OCEAN CITY
RISK MANAGEMENT DEPARTMENT
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. MT09

Agency	Division/Unit
Town of Ocean City	Risk Management Department

ITEM NO	DESCRIPTION	RETENTION
1	Auto/Liability Claims: Contains correspondence, photos, insurance claim payments, copies of checks, invoices, recorded statement summaries, and accident reports	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value
2	Workers' Compensation Claims: Contains incident reports, requests for checks, correspondence, medical reports, invoices and medical authorization forms	Retain until termination plus 3 years, then destroy

APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATION	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 3-10-00	DATE APR 11 2000
SIGNATURE Eric T Lagstrom	SIGNATURE Edward C. Lapenforch
TYPE NAME Eric T. Lagstrom	
TITLE Risk Manager	

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 P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 1 of 2

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Ocean City	Risk Management	

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE	5. EARLIEST YEAR / LATETEST YEAR
Auto/Liability Claims	1991 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

Contains: Correspondence; Photos; Insurance Claim Paid - Copy of Check; Invoices; Recorded Statement Summary; Accident Report;

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

Claim No.

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

19 Number C.F.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

_____ Number

11. FILE IS USED

- [x] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall 2nd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

[ ] Yes _____ [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

[ ] Yes _____ [ ] No

16. AUDIT REQUIREMENTS

[ ] None [ ] State [ ] Federal [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

[ ] Yes _____ [ ] No

18. RECOMMENDED RETENTI

Destroy material having no further legal, administrative fiscal or operational value

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

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 P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 2 Of 2

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Ocean City	Risk Management	

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE	5. EARLIEST YEAR / LATETEST YEAR
Workers Compensation Claims	1991 TO 1999

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Contains: Incident Reports; Request For Check; General ~~Rem~~ Release; Correspondence; Medical Reports; Invoices; Medical Authorization;

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

Claim No.

9. VOLUME

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22 Number C.F.

10. ANNUAL ACCUMULATION

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- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
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[ ] None [ ] State [ ] Federal [ ] Independent

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[ ] Yes _____ [ ] No

18. RECOMMENDED RETENTION Retain until termination plus 3 years, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE