

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

SCHEDULE NO. *M-2*
PAGE NO. **1.**

1. Requesting Agency CITY OF ROCKVILLE, MONTGOMERY COUNTY	2. Division or Bureau of Requesting Agency CITY MANAGER
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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.
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1. PERSONNEL FILE

Size: Letter size
 Dates: 1950 - -
 Quantity: 2 file drawers
 File Arrangement: Alphabetical by name of employee

The Personnel File is composed of all or some of the following papers:

- Application
- Letters of recommendation
- Summary Sheet
- Correspondence
- Citations and Recommendations
- Change Notices
- Resignations

A separate section is maintained for laborers and leave records. One file drawer contains the records of personnel who have terminated service with the City.

RECOMMENDATION: RETAIN WHILE EMPLOYEE REMAINS IN CITY SERVICE AND FOR TEN YEARS THEREAFTER, THEN DESTROY.

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7. Agency, Division or Bureau Representative

W. Scheiner City Manager 5/11/1962 Date

Signature Title

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.	Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
<u>5/15/1962</u> Date	<u>Morris S. Ruff</u> Archivist
	<u>MAY 17 1962</u> Date
	<u><i>Richard Hudock</i></u> Secretary

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2. LEAVE RECORD BOOK

Size: 8½" x 11" x 1"
Dates: 1958 - -
Quantity: 1 volume

This is a record of the annual sick, and compensatory leave taken by each City employee arranged by name of the employee and showing totals. There is a separate sheet for each employee.

RECOMMENDATION: RETAIN WHILE EMPLOYEE REMAINS IN CITY SERVICE AND FOR THREE YEARS THEREAFTER, THEN DESTROY.

3. GENERAL FILE

Size: Legal size
Dates: 1955 - -
Quantity: 5 file drawers
File Arrangement: By subject

The General File is composed of material under the following subjects:

- American Federation of State, County, and Municipal Employees
- American Municipal Association
- B & O Railroad
- Board of Education
- Board of Health
- Census
- Chamber of Commerce
- City Attorney
- Civic Association
- Commercial and Industrial Projects
- Directories
- International City Managers Association
- Interstate Commission on the Potomac Basin
- Junior Chamber of Commerce
- Legislative Program
- Management Research Survey
- Maryland Commission for the Prevention and Treatment of Juvenile Delinquency
- Maryland Municipal League
- Maryland-National Capitol Park and Planning Commission
- Maryland Traffic Safety Commission
- Memoranda
- Montgomery County Government
- Montgomery County Police
- Potomac Electric Power
- Public Works Project File
- Refuse Collection and Disposal
- Sewer and Water Rates
- Snow Emergency Procedure
- State Roads Commission

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Washington Metropolitan Regional Conference
Washington Sanitary Commission
Zoning

A separate section of this file includes the following material:

- Audit
- Bond Issue
- Budget
- Financial Reports

Printed and mimeographed material found in the file is considered to be nonrecord within the meaning of the statute governing non-record material (Annotated Code of Maryland, Art. 41, Sec. 179) and may be destroyed as soon as no longer needed by the office. The material in the files 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.

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