

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

SCHEDULE  
NO. M-6  
PAGE  
NO. 1.

1. Requesting Agency  
**CITY OF ROCKVILLE, MONTGOMERY COUNTY**

2. Division or Bureau of Requesting Agency  
**DEPARTMENT OF LICENSES AND INSPECTION**

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 6. Recommendation of Hall of Records and Board of Public Works.

1. PERMITS FILE

Size: 6" x 8" sheets  
Dates: 1959 - -  
Quantity: 8 card trays  
File Arrangement: By serial number of permit  
Index: Index to Permittees (Item 2)

This file is composed of the permit copies used by the City inspectors when inspections are required, generally in relation to building, plumbing, gas connection, occupancy, and signs. Permits prior to 1959 have been placed on microfilm and destroyed. The second copy of the permit is filed in the Permit Application File (Item 3). Fees are paid to the Cashier who accounts for payments in the Cashier's Daily Receipt Record (Schedule M-10, Item 1).

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER FINAL INSPECTION, MICROFILM, THEN DESTROY THE ORIGINAL. RETAIN MICROFILM PERMANENTLY.

2. INDEX TO PERMITTEES

Size: 3" x 5" cards  
Dates: Current  
Quantity: 1 card tray  
File Arrangement: By type of license, then alphabetically by name

This file is a record of permits issued by type of permit, Carpenter,

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative  
*George W. H. [Signature]* Director 5-14-62 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.  
5/15/1962 Date *Morris S. [Signature]* Archivist MAY 17 1962 Date *Ludman [Signature]* Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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.
----------	---	---

Master Plumber, Electrician, Elevator, Fire Prevention and Miscellaneous, with an individual card for each permittee giving the name, address and phone number, date of expiral and license number, and bonds deposited if required with renewals noted. This file serves as an index to the Permits File (Item 1) and Permit Application File (Item 3).

RECOMMENDATION: RETAIN PERMANENTLY.

3. PERMIT APPLICATION FILE

- Size: 8½" x 11" (Building, 8½" x 14")
- Dates: c. 1955 - -
- Quantity: 3 file drawers; six card trays (index)
- File Arrangement: By serial number of permit
- Audit: Annual external audit
- Index: 3" x 5" card index by street and number

The Permit Application File includes applications for building, plumbing, signs, and gas connection permits; all other applications are filed in the General File (Item 3). A copy of the permit is filed with the application. Permits and permit copies are distributed as follows:

A. Building Permits (Quadruplicate)

- 1. To Permittee (white)
- 2. To office (pink)
- 3. To inspector (yellow)
- 4. To County Department of Inspection and Licenses (blue)

B. Plumbing Permits (Quintuplicate)

- 1. To Permittee (white)
- 2. To office (green)
- 3. To inspector (pink)
- 4. To Maintenance
- 5. To Water Division

C. Sign Permits (Triplicate)

- 1. To Permittee
- 2. To Office
- 3. To Inspector

D. Gas Permits (Triplicate)

- 1. To Permittee
- 2. To Office
- 3. To Inspector

(continued)

APPROVED  
HALL OF RECORDS COMMISSION

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

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.
----------	---	---

- A. RECOMMENDATION: RETAIN CARD INDEX PERMANENTLY.
- B. RECOMMENDATION: RETAIN PERMIT APPLICATION FILE FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

4. STREET FILE

Size: Legal size  
 Dates: 1958 - -  
 Quantity: 9 file drawers  
 File Arrangement: By street number  
 Index: 3" x 5" card index by street number showing permit number

The Street File includes all material relating to inspection and enforcement by the Department under the following headings:

- Appeals Application (Petition) to Board of Appeals.
- Application for Occupancy Permit
- Application for Use Permit (copy from Planning Commission) including petitions for special exceptions and depositions as made to the Board of Appeals
- Building and Site Plans
- Correspondence
- Description of metes and bounds
- Inspection for Occupancy
- Summary of Inspection
- Letter from Mayor and City Council to applicant on action taken
- Permit copies (Applications and Permits) remaining in this file are being removed to the Permit Application File (Item 3)
- Planning Commission Recommendation
- Violations
- Correspondence
- Inspector's work sheets
- Notice of Violation (copy)
- Photographs
- Record of Inspection
- Resolution of Mayor and Council
- Warrants (copy)

While apartments and subdivisions are under construction, they are filed in a separate section of this file and moved to the proper location when completed.

- A. RECOMMENDATION: RETAIN CARD INDEX PERMANENTLY.
- B. RECOMMENDATION: RETAIN FILES FOR FIVE YEARS AFTER COMPLETION OF THE PROJECT, THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

62 **REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

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.

Item No.

5. STREET NUMBER INDEX

Size: 3" x 5" cards  
Dates: Current  
Quantity: 1 card tray  
File Arrangement: Alphabetical by name of street and street number

The Street Index gives the block and lot numbers in relation to street number and in some cases the names of occupants or owners for property in the City of Rockville.

RECOMMENDATION: RETAIN UNTIL CARD IS REPLACED, THEN DESTROY.

6. MONTHLY REPORTS

Size: Letter size  
Dates: 1957 - -  
Quantity: 3 binders  
File Arrangement: Chronological

Monthly Reports are made to the Mayor and Council and to the Department of Finance as follows:

Report to Department of Finance, gives the month and year, the type or class of permit issued and the permit number, the name of the applicant, the estimated cost and the permit fee collected with totals carried forward.

Report to Mayor and Council, is a comparative report for the current and prior year giving the number, by type or class, issued each month, and the total fees to date for each year; the section covering Building Permits is further itemized by type of building, cost of construction, and the total number of permits issued to date for the current and prior years.

RECOMMENDATION: RETAIN PERMANENTLY.

7. BUILDING PLANS AND SUBDIVISION MAPS

Dates: 1955 - -  
Quantity: 1 hanging map file  
File Arrangement: Alphabetical by name of street

This file is composed of zoning maps, site and grading plans, and building plans for private residences, apartments, and commercial and industrial construction. Maps and plats for the period 1955

APPROVED  
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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.

8. GENERAL FILE

to date have been microfilmed for reproduction purposes and as a security copy, this program will be continued.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN MICROFILM AND DESTROY ORIGINALS. RETAIN MICROFILM PERMANENTLY.

Size: Legal size  
Dates: 1958 - -  
Quantity: 6 letter-size file drawers, 2 transfiles  
File Arrangement: By subject  
Audit: Permit section subject to annual external audit

The General File includes miscellaneous licenses, permits, and applications other than those found in the Permit Application File (Item 3). Material is filed under the following subjects:

- Board of Appeals
- City Attorney
- City Manager
- Complaints
- Correspondence copies  
(Chronological reading file, other copies under subject)
- Electricians Surety Bonds (renewable annually) and Plumbers
- Engineering
- House Location Plats
- Inter-office Memoranda
- Miscellaneous Permits, Licenses and Applications, including:
  - Electrical
  - Hawkers and Peddlars
  - Refrigerating and Air Conditioning
  - Solicitors
- Office Procedures
- Planning Commission Minutes
- Purchase orders and requisitions
- Reports and Surveys (by subjects)
- Trash Companies (by name of company)
  - Applications and Permit copies
  - Trash and Garbage Ordinances

Permits being subject to audit, the sections under Miscellaneous Permits and Trash Companies are considered to be covered by Recommendation "A". Surety Bonds are "good and pleadable" for a period of twelve years and must be retained for that period of time (Annotated Code of Maryland, 1957 Edition as amended, Art. 57, Sec. 3) Recommendation "B". All other material in this file may be destroyed after three years except material having continuing legal or administrative value to the operation of the office, such material should

APPROVED  
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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.
	<p>be retained until this value ceases, Recommendation "C".</p> <p>A. RECOMMENDATION: RETAIN ALL MATERIAL SUBJECT TO AUDIT FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.</p> <p>B. RECOMMENDATION: RETAIN SURETY BONDS FOR TWELVE YEARS AFTER DATE OF EXPIRATION, THEN DESTROY</p> <p>C. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS, THEN DESTROY.</p>	<p style="text-align: center;">APPROVED HALL OF RECORDS COMMISSION</p>