

REQUEST FOR RECORDS RETENTION SCHEDULE

SCHEDULE NO. *M-1*

To be Submitted to the Records Management Division
Hall of Records Commission

PAGE NO. 1.

Hall of Records
Commission

1. Requesting Agency

TOWN OF KENSINGTON

2. Division or Bureau of Requesting Agency

TOWN COUNCIL

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. MINUTES OF TOWN COUNCIL

Dates: 1909 - -
Quantity: 6 volumes
File Arrangement: Chronological
Disposable Amount: None

These volumes contain records of the proceedings of the Town Council, statements of policy decisions, resolutions adopted or passed, actions on streets and sidewalks, water and sewage, results of town elections, etc.

RECOMMENDATION: RETAIN PERMANENTLY

2. CHARTER AND ORDINANCES

Dates: 1894 - -
Quantity: 1 bound volume plus miscellaneous other documents
File Arrangement: Chronological
Disposable Amount: None

The volume contains a revision of the town charter and ordinances dated June 1, 1938. A photostatic copy of the original charter and other published revisions and amendments to the charter and ordinances are filed in the General File.

RECOMMENDATION: RETAIN PERMANENTLY.

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7. Agency, Division or Bureau Representative

Louis Merisou
Signature

Mayor of Kensington
Title

April 24, 1957
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.

5/22/57
Date

Morris S. Radloff
Archivist

MAY 28 1957
Date

Merisou
Secretary

REQUIREMENT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. 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.

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3. REGISTRATION AND VOTING RECORDS

Size: 6" x 8"
Dates: 1913 - -
Quantity: Two notebooks and lists

This file contains the registration and voting records of the town. When a voter first registers, his name is entered in a registration book and this constitutes permanent registration for voting in all local elections. The Town Council appoints a Board of Judges to supervise elections and report the results of each election to the Council. The recommendation below applies to both the registration and voting records.

RECOMMENDATION: RETAIN PERMANENTLY.

4. TAX ASSESSMENTS

Dates: 1913 - -
Quantity: 11 volumes and lists
Disposable Amount: Less than 1 linear inch

Before 1928 the town was responsible for assessing property for tax purposes. Since that time assessments have been prepared by the county and sent to the incorporated town for collection. Since 1948 these tax bills have been prepared by the county on IBM-type machines. The county does all advertising and selling of property on which taxes have not been paid.

For collecting purposes, since 1948, Kensington maintains lists of assessments made and paid, but no other records. The recommendation below applies to both the assessment volumes for the period 1913-1928 and the town copy of the lists of assessments maintained since 1948.

RECOMMENDATION: RETAIN PERMANENTLY.

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5. RECORDS OF INDEBTEDNESS

Dates: 1898 - -
Quantity: 4 volumes

These records consist of Kensington Improvement Bonds and Certificates of Indebtedness, 1898-1920; Improvement Bonds, 1902; Water and Sewage Certificates, 1916; and unused certificates. As indebtedness was paid off, these certificates were canceled.

RECOMMENDATION: RETAIN PERMANENTLY.

Malcolm
SECRETARY

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REQUIREMENT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4.	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.
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6. RECORDS OF WATER AND SEWAGE SYSTEMS

Dates: 1913 - 1922

These include an advertisement for bids for construction of a water works and sewage system, a bound volume of minutes of Town Council meetings and documents concerning the installation, construction and maintenance of the system, and the accounts of the Water Department, 1916 - 1922. In 1921, water and sewage facilities, together with the responsibility for their maintenance, were taken over by the Washington Suburban Sanitary Commission.

RECOMMENDATION: RETAIN PERMANENTLY.

7. DOCKET BOOK

Dates: 1908-1921
Quantity: 1 volume

This volume contains a record of offenders who appeared before the Mayor for trial for minor criminal offenses, showing the charges and fines imposed.

During the period when this record was maintained, the Mayor (acting as Justice of the Peace) had jurisdiction over persons who had committed minor criminal offenses. With the establishment of the People's Court of Montgomery County, jurisdiction in criminal cases was transferred to the county court.

RECOMMENDATION: RETAIN PERMANENTLY.

8. INSURANCE POLICIES

Size: 8 1/2" x 14"
Dates: 1928 - -
Quantity: 1/4 cubic foot
File Arrangement: Chronological by year
Annual Accumulation: Less than one linear inch
Disposable Amount: 1/8 cubic foot

This file consists of employer's liability insurance policies of the town and automobile insurance policies for city vehicles.

A. RECOMMENDATION: RETAIN AUTOMOBILE INSURANCE POLICIES WHILE IN FORCE AND FOR THREE YEARS THEREAFTER; THEN DESTROY.

B. RECOMMENDATION: RETAIN EMPLOYER'S LIABILITY POLICIES PERMANENTLY.

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REQUEST FOR RECORDS RETENTION SCHEDULE
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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.
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9. APPLICATIONS FOR TOWN BUILDING PERMITS

Size: 8" x 11"
 Dates: 1919 - -
 Quantity: 8 cubic feet
 File Arrangement: Chronological by year
 Annual Accumulation: Less than one cubic foot
 Disposable Amount: 4 cubic feet

These are application forms (original) with or without attached plans or blueprints. Oversize blueprints are filed separately. This file contains applications for both commercial buildings and private dwellings. The recommendations below apply to both the applications and the maps, charts, or blueprints filed with them or filed separately.

- A. RECOMMENDATION: RETAIN COMMERCIAL APPLICATIONS AND BLUEPRINTS PERMANENTLY.
- B. RECOMMENDATION: RETAIN APPLICATIONS AND BLUEPRINTS FOR PRIVATE DWELLINGS FOR THREE YEARS AND THEN DESTROY.

10. TRADERS' LICENSES

Dates: 1948 - -
 File Arrangement: Chronological

These are duplicate copies of licenses issued by the County Clerk to business concerns operating in the Town of Kensington. The original is retained by the Clerk of Court.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

11. GENERAL FILE

Size: Letter, legal, other
 Dates: 1898 - -
 Quantity: 5.4 cubic feet
 File Arrangement: Alphabetical by subject or type of record
 Annual Accumulation: Less than 1 cubic foot

This file contains records created or received by various town officials in the performance of their official duties, the majority by the Town Clerk. It has been assembled from the incomplete accumulation acquired before 1956 and organized under broad categories of subject matter or type of record.

The various sub-series of records within this file can be divided into four categories for retention purposes:

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[Signature]

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A. RECORDS OF PERMANENT VALUE:

Charter and ordinances; records of town property and investments; records documenting policies and precedents of town departments and Commissions; records on construction and other town projects (including plans and specifications); legal records (suits, contracts, etc.); records of town employees (in summary form), maps.

A. RECOMMENDATION: RETAIN PERMANENTLY

B. RECORDS OF TEMPORARY VALUE:

Working papers for budget or audit purposes; bills, receipts, vouchers, and other accounting records (Item 12); housekeeping records (garbage collection, street cleaning, etc.); records relating to license and permit issue; dog tags.

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

C. NON-RECORD:

Duplicate copies of correspondence and other papers; printed material.

D. ALL OTHERS:

Includes all records not mentioned specifically in A-C above:

D. RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE, HISTORICAL, AND LEGAL VALUE AND DESTROY ALL OTHER MATERIAL.

12. ACCOUNTING RECORDS

Dates: 1914 - -
 Quantity: 8 cubic feet
 File Arrangement: Chronological
 Annual Accumulation: Less than 1 cubic foot
 Disposable Amount: 7 cubic feet
 Audit: Annual by C.P.A. and two town citizens

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This item includes all accounting records used as supporting data for entries in Receipts and Disbursement Books, the permanent books of account of the town. These books (4 volumes, 1914 - -) record all receipts and payments of the Town Treasury and must be retained permanently. Supporting records include:

- a. Deposit slips
- b. Bank statements and pass books

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- c. Check stubs
- d. Canceled checks
- e. Vouchers
- f. Tax bills
- g. Other bills and receipts

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

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[Signature]
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