

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. M-59

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Agency

TOWN OF RIDGELY

Division/Unit

PUBLIC WORKS

Item No.

Description

Retention

- 1) VEHICLE/EQUIPMENT MAINTENANCE RECORDS.
- 2) EQUIPMENT/VEHICLE INVENTORY.
- 3) WATER AND SEWER REGULATIONS.
- 4) STORM DRAINAGE PROBLEMS.
- 5) PURCHASE REQUESTS/RECEIPTS.
- 6) VARIOUS CORRESPONDENCE FILES.
- 7) FACILITY PLANS, BLUEPRINTS, DRAWINGS, ENGINEERING STUDIES/REPORTS, CORRESPONDENCE REGARDING TOWN INFRASTRUCTURE.

LIFE OF EQUIPMENT AND ONE (1) YEAR.

RETAIN FOR FIVE (5) YEARS AFTER AUDIT, THEN DESTROY.

PERMANENT RECORD TO BE MICROFILMED AND RETAINED AS A PERMANENT RECORD UNTIL NO LONGER REQUIRED BY THE TOWN, THEN TRANSFERRED TO MSA FOR PRESERVATION.

Schedule Approved by Department, Agency, or Division Representative.

Date 7/17/97

Signature *Mike Downes*

Typed Name J. MICHAEL DOWNES

Title TOWN ADMINISTRATOR

Schedule Authorized by State Archivist

Date AUG 14 1997

Signature *Edward C. Papenfuss*

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Figure 3