

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

SCHEDULE  
NO. M-20

PAGE  
NO. 1

1. Requesting Agency

CITY OF CUMBERLAND, City Council

2. Division or Bureau of Requesting Agency

Department of Water and Electric Light

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>TAX, WATER AND SEWAGE STUBS</b></p> <p>Size: c. 4" x 5" stubs Dates: 1958 --- Quantity: 16 cu. ft. File Arrangement: Chronological Audit: Outside audit</p> <p>Work sheets are prepared from the paid stubs forwarded from the City Collector's office. The work sheets give the date, the zone, the type of collection for each zone, and the amounts carried forward as totals. These sheets are used for preparation of the Tax Control Journal (Item 2) and the Water and Sewage Control Journal (Item 3). After all entries have been transferred to the Journal sheets, the sheets are filed with the water and sewage stubs and the tax stubs. The recommendation below applies only to the paid stubs.</p> <p>The work sheets are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p> <p><b>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY</b></p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
2	<p><b>TAX CONTROL JOURNAL</b></p> <p>Size: 11" x 12" x 2" Dates: 1954 --- Quantity: 2 volumes File Arrangement: Chronological Audit: Annual outside audit</p> <p>The Tax Control Journal, prepared from the paid tax stubs and work</p>	

7. Agency or Bureau Representative

*Carl A. Kearney*  
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.

June 13, 1963 *Maria S. Padelford*  
Date Archivist

*Andrew Stulick*  
Date Secretary

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3 sheets (Item 1), gives the date and amount collected, the title of the account, additions and abatements, and the debits, credits and balances. This record is used by the Comptroller as a check on the Cash Receipts Journals (Schedule M-19, Item 2).

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

3 WATER AND SEWAGE CONTROL JOURNAL

Size: 11" x 12" x 2"  
Dates: 1924 ---  
Quantity: 25 volumes  
File Arrangement: Chronological  
Audit: Annual outside audit

The paid water and sewage stubs and the work sheets (Item 1) are the basis for preparation of the Water and Sewage Journals. The entries give the date and zones, with the amounts collected under each zone, and the adjustments and charges. Water and Sewage entries are carried in separate volumes. This record is used by the Comptroller as a check on the entries in his Cash Receipts Journals (Sched. M-19, Item 2).

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

4 METER BOOKS

Size: 4" x 8"  
Dates: Current  
Quantity: 72 books  
File Arrangement: By zone and book number

The Meter Books are used in the field to record water usage, giving the names and addresses of property owners or person responsible for payment of the bill, the book and account numbers, meter numbers and locations, the date of the reading, and the consumption. After the book is returned to the office, the amount of the bill is added to the reading. On the basis of the information contained in the Meter Books, the Customer Ledger Cards (Item 5) and the bills are prepared in one operation. The Meter Book sheets have value to the office for a few years after they have been retired to inactive status.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER REMOVAL OF METER BOOK SHEET TO INACTIVE FILE, THEN DESTROY.

5 CUSTOMER LEDGER

Size: 8½" x 10" ledger cards  
Dates: 1958 ---  
Quantity: 8 ledger files  
File Arrangement: By Meter Book number, then by zone  
How indexed: 3" x 5" cards, arranged by (1) name of customer, and (2) street address

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Audit: Annual outside audit

The Customer Ledger Card is prepared with the water bill from Meter Books (Item 4), containing space for three years of quarterly billing and giving the Meter Book number and the zone, the name and address of the customer, the date of the quarterly payment, the meter reading, and the water and sewage charges. Changes of address and transfers of property are entered and new cards prepared if necessary, at which time inactive cards are moved to an inactive file.

RECOMMENDATION: RETAIN CARDS FOR FIVE YEARS AFTER REMOVAL TO INACTIVE STATUS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.

6 LIEN RECORD

Size: 5 1/4" x 10 1/2"

Dates: 1955 ---

Quantity: 19 volumes

File Arrangement: Chronological

Annual outside audit

How indexed: Tab index alphabetically by street and then alphabetically by name of property owner

The Lien Record gives the date, purpose and amount of the assessment, the name and address of the property owner and location of the property assessed, and the liber and folio of recordation in the Lien Record in the office of the Clerk of the Circuit Court. When the assessment is paid, a notation of payment is entered in this record from the Lien Collection Journal in the office of the City Collector. Assessments are made principally for paving, resurfacing and sewer lines. When assessments remain unpaid, they are continued in the new volumes until paid or foreclosed.

RECOMMENDATION: RETAIN REPLACED VOLUMES FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

7 APPLICATIONS FOR TAPS AND METERS

Size: 8 1/2" x 6" sheets

Dates: 1934 ---

Quantity: 1 volume, 3 binders, 8 document files, 10 cartons

File Arrangement: Numerical, by serial number

How indexed: Alphabetically by name of street

Original applications and signed petitions for meters and taps are filed by serial number, giving the name and address of the applicant, the date of the application, and the charges. This information is also recorded in a journal, but names of the signers of the petitions are not entered.

The Applications are prepared in quintuplicate and distributed  
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as follows:-

- White copy remains in the office
- Blue copy to Comptroller
- Pink copy to applicant
- Yellow copy records the tap
- Green copy records the meter installation

The white and green copies are the record copies and are subject to the recommendation below. All other copies are considered non-record within the meaning of the statute (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: RETAIN THE WHITE AND GREEN COPIES PERMANENTLY.

8 CHANGE OF ADDRESS AND TRANSFER CARD

- Size: 3" x 5" cards
- Dates: Current
- Quantity: 1 card drawer
- File Arrangement: Alphabetical by name of customer

When addresses are changed or property is transferred, a card is prepared giving the new status, which is then entered on the Customer Ledger Card (Item 5), and a new addressograph plate is prepared for billing.

RECOMMENDATION: RETAIN WHILE CURRENT, AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

9 WATER AND SEWAGE INVESTIGATIONS

- Size : 5" x 7½" x 1
- Dates: Current
- Quantity: 4 cu. ft.
- File Arrangement: By serial number

This is a serialized record of the investigations of complaints, turn-ons and turn-offs, and other problems arising from the supply of water and sewage to the City of Cumberland. The Water and Sewage Investigation Books contain three sheets, which are distributed as follows:

- Copies 1 and 2: White and Yellow copies are forwarded to the Superintendent of the Water Department, who permanently retains the yellow copy in his file and returns the white original to the originating office with a notation of the work done. Both copies give the date, name and address of the customer, the Meter Book and account numbers, the number of the meter and an itemized list of the work done.

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9 (cont.)

Copy 3: Pink copy remains in the book

The yellow copy is considered to be the record copy. The white and pink copies are considered nonrecord within the meaning of the statute (Ann. Code of Maryland, 1957 Ed., as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

RECOMMENDATION: RETAIN YELLOW COPY PERMANENTLY.

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