

RECORDS RETENTION AND DISPOSAL SCHEDULE

Town of Emmitsburg

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>GENERAL ACCOUNTING RECORDS</p> <p>Annual financial reports to Stat & Fed agencies.</p> <p>Assessment lists.</p> <p>Audit reports.</p> <p>Bankbooks, statements & deposit slips.</p> <p>Budget recors, papers & work sheets.</p> <p>Business & traders licenses.</p> <p>Cancelled checks, check copies & stubs.</p> <p>Expense reports.</p> <p>Paid bills, vouchers & invoices.</p> <p>Paid bonds and coupons.</p> <p>Payroll checks & carbon copies.</p> <p>Receipt & disbursement ledgers.</p> <p>Time sheets.</p> <p>Requisitions & purchase orders.</p> <p>Tax & water collection cards.</p> <p>Withholding forms & statements, State & Fed.</p> <p>General Ledger Books.</p>	<p>5 yrs.</p> <p>3 yrs.</p> <p>5 yrs.</p> <p>5 yrs.</p> <p>5 yrs.</p> <p>3 yrs.</p> <p>5 yrs.</p> <p>5 yrs.</p> <p>5 yrs.</p> <p>5 yrs.</p> <p>permanent</p> <p>5 yrs.</p> <p>5 yrs.</p> <p>permanent</p> <p>5 yrs.</p> <p>permanent</p>
2.	<p>CORRESPONDENCES</p> <p>Burgess & Commissioners'.</p> <p>Town Clerk & Manager.</p>	<p>5 yrs.</p> <p>5 yrs.</p>
3.	<p>ELECTIONS</p> <p>Oaths of offices.</p> <p>Election candidates.</p> <p>Election Affidavits.</p>	<p>3 yrs.</p> <p>3 yrs.</p> <p>3 yrs.</p>
4.	<p>PLANNING & ZONING</p> <p>Zoning Certificates.</p> <p>Building permits.</p>	<p>permanent</p> <p>permanent</p>
5.	<p>MINUTES</p> <p>Burgess & Commissioners.</p> <p>Planning & Zoning.</p> <p>Recreation Committee.</p> <p>Board of Zoning Appeals.</p>	<p>permanent</p> <p>permanent</p> <p>permanent</p> <p>permanent</p>
6.	<p>RESOLUTIONS</p>	<p>permanent</p>
7.	<p>DEEDS & RIGHT-OF-WAYS</p>	<p>permanent</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

12-12-78 Samuel Jones Town Manager
Date Signature Title

1/2/79 Edward J. Gierman
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. M-28

PAGE 2
NO.

	Description	Retention
8.	EMPLOYMENT Applications. Personnel files.	3 yrs. permanent
9.	BOND RETIREMENT RATE SHCEDULES	3 yrs. or until bonds are retired