

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

SCHEDULE
NO. M-17

PAGE
NO. 1.

1. Requesting Agency CITY OF ROCKVILLE, MONTGOMERY COUNTY	2. Division or Bureau of Requesting Agency Planning Commission
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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. MINUTES OF THE PLANNING COMMISSION

Size: 8 1/2" x 11" x 2"
 Dates: 1956 - -
 Quantity: 2 volumes
 File Arrangement: Chronological

The Minutes of the Planning Commission contain the record of all transactions of the Commission relating to land use in the City of Rockville.

RECOMMENDATION: RETAIN PERMANENTLY.

2. MAP AMENDMENTS

Size: Legal size
 Dates: 1949 - -
 Quantity: 2 file drawers
 File Arrangement: By application number

Applications for Map Amendments (Zoning reclassification) are made to the Mayor and Council in duplicate, of which one copy goes to the Planning Commission who prepare the background material and recommendations for the decision of the Mayor and Council. After the public hearing is held and a decision has been rendered the application file in the Mayor's Office and the file in the Planning Commission are combined and retained by the latter office.

Each file folder contains all or some of the following papers:

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7. Agency, Division or Bureau Representative

<i>Russell R. ...</i> Signature	<i>Director of Planning & ...</i> Title	<i>5/28/67</i> Date
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Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

<i>6/4/1962</i> Date	<i>Morris S. Rudoff</i> Archivist	<i>June 11, 1962</i> Date	<i>[Signature]</i> Secretary
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(Continuation Sheet)

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- Application Resume
- Affidavit of posting of Zoning Hearing notice
- Application for Changes in Zoning with fee receipt copy
- Approval or Denial Resolution of the Mayor and Council
- Advertisement of Notice
- Description of metes and bounds
- Correspondence
- List of adjoining property owners
- Notice of Hearing
Advertisement
- Hearing Transcript
- Site plans and Vicinity Maps
- Zoning and Land Use Maps

Extra copies of plans are deposited with the Department of Licenses and Inspection.

Only one set of papers is required by the Planning Commission; at the time of combining the files, one complete set should be preserved and the duplicate copies will then be considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition, Art. 41, Sec. 179) and may be destroyed. The recommendation below applies only to the complete set which is retained.

RECOMMENDATION: RETAIN PERMANENTLY.

3. USE PERMIT FILE

- Size: Legal size
- Dates: 1951 - -
- Quantity: 2 file drawers
- File Arrangement: By permit number

In commercially and industrially zoned areas a Use Permit is required before buildings can be erected, occupied or the use of the land or building altered from the original purpose for which a permit has been granted. The Use Permit also covers multiple family housing developments. The Planning Commission grants or denies the Use Permits. The file folders contain all or some of the following papers:

- Application for Use Permit
- Approval or denial
- Drawings
- Engineering and building plans
- Elevations
- Site plans
- Staff recommendations
- Work papers

Extra copies of plans are deposited with the Department of Licenses

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and Inspection.

RECOMMENDATION: RETAIN PERMANENTLY.

4. SUBDIVISION FILE

Size: Legal size
Dates: 1959 - -
Quantity: 1 file drawer
File Arrangement: Alphabetical by name of subdivision

The Subdivision File contains all papers relating to subdivisions authorized in the City of Rockville:

- Application Resums
- Application for Subdividing
- Correspondence
- Preliminary subdivision plan
- Analysis of Construction Costs
- Storm Drainage Map
- Staff recommendations
- Planned Community Group Application and Special Projects

The Department of Public Works makes recommendations regarding availability and use of utilities.

RECOMMENDATION: RETAIN PERMANENTLY.

5. ANNEXATION FILE

Size: Legal size
Dates: 1960 - -
Quantity: 1 file drawer
File Arrangement: Alphabetical by name of applicant or area

Rural areas may petition the Mayor and Council for annexation to the City. The following papers are found in the Annexation File:

- Certification by City Clerk of Notices of Hearings to Property Owners
- Maps and Plats
- Hearing Notices
- Recommendation of the Planning Commission
- Correspondence
- Transcript of Hearing
- Resolution of the Mayor and Council of approval or denial

RECOMMENDATION: RETAIN PERMANENTLY.

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6. URBAN RENEWAL FILE

Size: Legal size
Dates: 1962 - -
Quantity: 2 file drawers
File Arrangement: By code number

The Urban Renewal Files are new records set up pursuant to Federal Legislation permitting Federal financial aid to cities for restoration and modernization of urban areas. The files contain a considerable amount of mimeographed material, in addition to records created by the Commission, under the following subjects:

- Block File arranged by block and lot number giving the name of the owner of record for each property
- City Resolutions (enabling and other)
- Conservation Data
- Description of Local Housing Supply
- Estimate of Federal Grant Requirement
- Legal Reports
- Locality Finance Data
- Report on Urban Renewal
- State Enabling Legislation
- Survey of Planning Application
- Survey of Planning Budget

Thirty-five blocks located in downtown Rockville are subject to renewal plans. Printed and mimeographed material in this file are considered to be 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 as soon as no longer required for the operation of the office.

RECOMMENDATION: RETAIN PERMANENTLY.

7. TEXT AMENDMENTS (ZONING)

Size: Legal size
Dates: 1959 - -
Quantity: 1 file drawer
File Arrangement: Alphabetical by name of subdivision

The Mayor and Council pass on amendments to the Zoning Code. This file is made up of the papers relating to the initiation of such action and the proceedings in relation to amendments as follows:

- Application for amendment
- Notice and advertisement of hearing
- Survey maps
- Field drawings and sketches
- Recommendation of the Planning Commission

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Work papers
Hearing transcript
Minutes of the Mayor and Council
Resolution of approval or denial

RECOMMENDATION: RETAIN PERMANENTLY.

8. GENERAL FILE

Size: Legal size
Dates: 1956 - -
Quantity: 2 file drawers
File Arrangement: Alphabetical by subject

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

- Agricultural-Residential Zoning Regulations
- Airports
- Annexation History of Rockville
- Area of Land Use Study
- Assessable Tax Base
- Board of Education
- Budget
- Building Restriction Lines
- Census Tracts and Data
- Civic Center
- Civil Defense
- Existing Apartment Dwelling Units
- Existing Parking Facilities
- Films
- Financial Study for Rockville
- Growth History
- Highway Research
- Housing Authority and Code
- Industrial Zoning
- Library Reference
- Major Thoroughfares
- Maryland Zoning and Planning Enabling Act
- National Capital Regional Planning
- One-three Restricted Industrial Zone Regulations
- Park and Recreation Study
- Personnel (by name of employee)
- Planning Commission Activities
- Purchase Order copies and requisition
- Recreational Areas
- Reports
- Sanitary Sewer Facilities
- Schools
- Speeches
- Storm Drainage Facilities

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- Street List of Rockville
- Streets and Highways
- Studies and Surveys
- Subdivisions
- Traffic
 - City of Rockville Traffic Committee
 - Corner Traffic Count
- Trash and Garbage Collection
- Violations
- Water Facilities
- Water Supply
- Zoning Ordinances
- Zoning Violations

Purchase order and requisition copies, and all mimeographed and printed materials are considered to be 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 no longer needed for the operation of the office. Record material having continuing legal or administrative value to the office should be retained until such value ceases. The recommendation below applies to all other classes of material found in the files.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

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