



RESOLUTION

NO. 99-12

A RESOLUTION TO REVISE THE CITY'S RECORDS RETENTION POLICY.

WHEREAS, the City Council of the City of New Carrollton, a body politic and corporate in the State of Maryland is required to establish a Records Retention Schedule to ensure proper and orderly disposal of records; and

WHEREAS, the City is committed to the efficient and effective creation, distribution, organization, maintenance, use and disposition of all City records; and

WHEREAS, the City Council voted in Resolution No. 99-09 to approve a Records Retention Policy, and the Records Retention Schedule will be reviewed every five years; and

WHEREAS, the City is committed to reducing the quantity of duplicate records and the costs associated with maintaining duplicate records; and

WHEREAS, the City has received recommendations from the Maryland Department of General Services- Records Management Department, and the implementation of the recommended changes are necessary to receive approval from the Maryland State Archivist.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of New Carrollton, Maryland, that the revised Records Retention Policy shall be approved.

ADOPTED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF NEW CARROLLTON, MARYLAND THIS First DAY OF December, 1999.

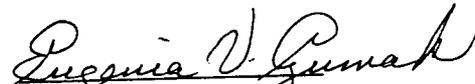
James H. Fippin

James H. Fippin
Acting Chairman
City Council

Date: 12-1-99

ATTEST:

APPROVED:


Eugenia V. Czumak
City Clerk


Andrew C. Hanko
Mayor

Date: Dec. 1, 1999

CITY OF NEW CARROLLTON



RECORDS RETENTION POLICY

Prepared:

November 1999

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

Schedule No. M-78

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Agency

CITY OF NEW CARROLLTON, MD

Division/Unit

Item No.

Description

Retention

A. Administrative Records

- | | | |
|----|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 1. | City Council Workshop and Meeting Minutes, including supporting documentation (i.e.- agenda, ordinances, policies, etc.) | Permanent. <u>Periodically offered to MD. State Archivist</u> |
| 2. | Minutes for City Committees (i.e.- Human Relations, Public Safety and Health, etc.) | <u>Permanent. Periodically offered to MD. State Archivist</u> |
| 3. | Videos of City Council meetings | Until tape is no longer usable, <u>then destroy</u> |
| 4. | City Recorder Tapes | Discarded or reused after approval of minutes |
| 5. | Ordinances | Permanent. <u>Periodically offered to MD. State Archivist</u> |
| 6. | Budget Amendments | Three (3) years after the end of the fiscal year in which the amendment occurred, <u>then destroy records.</u> |
| 7. | Resolutions | Permanent. <u>Periodically offered to MD. State Archivist</u> |
| 8. | Charter | Permanent. <u>Periodically offered to MD. State Archivist</u> |
| 9. | Proclamations | Permanent. <u>Periodically offered to MD. State Archivist</u> |

Schedule Approved by Department, Agency, or Division Representative.

Date 12-02-99

Signature Eugenia V. Czumak

Typed Name Eugenia V. Czumak

Title City Clerk

Schedule Authorized by State Archivist

Date DEC 15 1999

Signature Edward C. Papenfort

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency

Division/Unit

Item No.

Description

Retention

A. Administrative Records

- | | | |
|-----|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. | Subject/Correspondence Files | Retain for Three (3) years after received or from the date of preparation, then destroy after screening to remove material without continuing value. |
| 11. | Contracts | |
| | a. Construction | Seven (7) years after satisfactory completion of contract requirements, <u>then destroy records.</u> |
| | b. Lease and Facility Use | Seven (7) years after void, <u>then destroy records</u> |
| | c. Employment/Consultant | Seven (7) years after employee separation, <u>then destroy records</u> |
| 12. | Cancelled Solicitations | Five (5) years from date of cancellation, <u>then destroy records</u> |
| 13. | Contract Appeals | One (1) year after closure, <u>then destroy records.</u> |
| 14. | Annexation Files (approved & unapproved) (petitions and resolutions) | Permanent, <u>Periodically offered to MD. State Archivist</u> |
| 15. | Deeds, Land Use Agreements (Official document recorded with Clerk of Circuit Court) | <u>Keep 100 years or until no longer needed</u> then destroy |
| 16. | News Releases | One (1) year from release, <u>then destroy records</u> |
| 17. | Newsletters | Permanent. <u>Periodically offered to MD. State Archivist</u> |

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 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency

Division/Unit

Item No.	Description	Retention
<u>A. Administrative Records</u>		
18.	Bids, Awards, Purchase Orders, Quotes	Seven (7) years after award, <u>then destroy records.</u>
19.	Administrative Policies	Kept until superseded by more recent policies then destroy
20.	Insurance Policies	Seven (7) years after expiration, <u>then destroy records.</u>
	a. Policies	Seven (7) years after expiration, <u>then destroy records.</u>
	b. Claims	Seven (7) years after disposition, <u>then destroy records.</u>
21.	Opinions of Legal Counsel	Permanent. <u>Periodically offered to MD. State Archivist</u>
22.	Reports, Studies, Survey Commissioned by Mayor and/or City Council	Seven (7) years, <u>then destroy records</u>
23.	Vehicle Registrations	One (1) year after transfer, <u>then destroy records.</u>
24.	Vehicle Maintenance Records	One (1) year after sale disposition of vehicle, <u>then destroy records.</u>
25.	Special Trash Collection Records	Eighteen (18) months after special pick-up, <u>then destroy records.</u>
26.	Household Trash Dumping Receipts	One (1) year after receipt, <u>then destroy records.</u>
27.	Boundary Descriptions	Permanent. <u>Periodically offered to MD. State Archivist</u>

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 RECORDS MANAGEMENT DIVISION
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 (Continuation Sheet)

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Agency

Division/Unit

Item No.

Description

Retention

A. Administrative Records

28. Environmental Testing Results
 a. Underground Storage Tanks

Permanent. Periodically offered to MD. State Archivist

29. Engineering Reports
 a. Land

Ten years from time of creation, then destroy records.

b. Buildings

Hold until disposition of building, then destroy records.

30. Educational -Training Materials

Three (3) years after time of training or until the information is outdated, then destroy records.

31. Computer Network Information
 a. File Specifications

Sixty (60) days after system is replaced or upgraded, then destroy records.

b. Network Configuration

Sixty (60) days after system is replaced or upgraded, then destroy records.

c. Other System Documentation

Sixty (60) days after system is replaced or upgraded, then destroy records.

32. Standard Operating Policies

Kept until superseded by updated policies, then destroy records.

33. Freedom of Information Requests
 (Original request, copy of reply and all related supporting materials)

Seven (7) years from date of reply, then destroy records.

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Division/Unit

Item
No.

Description

Retention

A. Administrative Records

34. Accident Reports

Twenty (20) years
after closure, then destroy
records.

35. Records Retention Policy

Permanent. Periodically
offered to MD. State
Archivist

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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Division/Unit

Item No.

Description

Retention

B. Financial Records

1. Accounting and Fiscal

a. Grant Records

Ten (10) years, then destroy records.

b. Bank Signatory Statements

Until superseded by more recent statements, then destroy records.

c. Investment Records

Seven (7) years after receipt, then destroy records.

d. Bank Statements

Seven (7) years after receipt, then destroy records.

e. Copies of Cancelled Checks

Seven (7) years after receipt, then destroy records.

f. Invoices or Other Supporting Documentation for payments

Seven (7) years after receipt, then destroy records.

2. Tax Records

a. Real Estate

Seven (7) years after receipt, then destroy records.

b. Personal Property

Seven (7) years after receipt, then destroy records.

c. Liens

Seven (7) years after receipt, then destroy records.

3. Payroll Reports

a. Withholding Information

Seven (7) years or if employee is no longer with the City, then One (1) year, then destroy records.

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Item No.	Description	Retention
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B. Financial Records

b.	Timesheets	Three (3) years after all audit requirements have been met, <u>then destroy records.</u>
	c. Garnishment Information	Seven (7) years from date of payment, <u>then destroy records.</u>
4.	Bonds	
	a. Register	Three (3) years after all audit requirements have been met, <u>then destroy records.</u>
	b. Certificates	Three (3) years after all audit requirements have been met, <u>then destroy records.</u>
5.	Audit Reports	Permanent. <u>Periodically offered to MD. State Archivist</u>
6.	Comprehensive Annual Financial Reports (CAFR)	Permanent. <u>Periodically offered to MD. State Archivist</u>
7.	Budgets	Permanent. <u>Periodically offered to MD. State Archivist</u>
8.	Year End General Ledger	Seven (7) years after final ledger is prepared, <u>then destroy records.</u>
9.	Surplus Property Sales	Seven (7) years after disposition, <u>then destroy records.</u>

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Division/Unit

Item No.

Description

Retention

C. Elections

1. Election Results (Certified)

Permanent. Periodically offered to MD. State Archivist

2. Candidate Petitions

Five (5) years after petition is submitted to the City, then destroy records

3. Voter Registration Lists

Five (5) years after receipt, then destroy records

4. Notice of Elections

Five (5) years after receipt, then destroy records

5. Ballots

a. Voter Authorization Cards
 (Used and Unused)

Twenty-two (22) months after election, then destroy records

b. Absentee

Twenty-two (22) months after election, then destroy records

6. Election Worker Records

Five (5) years after election, then destroy records

7. Financial Campaign Records

Seven (7) years after election, then destroy records

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Item
No.

Description

Retention

D. Licenses, Permits & Inspections

1. Permit Applications (i.e.- building, solicitors, etc.)

Seven (7) years after
approval, then
destroy records

2. Inspection Records (rental, building, etc.)

Seven (7) years after
inspection, then destroy
records

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 RECORDS MANAGEMENT DIVISION
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Item No.

Description

Retention

E. Personnel

1. Employee Files

a. Active (Performance Appraisals, etc.)

Keep Current

b. Inactive (Performance Appraisals, etc.)

Maintain permanent personnel file with dates of hire, compensation, pre-employment drug screening, etc. One year after termination destroy time sheets and payroll information.

2. Job Applications

90 days after submission, then destroy records

3. Personnel Policy

Keep until superseded by new policy, then destroy records

4. Drug Policy

Kept until superseded by new policy, then destroy records

5. Grievances
(Memorandums, forms & decisions)

Seven (7) years after closure, then destroy records

6. Workmen's Compensation Case Files
(Memorandums, forms, reports and correspondences related to on-the-job injuries)

Three (3) years after case is closed, then destroy records

7. Medical Insurance Information
(Health, Dental, Life and Employee Assistance Program)

a. Contracts

Seven (7) years after termination, then destroy records

b. Other important materials

Seven (7) years after termination, then destroy records

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Retention

E. Personnel

8. Personnel Claims Case Files

Seven (7) years after
closure, then destroy
records

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Retention

F. Traffic & Transportation

- | | | | |
|----|-----------------------------|------------------------------------------------------------------|------------------------------------------------------------------|
| 1. | Street Name File | Permanent. <u>Periodically offered to MD. State Archivist</u> | |
| a. | Maps | | |
| | b. | Street Names | Permanent. <u>Periodically offered to MD. State Archivist</u> |
| | | | |
| 2. | Traffic Control Regulations | <u>Keep until superseded by new policy, then destroy records</u> | |
| | a. | | Speed Limits |
| | b. | | Signage |
| | c. | Traffic Restrictions | <u>Keep until superseded by new policy, then destroy records</u> |
| | | | |
| 3. | Permit Parking | One (1) years after expiration, <u>then destroy records</u> | |
| | a. | | Permits |

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Retention

G. Legislative Requests

City's Legislative action requests to
the State

Permanent. Periodically
offered to MD. State
Archivist