

REQUEST FOR RECORDS RETENTION SCHEDULE

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

SCHEDULE NO. M-14

PAGE NO. 1.

1. Requesting Agency

CITY OF ROCKVILLE, MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

MAYOR AND 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, RESOLUTIONS, AND ORDINANCES OF THE MAYOR AND COUNCIL

Size: 10" x 14" x 2"
Dates: 1875 - -
Quantity: 19 volumes
File Arrangement: Chronological
Index: 3" x 5" card index arranged by subject

The Minutes are a summary of the official proceedings of the Mayor and Council acting in an administrative and legislative capacity for the City of Rockville. Resolutions have been bound separately since 1959 and Ordinances from 1888 through 1906, and since 1959.

RECOMMENDATION: RETAIN PERMANENTLY.

2. BOND ISSUE FILE

Size: Legal size
Dates: 1943 - -
Quantity: 1 file drawer
File Arrangement: Chronological by date of bond issue
Audit:

The Bond Issue File contains the papers that are prepared in connection with each issue. Each folder contains all or some of the following papers:

Schedule of Retirement
Approving opinion of Counsel

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7. Agency, Division or Bureau Representative

Jack K. Hornick

Signature

Clark Treasurer

Title

May 14, 1962

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.

6/4/1962

Date

Morris S. Radloff

Archivist

June 11, 1962

Date

Andrew H. [Signature]

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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Receipt of Clerk-Treasurer
Signature and No-Litigation Certificate
Certified copy of the Resolution by the Mayor and Council awarding the bond to the successful bidder
Affidavit of Notice of Publication of Sale
Certified copy of the ordinance authorizing issue of bonds with extract of the Minutes
Special certifications and permit copies
State Laws and Legislative Proceedings
Petitions
Transcript of Hearings

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER FULL RETIREMENT OF THE BOND ISSUE, THEN DESTROY.

3. ANNEXATION AND ZONING APPLICATION

Size: Legal size
Dates: 1955 - -
Quantity: 2 file drawers
File Arrangement: Alphabetical by name of property

This file is divided in two sections, one relating to annexation of land contiguous to the City of Rockville and the other to zoning and zoning changes. The file folders contain all or some of the following papers:

A. Annexation File

- Correspondence
- Petitions
- Notice of Hearing Advertisement
- Recommendation of the Planning Commission
- Plats and maps
- Resolutions of approval or denial of the Mayor and Council
- Transcripts of Hearings

B. Zoning Applications

- Application with fee receipt copy
- Correspondence
- Notice of Hearing Advertisement
- Hearing Transcript
- Plats and Maps (Vicinity Maps)
- Recommendation of the Planning Commission
- Resolution of approval or denial by the Mayor and Council

After a case is closed the files in the Mayor's office are combined

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with those filed in the Planning Division and remain in that Division. At the time of combining the files only one complete set of papers should be preserved, extra copies are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179) and may be destroyed when the files are combined. The recommendation below applies only to the complete set of papers selected for preservation.

RECOMMENDATION: RETAIN PERMANENTLY.

4. GENERAL FILE

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

The General File contains material under the following subjects:

- Annexation
- Bid awards
- Boards of Education - Montgomery County
- Bond Issues
- City Attorney
- Clean-Up Campaign
- County Commissioners and Committees (by name)
- Dog Complaints
- Insurance Correspondence
- Maryland Municipal League
- Montgomery County Council
- Ordinance Violations
- Other Jurisdictions
- Parking
- Petitions
- Purchase Orders (Requisitions)
- Recreation
- Staff Reports (Monthly)
- State Roads Commission
- Storm Drainage
- Traffic Orders
- Trees
- Washington Suburban Sanitary Commission
- Water - Potomac Water Line
- Sale Outside City

In addition, one file drawer contains general correspondence, arranged by name of the correspondent, and one contains material on the budget. The individual members of the County Council are assigned one drawer in the general file and each member has one or more file folders.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

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