire Hydrants               |
| Paid                          | Heating Costs               |
| Taps and Meters               | Industrial Water and Sewer  |
| Agreements                    | Insurance                   |
| Annexations                   | Levies and Appropriations   |
| Developers                    | Maryland                    |
| Allegany County Commissioners | State Agencies by name      |
| Airport                       | Meters                      |
| Applications - Employment     | Non-payment shut-offs       |
| Bid Advertisements & Bids     | Ordinances                  |
| Received                      | Petitions                   |
| Bidders                       | Plumbing - Regulations      |
| Bids                          | Police and Fire Departments |
| Budget                        | Rates                       |
| Charter Amendments            | Relocations                 |
| City Solicitor                | Sewage                      |
| College - Community           | Adjustments                 |
| Complaints Investigations     | Streets and Public Property |
| Dams                          | Taps and Meters             |
| Equipment                     | Water Department            |
| Evitts Creek Water Company    |                             |
| Efficiency Ratings            |                             |
| Employees                     |                             |
| Expenses                      |                             |
| Pay Scale                     |                             |
| Regulations                   |                             |
| Retirement                    |                             |

Any of the above records having continuing legal or administrative value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

11 GENERAL ACCOUNTING RECORDS

Dates: 1950 ---  
Quantity: 2 file drawers, 1 cabinet  
Audit: Annual outside audit

The General Accounting Records are composed of the following classes of records:-

- Receipt Books, Receipt Stubs, and Receipt Copies
- License copies and license stubs
- Cancelled checks and vouchers
- Warrants
- Check Books, Deposit Slips and Bank Statements
- Machine Tapes
- Paid Bills and Invoices

Any of the foregoing records deposited in the files of the Clerk's office are subject to the recommendation below.

(continued)

APPROVED  
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Item No.

11 (cont.) RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

12 GENERAL LICENSE BOOKS

Size: 10" x 15½" x 3"

Dates: 1935 ---

Quantity: 1 volume

File Arrangement: Chronological

Audit: Annual outside audit

The General License Book is a record of licenses issued by the city, arranged by license number, giving the date of issue and the name and address of the licensee, the class or type of license, and the amount of the license fee and the term of the license

RECOMMENDATION: RETAIN PERMANENTLY.

13 PRIVILEGE LICENSE BOOKS

Size: 10" x 12" x 1"

Dates: 1937 ---

Quantity: 2 volumes

File Arrangement: Chronological

Audit: Annual outside audit

The Privilege License Book contains a record of licenses issued for operation of pinball and vending machines, giving the date of issue and the name and address of the licensee, the license and tag numbers, the type of machine for which the license is issued, and the amount of the license fee collected.

RECOMMENDATION: RETAIN PERMANENTLY.

14 INSURANCE POLICIES

Size: Folded papers

Dates: 1940 ---

Quantity: 1 file drawer

File Arrangement: Chronological

Insurance Policies are retained while current in an active file and are retired to inactive status when they have expired.

RECOMMENDATION: RETAIN EXPIRED POLICIES FOR THREE YEARS AFTER EXPIRATION DATE, THEN DESTROY.

15 REGISTER OF VOTERS

Size: 11" x 23" x 1" books (old registration)  
5" x 8" visible cards (new registration)

Dates: 1936 ---

Quantity: 22 volumes (old); 200 visible card trays;

22 visible type volumes (new)

File Arrangement: Old volume series numerically by ward and precinct, then alphabetically by name; new card series alphabetically by name; books for use in precincts are still arranged as in the old volume series (continued)

APPROVED  
HALL OF RECORDS COMMISSION

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4. Item No.

15(cont.)

In 1936, the Registers of Voters for the City of Cumberland were destroyed in the flood. There was a re-registration in that year, and the Registers give the precinct, ward, and address; post office and name of the voter, sworn and affirmed; the age, color and sex; the term of residence if naturalized, the date of the naturalization; literacy and whether or not qualified, the date of the registration, signature of the voter, disqualification, if any; the special, primary and general elections in which the voter has cast a vote, and a space of remarks for deaths and removals.

Permanent registration was introduced in 1951, and a visible card system replaced the volumes for office use. For use at the polls, a new type multiple-ring binder with sheets giving the same information as the cards and arranged by precinct and ward, then alphabetically by names of the voters, was prepared. The office cards and poll sheets carry more information than the old records giving, in addition to the information shown above, the type of living quarters (house, apartment, floor or room), the term of residence in the precinct, city, county and state; in cases of naturalization, the name the name of the court and, if naturalized by virtue of father or husband, the name, where naturalized, and the court, a personal description of the voter, whether or not challenged; and space provided for thirty years recording of voting in all elections; the reverse side of the card contains space for nine changes of address.

- RECOMMENDATION: A) RETAIN PERMANENTLY.
- B) TRANSFER ONE SET OF THE 1936 REGISTRATION BOOKS TO THE HALL OF RECORDS AND RETAIN THE SECOND SET PERMANENTLY IN THE CITY HALL IN CUMBERLAND.

16

ELECTION FILE

Size: Legal size  
Dates: 1918 ---  
Quantity: 2 file drawers, 2 transfiles  
File Arrangement: Chronological

The Election File contains correspondence, reports and general material relating to city elections, under the following subjects:-

- |                                                |                                       |
|------------------------------------------------|---------------------------------------|
| Cumberland Charter                             | Elections and Registration            |
| Continuous Registration                        | General Correspondence                |
| Election Supervisors and Board of Canvassers - | Lists of Registered Voters            |
| Monthly Reports                                | Nomination Statements                 |
| Elections -                                    | Number of Voters by Wards & Precincts |
| By dates of elections, returns                 | Referendum                            |
|                                                | Registration                          |

Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases, after which it may be destroyed.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

QUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------

17 RECORDS H.H.T.

Size: 12" x 16" x 3"  
 Dates: 1916-1936  
 Quantity: 1 volume  
 Index: Tab index to name and subject

This record was apparently prepared for ready reference by a former Clerk and later discontinued. The volume contains a record of agreements, contracts, releases, rights of way, and orders by the City Council. Since it covers a period of twenty years, this record is recommended for permanent retention.

RECOMMENDATION: RETAIN PERMANENTLY.

18 WATER CONSUMPTION AT LAKE GORDON

Size: 8½" x 8½" x 3"  
 Dates: 1926-1947  
 Quantity: 2 volumes  
 File Arrangement: Chronological

This is a record of daily water readings, giving daily consumption in gallons for the current date and the reading for the same day in the prior year. Information of the same nature is included for Lake Koon and Fort Hill Reservoir.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED  
 HALL OF RECORDS COMMISSION