

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

Schedule No. *M-69*

Page 1 of 5

Agency
 Hagerstown

Division/Unit
 Community Service –
 Engineering/Inspection

Item No	Description	Retention
1	Traffic counts -contains but not limited to: computer generated report showing count by hour and day, site drawing	Retain for 50 years, then destroy.
2	Bridge inventory appraisal listing: computer generated list, showing bridge number, status of repair, year built, design type	Retain until updated or superseded, then destroy.
3	Traffic complaints log book/files -log book shows complaint, location, date, action taken, date completed -files show correspondence, Hagerstown code, site drawings, nature of complaint, handwritten notes, motor vehicle accident report, photos, speed studies	Destroy material having no further Legal, Administrative, Fiscal or Operation value.
4	Financial reports (copies): weekly time card, edit reports, purchase orders, expense reports, billing and project summaries, check requests, budget reports	Retain for three (3) years after project is complete, then destroy
5	Construction and grading permits -contains but not limited to: drawings, correspondence, applications for storm water management permit, applications for grading permit, permit fee receipt	Retain for life of permit plus 3 years, then destroy.

Approved by Department, Agency or Division Representative

Date 11-12-99

Signature *GeorgiAnn N. Breichner*

Type Name GeorgiAnn N. Breichner

Title City Clerk

Schedule Authorized by State Archivist

Date DEC 3 1999

Signature *Edward C. Papenfuss Jr*