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

Schedule No. M. 72

Page 1

Agency Hagerstown Division/Unit Administration/City Clerk

Hagerstown		Administration/City Clerk		
Item No	Description			Retention
1	General files -contains but not limited to: sewer easements, permits, property acquisition, budget, cable documents, charter/home rule, surveys, lease, downtown marketing plan, FOIA requests, downtown parking, retirement/pension, minutes, policies		Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.	
2	Budgets - year end: fiscal year budget books, general fund, capital improvement, community development, enterprise fund, supplements		Destroy material having no further Legal, Fiscal, Administrative or Operational value.	
3	Mayor and council agendas for meetings		Permanent. Transfer periodically to the Maryland State Archives	
4 .	Bonds -contains but not limited to: public improvement bonds, water quality, economic development, partnership with other groups, industrial development		1	Retain for life of bond, plus five (5) years, then destroy
5	Ordinances: public hearing notices, correspondence, site plan, recital, contracts of sale, Addendums, copies of ordinances, lease agreements		Permanent. Transfer periodically to the Maryland State Archives	
Approved l	by Department, Agency or Division Representative	Sche	dule A	uthorized by State Archivist
Date	George Jun W. Mrcichner	Date	· _	DEC 3 1999
Signature	George ann W. Mreichner	Siana	itura -	0, 10 0, 1

Date _	11-12-99
Signature	George Ann K. Mreichner
Type Name	GeorgiAnn N. Breichner
Title _	City Clerk

Signature Strand C. Saperfor

### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No.	M.7	23
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Item No	Description	Retention
6	Contracts/agreements for the sale and purchase of land -contains but not limited to: deeds, chandler foreclosure, notice of dismissal, mortgage documents, lease agreements, easement deeds, settlement papers	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
7	Minutes of the mayor and city council: planning commission, board of parks, economic development commission, planning commission, mayor and city council	Permanent. Transfer periodically to the Maryland State Archives
8	Resolutions by the mayor and city council	Permanent. Transfer periodically to the Maryland State Archives
9	Amendments to the city charter	Permanent. Transfer periodically to the Maryland State Archives
10	Melp agreements: easement/right of way agreements	Permanent. Transfer periodically to the Maryland State Archives
11	Deeds and agreements for the sale of property to local businesses	Destroy material having no further Legal, Fiscal, Administrative or operational value.
12	Community development mortgages and deeds to convey property to Hagerstown, mortgages/modified loan agreements, second mortgage	See Item 11 above
13	Annexations/enlargement of corp. boundaries, resolutions, site drawings	Permanent. Transfer periodically to the Maryland State Archives

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

(CONTINUATION SHEET)

Schedule No. M. 72

Page 3

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Item No	Description	Retention
14	Comprehensive development plans: planning commission public hearings, minutes	Permanent. Transfer periodically to the Maryland State Archives
15	Newspaper articles from various papers re: golf course, elections, city held festivals, baseball team	Destroy material having no further Legal, Fiscal Administrative or Operational value.
16	Cassette tapes of meetings of the city council	Retain for eight (8) years, then reuse.
17	Council members work session Files (copies)	Retain until no longer required, then destroy.
18	General files -contains but not limited to: abandoned motor vehicles, correspondence, alcohol and drug policy/programs, minutes of business climate commission, policies, landfill use fees, light rate studies	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
19	Contracts - construction - contains but not limited to: specifications, agreements, certificate of insurance, rules and regulations, handwritten notes, correspondence, proposals, specifications estimates, P.O.	Retain for life of contract, plus three (3) years, then destroy
20	Zoning files -contains but not limited to: public hearings, correspondence, drawings, traffic analysis, sign up sheets for public hearings, petitions, notice of cancellation of public hearings, resolutions	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

# DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M- 72

Page 4 of 4

Item No	Description	Retention
21	Mayor and council meetings: weekly open sessions, work sessions -contains but not limited to: handwritten notes, correspondence, business plans, agenda, agreements, program descriptions, brochures, drawings, site plans, annual financial reports	Permanent. Transfer periodically to the Maryland State Archives
22	Boards and commissions -contains but not limited to: correspondence, membership/resumes, newspaper articles, board member manual, progress reports, annual reports	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
23	Engineering drawings presented at council meetings for proposed projects	Destroy material having no further Legal, Fiscal, Administrative or Operational value.
24	City Charter, Code BOCA Codes – Plumbing, Electrical, Fire, Building, Property Maintenance, etc.	Permanent, transfer periodically to the Maryland State Archives.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO 80X 275 - JESSUP, MARYLAND 20794	PageOf
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT	
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1. DEPARTMENT/AGENCY	2. DIVJSION	3. UNIT
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DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GÉNERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
HARERSTOWN	Admins	CityClerk
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	PageOI
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPÄRTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
HAGERSTOWN	AdMin.	City Clerk
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Myerstown	Admin	CityClerk
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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□ Other (Specify)	Cither (Specify)	Microfilm Ree! (s)     Computer Tape(s)
	DHE	Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Number
□ Daily □ Weekly □ Monthly	,	Month(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
CATYHAN-2Nd Phon	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) 8 regulation(s)	16. AUDIT REQUIREMENTS	
U Yes □ No	□ None □ State □ F	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dentance any hardware/software)	18. RECOMMENDED RETENTION PERMIT	INCENT. TRANSFER
:3 fes © No	PROHIVES.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
HAGETSIOWN	Admin	City Cherx
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Deceds 4 Re	Weemen 13	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of a Deeds & Agreenty To		; <b>/</b>
7. RECORD SERIES EORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Teter Size   Microfilm	Alphabelicai	□ File Orawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Tage	a-Numerical	Computer Face (s:
□ Bound Book □ Floppy Disk	□ Chronolog:cał	Number CU-FT.
□ Audo Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION  □ File Orawer (s)
□ Cither (Specify)	□ Clher (Specify)	Microfilm Reel (s)  Computer Tabe(s)  Other (Spec:fy)
11. FILE IS USED	. 12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly		Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  CITY HAS 1) - 2 Not Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
to Yes D No	□ None □ State □ F	Federal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and denutible any hardware/software)	18. RECOMMENDED RETENTION PORM,	AVERT-TRAKESFER the Md. State
:3 'es © No	AACHIVES.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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HSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
HAGERSTANN	Homm?	OTYCKERK
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE COMMUNITY  MOSTARIES & D.	Ty Development	5. EARLIEST YEAR / LATETEST YEAR  MIRCON VENT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Deeds To CONVER MOTIGAGES/Mod. Second Mortgages)		the purpose or function of the Series)  Hayers Jown -  Teemeo 75 -
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
		File Drawer(s)     Microfilm Reel (s)
e C Legal Size □ Computer Table □ Legal Size □ Computer Table	Alphabetical	Computer Lace (s:
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number
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Citer (Specify)	□ Cther (Specify)	□ File Orawer (\$) □ Microfilm Ree! (\$) □ Computer Tape(\$) □ Other (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	•
Daily	Number	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) CITYHOLL-2Nd Floor-5HE	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
€ Yes □ No		egeral G Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and dentable any hardware/software)  12. (es	18. RECOMMENDED RETENTION PEYM.  PETTOLICATING TO TO	prent. Transfer he md. State
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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NSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO 80X 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used 23 2 unit for reference 25	well as retention and disposition purposes.
4. RECORD SERIES TITLE  HUNEXANTIONS   Bi	oundages	5. EARLIEST YEAR / LATETEST YEAR  TO CUTTEST
6. RECORD SERIES DESCRIPTION (Briefly describe the types of ANNEXAMITIONS) BOUNDARLIES—		the purpose or function of the Series)  TOPE CONF.  S-SITE DIAWNESS
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size	Alphabetical     Numerical	☐ File Drawer(s) ☐ Microfilm Reel (s) ☐ Compuler Tace (s: ☐ Other (Specify)
Besund Book	□ Chronolog:cal □ Geographical □ Cither (Specify)	Number  10. ANNUAL ACCUMULATION  □ File Drawer (s)  □ Microfilm Reel (s)  □ Computer Tape(s)  □ Other (Specify)
11. FILE IS USED  Daily	12. FILE BECOMES INACTIVE AFTER  Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  2 Yes	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)  L: Yes	16. AUDIT REQUIREMENTS  □ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain criefly and dintitible any hardware/software)  17. IS AN INDEX SYSTEM USED? (If yes, explain criefly and dintitible any hardware/software)  17. IS AN INDEX SYSTEM USED? (If yes, explain criefly and dintitible any hardware/software)	18. RECOMMENDED RETENTION PEN MANCOT - TRANSFER PENT OF ICHILY TO the Mile State ARCHIVEL	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
HAGELSTOWN	Amie	Cityclerk
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE COMPRehe	resive Developmen	5. EARLIEST YEAR / LATETEST YEARTO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Physiology Commission Commission)	information/documents/forms found in the Series Include	the purpose or function of the Series)
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
User Size     Microfilm	Alphabetical	File Drawer(s)     Microfilm Reel (s)
O Legal Size O Computer Table	□ Numerical	Computer Tace (s: Citier (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Cther (Specify)	□ Cther (Specify)	□ File Drawer (\$) □ Microfilm Ree! (\$) □ Computer Tape(\$) □ Other (Specify)
41 FILE RESERVE	42 FILE BECOMES INACTIVE ASTER	Number
11. FILE IS USED  Daily Deekly Deekly Monthly	12. FILE BECOMES INACTIVE AFTER  Number	Month(s) D Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ State □ F	Federal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain orieity and dicharge any hardware/software)	18. RECOMMENDED RETENTION PERMIT	the mi state
:3 'es © No	ARChives-	THE MEDICINE
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
HAGERSTOWN	AdMIN-	Cityckerk
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE NEWSPAP	er ARTICLES	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of  ARTICLES From  GOIF COURS  FEST; SUN		pers, Re:
7. RECORD SERIES FORMAT(S)  □ Letter Size □ Microfilm  □ Legal Size □ Computer Table  □ Equind Book □ Floppy Disk	8. RECORD SERIES SEQUENCE  Alphabetical  Numerical  Chronological	9. VOLUME    File Orawer(s)   Microfilm Reel (s)   Computer Tace (s:   Other (Specify)   Number   Charles   File Orawer(s)   Charles   C
Audo Tape     Video Tace     Video Tace     Video Tace     VIDEO	Geographical     Ciher (Specify)	10. ANNUAL ACCUMULATION    File Drawer (\$)    Microfilm Reel (\$)    Computer Tabe(\$)    Other (Specify)
٠	Place/everT	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number 0 N	Month(s)   Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) CITYHAII-QUARTER	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
ਧ Yes ਹ No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dimension any hardware/software)  17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and dimension any hardware/software)	18. RECOMMENDED RETENTION Reta,	in for 3 years,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE [DGS 550-1]	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY HAGEISTOWN	2. DIVISION BANINSTRATON	3. UNIT CLERK.
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CASSETTE	TAPES J Cauxil Meet-	5. EARLIEST YEAR / LATETEST YEAR  1987 TO CHITCOT
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CHSSeffe TAPE COUNCIL.	information/documents/forms found in the Series Includes	
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7. RECORD SERIES FORMAT(S)  □ Letter Size □ Microfilm  □ Legal Size □ Computer Tace □ Bound Book □ Floppy Disk	8. RECORD SERIES SEQUENCE  Alphabetical  Alphabetical  Chronological	9. VOLUME  # File Drawer(s)    Microfilm Reel (s)   Computer Tace (s:   Other (Specify)    Number
Audio Tape Uvideo Tace  Citier (Specify) CASSETTE	□ Geographical □ Ciher (Specify)	10. ANNUAL ACCUMULATION    File Drawer (s)   Microfilm Ree! (s)   Computer Tabe(s)   Other (Specify)
11. FILE IS USED  Daily DWeekly Monthly		Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	Number  14. IS RECORD SERIES DUPLICATED ELSEWHERE  □ Yes	(If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)  15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS  O None O State O F	egeral 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and denote any hardware/software)  12. 'es	18. RECOMMENDED RETENTION RETAIN	ofor 8 years
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY HAGESTOWN	2. DIVISION MAYOR  CITY ADMIN.	3. UNIT
DEFINITION - Records Series - A group of related record	ds normally filed and used 25 2 unit for reference 25	well as retention and disposition purposes.
4. RECORD SERIES TITLE GENEVAL	Files	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONSLSTS OF, 64) MOTOR Vehicle 4 Drup Police BUSINESS Clim LAND FILL USE GARLAGE	TNOT LIMITELTO 5. CONFESPORX 1/Programs	D: AbANDONED LENCE; Alcohol MINITES OF
7. RECORD SERIES-FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Uniter Size	Alphabetical     Numerical     Chronological	File Drawer(s)  Microfilm Reel (s)  Computer Tace (s:  Cither (Specify)
O Audo Tape O Video Tace Other (Specify)	☐ Geographical ☐ Cther (Specify)	10. ANNUAL ACCUMULATION    File Drawer (s)   Microfilm Reel (s)   Computer Tape(s)   Other (Specify)
<u> </u>		Number
11. FILE IS USED  Daily	12. FILE BECOMES INACTIVE AFTER  Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  ONTY HAN 1/- ZNA F/DD	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ State □ F	egeral   Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and denotice any hardware/software)  12. 'es © Mo	18. RECOMMENDED RETENTION  USE FENERA RETENT	L File
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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Brochures; Recreption Commission. Forest Conservation; Water Bate schedules. Fiber + Light; Wesel Provect.

MSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLANO 20794	Page Of
1. DEPARTMENT/AGENCY	2 DIVISION	3. UNIT
HAGETSTOWN	Admin.	City Clerk
DEFINITION - Records Series - A group of related record	rds normally filed and used 23 a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CONTINACT	CONSTRUCTION	5. EARLIEST YEAR / LATETEST YEAR  1906 CWTTENT
Harzements:	HAND WITTEN K See. Proposal	precifications.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Cetter Size	Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel (s)
O Legal Size O Computer Tace	□ Numerical	Computer face (s:  Citier (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	•
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13. CURRENT OCAPIONIST TRANSPORTER ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
City HAll-Brodffor	□ Yes	
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, exciain criefly and denoted any hardware/software)	18. RECOMMENDED RETENTION RETAIL	inforhife of
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
HAGErSTOION?	BAMINO	City Clerk
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE ZONING FILES		5. EARLIEST YEAR / LATETEST YEAR  1909 TO CHITCOT
51910 up sheets		TRAFFIC MUNICISTALISTS  PRINGS PETITIONS  PUBLIC HEAVINGS
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
O Microfilm	Alphabelical	→ File Drawer(s)  □ Microfilm Reel (s)
O tegal Size O Computer Tace	© Numerical	Computer Tace (st
D Ecund Book	☐ Chronolog:cal	Number CULFIL
O Audio Tape O Video Tage	□ Geographical □ Clher (Specify)	10. ANNUAL ACCUMULATION  File Drawer (s)  Microfilm Ree! (s)  Computer Tabe(s)  Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
: Daily D Weekly D Monthly	Number 🗆 🗆	Month(s) O Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) 8 regulation(s)	16. AUDIT REQUIREMENTS	
C Yes D No	□ None □ State □ F	Federal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and denotibe any hardware/software)  12. Yes   13. No.	18. RECOMMENDED RETENTION USE GENERAL	files Retention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY		
	7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	PageOI		
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT		
HAGERSTOWN	Admin.	CityClerk		
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as recention and disposition purposes.		
4. RECORD SERIES TITLE MAYOF & COUNCIL WEETINGS		5. EARLIEST YEAR / LATETEST YEAR		
6. RECORD SERIES DESCRIPTION ( Briefly describe the Types of	information/documents/forms found in the Series Include	the purpose or function of the Series)		
Weekly open sessions; Worksessions; Contrins but Not Limited To: HAND WITTEN				
NOTES COTTES PONDENCE. BUSINESS PIANS. Agenda, Agreements, Program Description				
Brochures, Drawings, SITE PLANS; ANNUAL FINCANCIAL REPORTS-				
7. RECORD SERVES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  OPTE Drawer(s)		
Microfilm	Alphabetical	Microfilm Reel (s)     Computer Tace (s)		
□ Legal Size □ Computer Table	S Humerical	Cither (Specify)		
□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CLC.FT.		
□ Audio Tape □ Video Tace	□ Geographicai	10. ANNUAL ACCUMULATION  © File Drawer (\$)		
Other (Specify) DBAW/1095	Clher (Specify)	□ Microfilm Ree! (s) □ Computer Tabe(s)		
	DAte	Other (Specify)		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	- Tourise		
O Daily O Weekly O Monthly	Month(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office)			
CITY Hall 5H Floor	□ Yes No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
U: Yes II No	□ None □ State □ Federal □ Independent			
17. IS All INDEX SYSTEM USED? (If yes, exciain oriefly and symptope any hardware/software)	18. RECOMMENDED RETENTION PERMANENT. TRANSFER Periodically to the Md. State			
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	Page Or
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
HAGERSTOWN	AdMIN.	Crty Clerk
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as recention and disposition purposes.
4. RECORD SERIES TITLE BOHRS S4 CO	MUISSIDNS	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONSISTS OF BUT) Membership/ BOARS Member ANNUAL Repor	information/documents/forms found in the Series Include  Wat Limited in  Resumes , New  Promoter Many Language  The Summer of the Series Include  The Series Include  The Summer of the Series Include  The Summer of the Series Include  The Series Include  The Series Include  The	- COTTESPONDENCE;
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Microfilm	a Alphabelicai	File Drawer(s)     Microfilm Reel (s)
O Legal Size O Computer Table	© Numerical	Computer Table (s:  Ciner (Specify)
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		Number
11. FILE IS USED  Daily	12. FILE BECOMES INACTIVE AFTER  Number	Month(s) 🗆 Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)  Orty HAM	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and dentate any hardware/software)  17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and dentate any hardware/software)	18. RECOMMENDED RETENTION USE GENERAL	Files Retention
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO 80X 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
JAGE 15TOWN	Hamin	City CKETK
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE ENGINEER	TryDANIPS	5. EARLIEST YEAR / LATETEST YEARTOTOTOTOTOTO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of DRAWING Prese	information/documents/forms found in the Series Includes  Ented At Council  A Provents	ICIL MEETINGS
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  O File Drawer(s)
Letter Size     Microfilm	© Alphabeticai	Microfilm Real (s)   Computer Tace (s)
□ Legal Size □ Computer Tace	© Numerical	Ciner (Specify)
Bound Book     Flooppy Disk	☐ Chronolog:cal	Number CH. Fly
Audio Tape     Video Tage	□ Geographical	10. ANNUAL ACCUMULATION  © File Drawer (s)
pother (Specify) DRAW/KGS	Clher (Specify)	□ Microfilm Ree! (s) □ Computer Tabe(s) □ Other (Specify)
11. FILE IS USED	12 FUE RECOMES INACTIVE AFTER	Number
Daily Weekly Monthly	12. FILE BECOMES INACTIVE AFTER  Month(s)	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)  STATE FOR	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  □ Yes □ No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes O No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and distrible any hardware/software)	18. RECOMMENDED RETENTION RETENTION FOR 3 YEARS	
□ 'es □ Mo	THEN DEOLL	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
		Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
HAGEKSTOWN	CITY COUNCIL	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE COUNCIL	Members i	5. EARLIEST YEAR / LATETEST YEAR
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	/ / - /	
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Center Size	Alphabetical	File Drawer(s)  O Microfilm Reel (s)
□ Legal Size □ Computer Table	Numerical	Computer Tace (s:
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Aucho Tape     U Video Tape	a Geographical	10. ANNUAL ACCUMULATION
Cither (Specify)	Cither (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
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CITY HAND-2xxl Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
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17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and	18. RECOMMENDED RETENTION ROTATION WINTER INC.	
control any hardware/software)	LONGEF ROUTH	red Then
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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