

RECORDS RETENTION AND DISPOSAL SCHEDULE

Town of North Beach, Maryland

Municipal Government

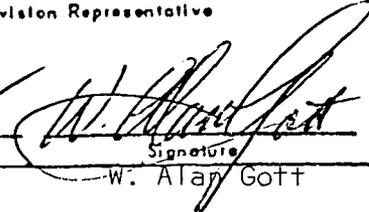
AGENCY

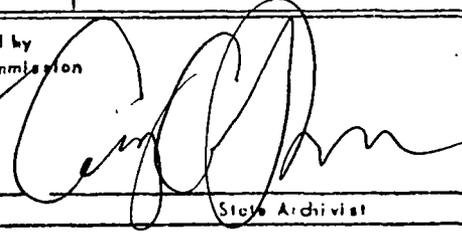
DIVISION

Item No.	Description	Retention
1.	<p><u>Accounting Records</u></p> <p>A. <u>General</u></p> <p>Annual reports to state; Bankbooks, Statements and deposit slips; Budget worksheets, records and papers; Business & Trading license stubs; cancelled checks, check stubs, check copies; counter cash receipt books; Delivery orders, receipts and receiving reports; Expense and milage reports; Gasoline tickets; paid bills, vouchers & invoices; paid bonds and coupons; paid tax bills & paid delinquent tax lists; Payroll journals & exceptions; purchase orders and requisitions; receipts and disbursement journals; receipt books and copies; reconciliation & trial balance sheets; tax collection books; time sheets, withholding forms and statements (Federal and State).</p> <p>B. <u>Special Accounting Records</u></p> <p>Assessment records Audit Reports Employee Roster, or history card General Ledger</p>	<p>3 years, or until all audit requirements fulfilled.</p> <p>Retain permanently, May be transferred periodically to Maryland State Archives.</p>
2.	<p><u>General Correspondence</u></p> <p>Original incoming & copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings and other miscellaneous papers relating to Town's operations.</p>	<p>Retain 3 years then destroy after screening & retaining materials of continuing value</p>
3.	<p><u>Administrative File</u></p> <p>Contracts, insurance policies, equipment manuals, warranties, vehicle titles, lease purchase agreements and other administrative and housekeeping related documents.</p>	<p>Retain until expired, renewed, or superseded, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

6/16/85 
Date Signature
W. Alan Gott
Mayor

7/8/85 
Date State Archivist

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Town of North Beach, Maryland

Municipal Government

AGENCY

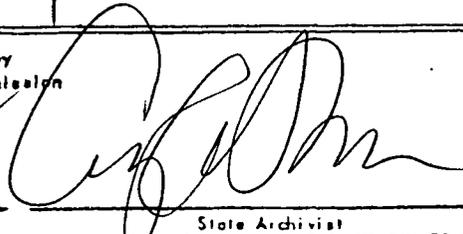
DIVISION

Item No.	Description	Retention
4.	<p><u>Personnel File</u></p> <p>History file for each employee contains employment application, reference letters, correspondence, commendations, disciplinary actions, training records, medical information and any other material pertaining to the employee.</p> <p>Roster of employees - History card indicating dates of employment and reason for termination of employment.</p>	<p>Retain until termination of employment, plus 1 year thereafter.</p> <p>Retain permanently</p>
5.	<p><u>Resolutions, Ordinances & Minutes</u></p> <p>Resolutions Ordinances Minutes of Town Council Meetings Minutes of all other Board and Commission Meetings Policy Statements Town Charter and Amendments</p>	<p>Retain permanently May be transferred periodically to the Maryland State Archives.</p>
6.	<p><u>Utility Maps and Plans</u></p> <p>Sanitary sewerage plans & maps Storm drainage plans & maps Treatment plant plans & specs. Underground electric and telephone utilities Water line plans and maps</p>	<p>Retain permanently or until superseded by new maps & plans.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

6/1/85 
 Date Signature
 Mayor
 Title
 W. Alan Gott

7/8/85 
 Date Signature
 State Archivist