

OCEAN CITY
 CITY MANAGER'S OFFICE
 RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. *M102*

PAGE *1* OF *1*

Agency Town of Ocean City	Division/Unit Division Files
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ITEM NO	DESCRIPTION	RETENTION
1	<p>Correspondence relating to City Departments</p> <p>Also files in storage in the gym storage room have been microfilmed - see attached list</p>	Retain for 5 years then destroy

***Retention of Microfilmed files – Check all rolls of microfilm to ensure that they are readable and complete, if this is the case destroy the paper files and retain the microfilm for 5 years, then destroy, prior to destruction screen the microfilm and transfer all film that relates to the origin, development and accomplishment of the city to the Maryland State Archives.

<p>APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATION</p> <p>DATE <u>March 29, 2000</u></p> <p>SIGNATURE <u><i>Dennis W. Dare</i></u></p> <p>TYPE NAME <u>Dennis W. Dare</u></p> <p>TITLE <u>City Manager</u></p>	<p>SCHEDULE AUTHORIZED BY STATE ARCHIVIST</p> <p>DATE <u>APR 11 2000</u></p> <p>SIGNATURE <u><i>Edward C. Pappas</i></u></p>
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LISTING OF ALL FILES IN THE CITY MANAGER'S OFFICE

Miscellaneous "A"
A T & T - **FILE TRASHED - OBSOLETE MATERIAL**
Accident Reports
Accidents - Buses
Accidents - Trains
Advertising
All American City Award
Alleys - General
Alley Agreement 33rd Street
Alley Appraisals
Alley Closings
Alley Closing 33rd - 34th Street
Alley Closing - Terminus Bradley Road - Ponta Vista
Alley Closing - 59th to 60th Street - Hall & Fager Property
Alley Closing - 80th - 81st Street Block 103 - Tom Heiderman
Alley Encroachment Ocean Petroleum
Alley Encroachment - Atlantic Insurance - Oceanside Between 41st and 42nd St.
Alley Opening and Closing 66th - 67th Street
Alley Opening - 74th Street Bayside
Alley Opening 82nd Street - Oceana Condominium
Alley Opening - 141st to 142nd Ocean Front
Alternative Community Service
American Coastal Coalition
American Shore & Beach Preservation Association
American Society for Public Administration
Americans with Disabilities Act
Amusement Ride Inventory and Correspondence
Annexation
Antenna - Radio
Antenna - Cellular One Radio
Appraisals 94th Street/Robin Drive POS Exchange
Aquarium - Baltimore/Ocean City
Architects
Arts Atlantica 1999 - Cancelled
Arts Atlantica 1998
Arts Atlantica 1997
Arts Atlantica 1996
Arts Atlantica 1995
Art League
Assateague House Condominium
Assateague Island - RENAMED OC & VICINITY WATER RESOURCES PROJECT
Atlantic General Hospital
Auction
Audit - 1998 - Arthur Andersen
Audit - 1997 - Arthur Andersen
Audit - 1996 - Arthur Andersen
Audit - Cash 1996

Audit - 1995 - Faw, Casson & Company
Audit - 1994 - Faw, Casson & Company
Audit - 1993 - Faw, Casson & Company
Audit - 1992 - Faw, Casson & Company

Audit - 1991 - Faw, Casson & Company
Audit 1990 - Faw Casson and Company
Audit - Request for Proposal for Audit 1991
Audit - Request for Proposal for Auditor
Audit - Supplementary Financial Report Year Ended 6/30/89
Audit 1989 - Work Papers
Audit 1989 - Faw Casson and Company
Audit 1988 - Faw Casson and Company
Audit 1987 - Faw Casson and Company
Audit 1986 - Faw Casson and Company
Audit - Faw Casson and Company
Audit Proposals

Miscellaneous Correspondence "B"

Baltimore Avenue
Baltimore Avenue Tree Planting
Banking Services - 1990
Banking Services - 1989
Banking Services Agreement - 1986
Banking Services - Signature Form - General Fund Account
Banners
Banner Planes
Barrett, Anthony - Personnel File
Baywatch
Ocean City Baseball AA Level
Beach - 145th Street
Beach Activities
Beach Boys' Concert 1993
Beach Erosion
Beach and Parking Facilities Fund
Beach Photo Franchise
Beach Private Property - Alcohol on Beach
Beach Rental Mediation Board
Beach Stand Franchise
Beach Replenishment - 1993
Beach Replenishment - After Completion - 1991 and 1992
Beach Replenishment - Agreement - State, County, and City
Beach Replenishment - Shore Erosion Control Project Agreement 11/91
Beach Replenishment Project - Beach Delegation Agreement
Beach Replenishment - High School Study
Beach Replenishment Lease/Purchase Equipment
Beach Replenishment Local Cooperation Agreement

Beach Replenishment Meeting April 21, 1988
Beach Replenishment Meeting November 11, 1987
Beach Replenishment Memorandum of Understanding
Beach Replenishment Office Space Lease Agreement
Beach Replenishment - Phase II MOVED TO STORAGEI FILES
Beach Rep. Program Project Status Reports 1988-**CONTENTS THROWN OUT**
Beach Replenishment - Reimbursement
Beach Replenishment - State Proposal
Beach Replenishment Project 7/1/87 to 7/23/90 MOVED TO STORAGEI FILES
OC & VICINITY WATER RESOURCES PROJECT - ASSATEAGUE ISLAND REPLENISHMENT
Beautification of Ocean City
Bike Lanes
Bike Regulations - 1988
Bilenke, M.J. - Sunset South Townhouse 6th Street
Birds Control Devices
BJ's North 1st Street Bulkhead
Blood Drive
 Board and Commissions
Boards and Commissions - General
Board of Relators - Ocean City
Board of Adjustments and Appeals
Board of Port Wardens
Senior Citizen's Building Committee
Board of Zoning Appeals
Board of Elections
Ethics Commission
Personnel Grievance Committee
Standards Committee - Lodging in Ocean City Boardwalk
Boardwalk
Boardwalk - 501 North Boardwalk Possible Lease 9/14/98
Boardwalk - Bayside
Boardwalk - Clocks
Boardwalk - Concrete Project
Boardwalk Development Association
Boardwalk - Picnic Tables
Boardwalk Rest Shelters Advertising
Boardwalk Solicitation
Boardwalk Train
Boating Advisory Committee Boating Facilities
Boating Trailers
Bonds - General Obligation December 15, 1991 Bonds
Bonds - Advance Refunding Presentation October 23, 1991 Bond Correspondence
Bond - Referendum to Bond 1991
Bond Refunding 1987
Bond Refunding 1988
Bond Refunding 1989
Bond Sale - Convention Center Expansion
Bond Voter Information
Bridge, Rt. 50 Harry Kelley Memorial
Budget Committee
Budget FY99 - Mr. Dare has file

Budget FY98-MOVED TO STORAGE FILES
Budget FY97
Budget FY96
Budget FY95
FY94
Budget FY93
Budget FY93 City Hall Store
Budget FY92
Budget FY'97-"98 City Manager's Office
Budget FY96-'97 City Manager's Office
Budget FY93 - City Manager's Office
Budget FY92 - City Manager's Office
Budget FY91 - City Manager's Office
Budget FY90 - City Manager's Office
Budget - Gas Cost Increase
Budget Message FY 88
Budget Message FY 89
Budget Message FY 90
Budget Message FY 94
Budget Message FY 96
Budget Message FY 97
Budget Transfer Requests
Budget Amendment #1 FY88
Budget Amendment #2 FY88
Budget Amendment #3 FY88
Budget Amendment #1 FY89
Budget Amendment #2 FY89
Budget Amendment #3 FY89
Budget Amendment #1 FY90
Budget Amendment #2 FY90
Budget Amendment #1 FY91
Budget Amendment #2 FY91
Budget Amendment #1 FY92
Budget Amendment #2 FY92
Budget Amendment #3 FY 92
Budget Amendment #1 FY93
Budget Amendment #2FY93
Budget Amendment #1 FY94
Budget Amendment #1 FY95
Budget Amendment #2 FY95
Budget Amendment #1 - FY96
Budget Amendment #2 - FY96
Budget Amendment #1 - FY98
Budget Amendment #2 - FY98
Budget Amendment #1 - FY99
Budget Amendment #2 - FY99
Budget Meeting 2/2/88
Budget Transparencies FY88
Budget P&Z 1977 - 1988
Budget - 1988
Budget FY89

Budget Information 1988
Budget 89-90
Budget - Hearings with Departments 1990-91
Budget - Reductions FY91-92
Budget - Research on Police and Fire Budget 1989
Budget Transparencies 89-90
Budget 90-91
Budget Information 91-92
Bulkheads
Bulkhead Speed Signs
Bungee Jumping
Bunting, Capt. - Miss Ocean City Bulkhead

Miscellaneous "C"

CATV - General Information 1988 - 1991 - PLACED IN STORAGE
CATV - General Information 1992 - PLACED IN STORAGE
CATV - General Information 1993 - PLACED IN STORAGE
CATV - General Information 1994
CATV - General Information 1995
CATV/TCI Current Complaints 1994-95
CATV RFP for Cable Television Franchise Renewal/Refranchising Consulting
Services 3/10/92
CATV - Annual Reports Years Ending 1989,1990, and 1991 PLACED STORAGE
CAFR - Year Ended 6/30/98
CAFR - Year Ended 6/30/96
CAFR - Year Ended 6/30/95
CAFR - Year Ended 6/30/92 CAFR - Year Ended 6/30/90
Caine Harbour Mile
Caine House 118th Street Ocean Front
Caine Keys Civic Association
Caine Woods Community Association
Caine Woods - Proposed North Surf Park
Caine Woods Street Paving Requests

Caldabaugh Radio Communication Service
Callaghan and Company
Capital Construction Budget FY88
Capital Improvement Projects 1998/99
Capital Improvement Program Draft for FY1999 Budget
Capital Improvements Program 1996-2000
Capital Improvement Program 1997-2001
Capital Projects
Capital Projects Ordinance
Capital Project Budget FY88
Caroline Street Health Center
Caroline Street Pad Lottery Drawing 1999
Caroline Street Pad Lottery Drawing 1998
Caroline Street Pad Lottery Drawing 1997
Caroline Street Pad Lottery Drawing 1996
Caroline Street Pad Lottery Drawing 1995
Caroline Street Pad Lottery Drawing 1994

Caroline Street Pad Lottery Drawing 1993
Caroline Street Pad Lottery Drawing 1992
Caroline Street Pad Lottery Drawing 1991
Caroline Street Pad Lottery Drawing 1990
Caroline Street Pad Lottery Drawing 1989
Caroline Street Pad Lottery Drawing 1988
C.R.A.S.H. - Highway Safety Organization
Castle in the Sand Beach Easement
Census 2000
Census '90
Certificate of Deposit - 1988
Chamber of Commerce
Charter Amendment Referendum
Check Requests
Chesapeake Bay Program
C & P Telephone
C & P Telephone Agreement for 94th Street
C & P Telephone Agreement for Public Telephone Service
Christmas 1990
Christmas Card List
Christmas Decorations I
Christmas Decorations II
Christmas Invoices 1988
Christmas Luncheon 1997 and 1999
Citizens' Advisory Committee
City County Communications and Marketing Association

City Hall Building - See Engineering's File for Renovations
City Hall Parking Lot
City Hall Parking Lot Employee Tag No.s
City Manager Evaluations
City Manager Evaluation Forms
City Manager Executive Recruiting Firms
City Manager File
City Manager Transition Briefing - 1989
City Owned Buildings - List
City Owned Property - List
"Cty-Talk" Help Line
Civic Organizations - Non-profit Groups
Civic Organizations - Financial Statements - Non-profit Groups
Coalition of Civic Associations
Civic Association - Diakonia
Coast Guard
Coast Guard Lookout Tower
Coastal Contractors
Coastal Resources Advisory Committee
Community Associations Institute

Community Development Corporation CDCC - FILED WITH DOWNTOWN IMPROVEMENT FOLDER
Complaints
Complaint/Request Forms
Complaints - Airport
Complaints - Beach
Complaints - Dogs
Complaints - Houses
Complaints - Noise
Complaints - Parking - Coastal Highway
Complaints - Police
Complaints - Sidewalks
Complaints - Signs
Complaints - Special Events Complaints
Complaints - Streets
Complaints - Street Lights
Complaints - Town Meeting
Complaints - Traffic Lights
Concerned Citizens for Good Government
Concerts
Condominium, Delmarva Managers Association

Consultants

Container Tax Bill 47-89
Contract Document - Sample
Corner Visibility Study
Corps of Engineers
Corps of Engineers - Infrastructure Study of Ocean, Bay & Inlet
Correspondence - Out Going 1992
Correspondence-Out Going 1987,88,89,90,and 91 in bottom drawer of black
filing cabinet
Correspondence - Out Going 92,93,and 94 in STORAGE II - LIBRARY
Correspondence 1995 through 1997 in STORAGE - LIBRARY
Correspondence 1998
Council
Council Candidates' Briefing 1998
Council Candidate Briefing 1996
Council Candidates 1994
Council Candidates' Briefing 1992
Council Candidates 1990
Council Candidates' Briefing 1988
Council Chambers Electrical Code for Speakers
Councilmen's Jackets
Council/Manager Form of Government
Council Minutes Indexing Council - Notice of Closed Session
Council Reimbursements to Council Members
Council Reading File
Credit Bureau of Baltimore

Credit Cards

Critical Success Factors - Department Head Reports

Miscellaneous "D"

Dennis W. Dare - Personal File

Day Care

Delaware - Mosquito Control

Delaware - Route 54 Detour Signs

Delmarva Power & Light

Demoflush Weekend Population Figures - 1987, 1988, and 1989 to mid-June

Demolition Contract - 208 N.Div.St. & 5701 Coastal Hwy.Department Head Resumes

Disability Advisory Committee

District Court Building - Former - Dorchester Street

District Court Lease

Donation Maintenance

Donations From Ocean City

Downtown Bus Route - Boardwalk Train

Downtown Improvement

Downtown Parking Study 98 (SEE PARKING, DOWNTOWN STUDY)

Downtown Revitalization Report 8/8/90

Dredging

Dress Code - Proposed 1998

Drought 1999

Drug Analysis Laboratory

Drug Task Force

Dune Restoration Committee

Dune - Ocean Pines Demonstration

Dune Patrol Volunteers

Dunes

Miscellaneous "E"

Easements

Easter Seal Society

Eastern Shore Gas Company

Eastern Surfing Association

Edgewater Avenue Neighborhood Watch GroupEight on the Bay Condominium

Election - October 20, 1992

Election Practices - Various Cities

Election Results October 1988

Electric Deregulation 1997

Elks - Public Safety Award

Emergency Operations Plan

Employee's Christmas Gift 1988

Entry Park

Environmental Protection Agency - Crabs & Clams

Erosion Control

Esskay

Evaluations - Period Ending 1/1/98

Evaluations - Period Ending 1/1/97

Evaluations 1995 and 1996

Event Group

Miscellaneous "F"

Farewell to Fish Party 1996
Farmer's Market
Faw, Casson and Company
FAX
FAX Machine - Plain Paper FAX
Federal Emergency Management Agency
Federal Emergency Management Agency Training
Files - Listing of
Flood Insurance Program
Flood - National Flood Insurance Mitigation & Erosion Management Act 1991
Forms Miscellaneous
49th Street - Leighton Moore's Donation
Fourth of July 1999
Fourth of July 1998
Fourth of July 1997
Fourth of July 1996
Fourth of July 1995
Fourth of July 1994
Fourth of July 1993
Fourth of July 1992
Fourth of July 1991
Fourth of July 1990
Fourth of July 1989
Fourth of July 1988

Miscellaneous "G"

Gambling
Garbage Dump, Sinepuxent Road
Gazebo
General Code Publication Corporation Newsletter
Geothermal Wells - Guidelines
Golf - Riddle Farm
Governing - Publication
Graffiti
Grants
Greiner Engineering

Miscellaneous "H"

Handbills
Handicap Correspondence
Handicap - Legal Matters
Handicap Parking
Harrison's Complaints
Harrison's Encroachment South 1st Street
Health Legislative Committee
Hearings - Noise and Court
Herget and Company, Inc.
Heron Harbour Isle Addition

High School Community Service
Holiday Inn 67th Street - Harrison
Holt's Landing
Hotel-Motel-Restaurant Association
Housing Board - 1991
Housing for Summer Help
Humane Society
Humane Society Facility Specifications
Humane Society Mission Letter/Statement
Hurricanes
Hurricane Bonnie - August 1998
Hurricane Felix - August 1995
Hurricane Fran Relief to N.Carolina 9/96
Hurricane Emily - 9/1/93
Hurricane Andrew Relief - 8/25/92
Hurricane Danielle - September 24, 1992
Hurricane Bob - 8/18/91
Hurricane - National Hurricane Conference 4/2-4/5/91

Miscellaneous "I"

IBM
IBM Marketing Asst. Letter of Understanding
Infrastructure Financing Program
Inlet
Inlet Lot Redesign
Insurance Claims - Gave to Risk Management 8/24/99 - 1989 back
International City Management Association
ICMA Conference, Spring 1992
ICMA Resort and Tourism Network and Sports and Convention Center Joint
Membership
Internet
Investment Pool, Local Government

Miscellaneous "J"

Jennieville
Jet Ski
Jolly Roger Amusement Park
Junebug Impact Reports

KKK

Kite Festival - 1998

Landfill

Land Purchase Offers - 62nd Street
Laser Pointers

Laser Show - 1995

Legal Analysis Budgetary Information for City Solicitor - 1988
Legal Fees - 1988
Search Committee City Solicitor
Legal - Full-Time City Solicitor
Legal Actions - 1995
Legal - City Solicitor Pending Items
Legal Correspondence - 1994 -
Legal Opinions 1988 to 1994 **IN LIBRARY OLD FILES**
Legal Opinions
Legislative Committee Assignments
Airport Committee
Beach Mediation Committee
Budget/Finance Committee
CRAC Committee
Noise Committee
Parking Committee
Parking and Traffic Commission
Parks and Recreation Committee
Peninsula General Hospital Board
Planning and Community Development Committee
Police Commission Committee
Public Works Committee
Surfing Committee
Tourism and Community Development Committee
Life Crisis Center
Lighthouse Sound Project - In Library
Little Salisbury Civic Association
Logo - Ocean City

"M"

MCI Proof Positive Statements
MCI Telecommunications User Card
Main Street Improvement Grants Program
Maintenance Contracts
Maps
Maps - Subdivision
Maryland City and County Management Association
Maryland Coastal Bays Program
Maryland Disability Law Center
Maryland Main Street Designation
Maryland Municipal League
MML Innovations in State & Local Government - Awards Program
MML, Open Meetings Law
MML 1991 Report on Legislation Affecting Municipalities
MML 1990 Report on Legislation Affecting Municipalities
MML 1989 Report on Legislation Affecting Municipalities
MML 1988 Report on Legislation Affecting Municipalities
Maryland Report- "The Maryland Report"

Maryland, State of Dept. Agriculture - Mosquito Control
Maryland, State of Assessment and Taxation
Maryland, State of Attorney General
Maryland, State of Attorney General - Antitrust Division
Maryland, State of Budget and Taxation Committee
Maryland, State of Clearing House Intergovernmental Assistance
Maryland, State of Convention Center Authority Legislation
Maryland, State of Dept. Economic and Community Development
Maryland Emergency Management and Civil Defense Agency
Maryland Energy Administration - Oil Overcharges
Maryland, State of Dept. of Environment
Maryland, State of Fire Marshal's Office
Maryland, State of Dept. of Fiscal Services
Maryland, State of Dept. of Fiscal Services 1991 Report on County-Municipal Tax Differentials

Maryland, State of General Services
Maryland, State of Geological Survey
Maryland, State of - Memorandum of Understanding
Maryland, State of Governor's Office
Maryland, State of Governor's "A Day at the Beach with Governor"
Maryland, State of Governor's Economic Development Committee
Maryland, State of Health Care Study
Maryland, State of Dept. Health and Mental Hygiene
Maryland, State of Highway Administration
Maryland, State of Highway Admin. Expansion of Route 611 Agreement
Maryland, State of Highway Admin. Median Strips on Coastal Highway
Maryland, State of Highway Admin. Handicap Crosswalks - Gold Coast Mall
Maryland, State of Highway Admin. Traffic Signal 131st Street
Maryland, State of Highway Admin. Fall Meeting - 11/9/99
Maryland, State of Highway Admin. Spring Meeting - 3/30/99
Maryland, State of Highway Admin. Fall Meeting - 12/15/98
Maryland, State of Highway Admin. Spring Meeting - 3/31/98
Maryland, State of Highway Admin. Spring Meeting - 4/1/97
Maryland, State of Highway Admin. Fall Meeting - 10/31/95
Maryland, State of Highway Admin. Spring Meeting - 1996
Maryland, State of Highway Admin. Fall Meeting - 11/15/94
Maryland, State of Highway Admin. Spring Meeting - 4/26/94
Maryland, State of Highway Admin. Fall Meeting - 10/26/93

Maryland, State of Highway Admin. Spring Meeting / /93
Maryland, State of Highway Admin. Fall Meeting - 10/28/92

Maryland, State of Highway Admin. Spring Meeting 3/31/92
Maryland, State of Highway Admin. Fall Meeting 10/29/91
Maryland, State of Highway Admin. Spring Meeting 4/30/91
Maryland, State of Highway Admin. Fall Meeting 10/23/90
Maryland, State of Highway Admin. Spring Meeting 3/29/90
Maryland, State of Highway Admin. Fall Meeting 12/1/89
Maryland, State of Highway Admin. Spring Meeting 4/12/89
Maryland, State of Highway Admin. Fall Meeting 11/2/88
Maryland, State of Highway Admin. Spring Meeting 3/30/88
Maryland House of Delegates
Maryland House of Delegates Bills
Maryland, State of Dept. of Housing and Community Development
Maryland House Judiciary Committee
Maryland, State of Juvenile Services
Maryland Division of Labor and Industry
Maryland Department of Legislative Reference
Maryland Department of Licensing and Regulation
Maryland, State of Local Government Investment Pool
Maryland State Lottery Agency
Maryland, State of Motor Vehicle Administration
Maryland Department of Natural Resources 1993 to
Maryland Department of Natural Resources - National Estuary Program
Maryland Department of Natural Resources Police
Maryland, State of Dept. Natural Resources/Geological Survey Memo of
Understanding
Maryland, State Occupational Safety and Health
Maryland, State of, Open Meetings Compliance Board
Maryland, State of Dept. of Planning
Maryland, State of Dept. of Public Safety and Correction Service
Maryland, State of Public Service Commission
Maryland, State of Board of Public Works
Maryland Senate
Maryland Senate Bills
Maryland State Police
Maryland State Agency for Surplus Property
Maryland, State of Office of Tourism Development
Maryland Transportation
Maryland Transportation - Traffic Light 131st Street
Maryland State Comptroller of the Treasury
Massage Business
Mathias, Kathy A.P.
Media
Medical Facility - Summer Health Care
Medical Facility - Request for Proposals
Medical Waste
Memorandums - Kathy's
Memorandums 1995 - **MEMOS WERE TRASHED**

Memorandums 1994 - **MEMOS WERE TRASHED**
Memorandums 1993-In Library
Memorandums 1992-In Library
Memorandums 1991-In Library
Memorandums 1990
Memorandums 1988 and 1989
Mercer, Slavin & Nevins, Inc.
Montego Bay Civic Association
Montego Bay Miscellaneous
Montego Bay Street Light Reimbursements
Montego Bay Widening of Jamaica Avenue
Motorcycle Parking

NAACP
National League of Cities
National Marine Fisheries Service
Newsletters - Samples
Newsletter Seminars
Newsletter 1999
Newsletter 1998
Newsletter 1997
Newsletter 1996
Newsletter 1995
Newsletter 1994
Newsletter 1993
Newsletter 1992 Newsletter 1991
Newsletter 1990
Newsletter 1989
Newsletter 1988
Newspaper Clippings
Newspaper "Sandpaper"
Newsrack Ordinance
Newsrack Permit Applications
911 Emergency Service
9100 Condominium Project Princess Royale 1991 -
9100 Condominium Project Princess Royale 1990
9100 Condominium Project Princess Royale 1988 and 1989
9100 Condominium Project Princess Royale 1987
9100 Condominium Project Princess Royale to 1986
9100 - FEMA Correspondence
Noise Control
Noise Control Board
Noise Board Hearings
Noise Ordinance

Ocean City Drug & Alcohol Abuse Prevention Committee "Play It Safe"
Greater Ocean City Health Service Corporation

Ocean City Opportunity Council
Ocean City Revisited 1999
Ocean City Revisited 1998
Ocean City Revisited 1993
Ocean City Revisited 1992
Ocean City Revisited 1991
Ocean City Revisited 1990
Ocean City Revisited 1989
Ocean City Revisited April 1988 for Year 1987
Ocean Dumping
Ocean Petroleum
Ocean Pines
Ocean Plaza Mall
Ocean Sampling 1993
Oceanic Motel
Office Supplies - Order Forms
Off-Track Betting - Satellite Simulcast Wagering
Old Pro Golf
Operational Chart 1988
Orchestra, Mid-Atlantic Symphony
Ordinances 1995
Ordinances 1994
Ordinances 1992 and 1993
Ordinances 1990 and 1991 **SHREDD**
Ordinances 1988 and 1989 **SHREDD**
Ordinance - Dog
Organization
Organizational Charts
Outer Continental Shelf Gas and Oil Leasing Program
Oversize Vehicle Parking
Ozone

Miscellaneous "p"

Parades
Parent Network, The
Parking
Traffic and Parking Commission
Parking District
Parking, Downtown Study
Parking Garage
Parking Garage Financing
Parking Lot Properties
Parking Meters
Parking Meter Advertising
Parking - Parking Policy
Parking Permit System
Parking - South 1st Street
PARTNERS - The Greater Ocean City Alliance
Personnel Action Forms
On Call Personnel
PGH/Ocean City Clinic

Petitions

Picnic - Employees' 1995
Picnic - Employees' 1994
Picnic - Employee 1993
Picnic - Employee - 1987 and 1988
Pier - 9th Street Bayside
Pier - Ocean City
Pier Committee Beginning 1979
Policy - Banner Policy
Policy - Non-Profit Organizations
Policy - Break
Policy - Caroline Street Pad
Policy - Flag
Policy - State and County Agencies Requests for Surplus Vehicles
Policy - Take Home Vehicles
Policy - Use of Senior Center
Policy - Work Breaks, Hours
Preakness Celebration 1988
Press
Pride of Baltimore Membership
Proclamations - **1988 THROUGH 1991 SHREDDED**
Program Open Space
Project (Partial) List 1988
Project Priority List
Project Update - Departments
Property - West Ocean City at Route 611
Property Offerings
Property Offering Dorchester Street
Property Offering Between Somerset and Wicomico on Philadelphia Ave.
Property Offering Division Street
Property Offering (Swap) Harrison 1st and 3rd Street St. Louis Ave.
Property Offering Corner 4th Street and Baltimore Avenue
Property Offering Corner 9th Street and Baltimore Avenue
Property Offering Layton's 16th Street
Property Offering Mini Golf North Side of Convention Center
Property Offering Maridel Property North Side of Convention Center
Property Offering 62nd-63rd Street Heritage Property
Property Offering 66th Street Bayside - Bounds Property
Property Offering 100th Street Bayside - Phippin
Property Offering Jamestown Road
Property Offering 125th Street
Property Offering Coastal and 140th Street
Property Offering Coastal and 146th Street Bayside
Property Offering Near Frontier Town
Property Offering West Ocean City - Tennis Facility

Property Purchase - Delmarva Power
Property Purchase - Somerset Street Parking Lot
Property Purchased From City
Property Purchased From City - Rusty Anchor Parking Lot
Property Purchased From City - Sun Village Townhouses - 91st Street

Property Purchased From City - Old Landing Road - Custis
Public Access Channel
Public Hearings
Public Risk and Insurance Management Association
Public Safety Building - FILES FOR 1991 & 1992 IN LIBRARY
Public Safety Building Phone System - Request for Proposals
Public Safety Building - 800 MHZ Radio System
Public Service Announcements
Purchase Orders
Purchasing Records - Confidential
Purchasing Procedures 4/21/88 and 9/13/89

Miscellaneous "Q"
QCI Telephone Investigation

Quality Copy Service
Quarterly Department Reports
Carole Quillen's Personnel File

Miscellaneous "R"
Rabies
Radio - OC AM Information Station
Radios
Radio Phone Charges - CellularOne
Rappaport Building
Reach the Beach Program
Recycling-Before 1993 in Storage2
Recycling Technology
Reef (artificial)
Release Forms - General Claim Release
Religious Organizations - Request
Rental Housing Licensing
Requests
Resolutions
Charter Resolutions
Retreat Information
Revenue Sharing
ROLM
DID City Hall
ROLM - Invoices
IBM/ROLM - Telephone Maintenance Agreements
ROLM - Monthly Service Activity Reports
ROLM Preventive Checklists
ROLM - Telephone Command Post

Miscellaneous "S"
Sandcastle

Schools - Year-Round

Seagulls

Semmes, Bowen and Semmes
Semmes, Bowen and Semmes Legal Opinions
Sewer Study
Sign - Surf Warning
Sister City Program
Slow-growth Initiative
Smith, Clyde W. - 401 & 403 Baltimore Avenue
Smoking - Non-smoking Correspondence
South First Street
Special Events
Special Events - Celebration 2000
Special Events - For Profit Events
Special Events - Greek Festival
Special Events Permits
Special Events - Comments
Springfest 1999
Springfest 1998
Springfest 1997
Springfest 1996
Springfest - 1994

Springfest 1993
Springfest 1992
Springfest/Sunfest Beer Truck Lottery 1996
Springfest/Sunfest Beer Truck Lottery 1995
Springfest/Sunfest Beer Truck Lottery 1994
Springfest/Sunfest Beer Truck Lottery 1993
Springfest/Sunfest Beer Truck Lottery 1992
Springfest 1991
Staff Work Requests
Staff Meeting
Staff Meeting Minutes
Staff Meeting Work Papers
Storage - Records
Store Plan - Town of Ocean City

Storm - 1998
Storm - March 1993 Storm - January 1992
Strategic Planning 1996
Streets
Streets - 129th Street and Sinepuxent Avenue
Street Closing - 15th Street Bayside
Street Closing - 67th Street Seabay Drive
Street Closing - 69th to 70th Street Seabay Drive
Street Closing - Terminus Chesapeake Drive South of Bering Road
Street Ends
Street End Abandonment
Street Light Requests
Street Performers
Subdivision Map
Subscriptions - Miscellaneous
Suburbane Propane
Sunfest 1999
Sunfest 1998
Sunfest 1997
Sunfest 1996
Sunfest/Springfest Lottery Drawing - Beer Trucks 1992 - In Library
Sunfest Lottery Drawing - Beer Trucks 1991 (See Springfest 1991)
Sunfest Lottery Drawing - Beer Trucks 1990 (There was no drawing due to
a hurricane the year before)
Sunfest Lottery Drawing - Beer Trucks 1989 In Library
Sunfest Lottery Drawing - Beer Trucks 1988 In Library
Surfer Statue

Miscellaneous "T"

Tattoo
Tax - Miscellaneous
Tax Analysis Worksheet by Subdivision
Tax Certification of Tax Levy FY88-89
Tax Certification of Tax Levy FY87-88
Tax Certification of Tax Levy FY86-87
Tax - Constant Yield Tax Rate

Tax Differentials
Tax Homestead Property Tax
Tax Legislation
Taxes - Property
Property Tax Rates - Maryland Counties
Taxes - Retail Sales (Food & Beverage)

Taxes - Room
Taxi
Technology Transfer - Technotes

Confidential - Telephone File - In Library
Telephone Polls
Telephone
Telephone Reports - In Library
Televisions in the Work Place
Time Sharing
Time Sheets
Tow Agreements
Town of Ocean City Limits
Tire Baler - 1975
Towing
Town Meeting 1989
Town Meeting 5/15/88
Trailers - Mobile Homes
Trailers - Mobile Home Parks
Tropicana Restaurant - MOVED TO LIBRARY
Twenty-Twenty Legislation

Underground Storage Tanks
Undergrounding Electrical Lines
Undersea Systems, Inc.
United States Congress
United States IRS
United States Department of Energy
United States Department of Navy
United States Environmental Protection Agency

United States Geological Survey Water Resources Division
United States Department of the Interior
United States Post Office
United States Senate
United States Department of Transportation
United States Treasury - Bureau of Alcohol, Tobacco and Firearms
United States Weather Service (Nat. Oceanic & Atmospheric Admin.)
United Way
United Way 1998 Campaign
Up With People
Utility Audit Companies
Utility Research Associates
Utility Services Task Force

Miscellaneous "V"
Vehicle Auction 1996 and 1997
Vehicle Auction 1995
Vehicle Auction 1994

Vehicle Auction 1993
Vehicle Auction 1992
Vehicle Auction 1991
Vehicle Auction 1990
Vehicle Auction 1989
Vehicle Auction 1988
Vehicle Inventory 1991
Vehicle Lease - Budget Analysis FY'89-90
Vehicle Take Home
Vehicle Vending Franchise
Vending Machines - City Hall Bldg.
Virginia Beach, Virginia
Visitors and Convention Bureau
Voice Messaging Bid Packet

Miscellaneous "W"

WBOC - Camera Site Agreement
Wage Dispute Forms from State
Ward Foundation - Museum of Wildfowl Art
Waste Water Advisory Task Force
Water Conservation Committee
Water, Discharge of
Water Master Plan - 1989
Water Quality - Ocean Water
Waterbuses
West Ocean City Property Owner's Association
Wicomico County
White Marlin Open
Wight Street
Windsor Resort
Windsor Resort - Roller Coaster
Winefest - 1996
Winterfest 1993 to 1997/98 - MOVED TO LIBRARY
Winterfest 1998/99
Winterfest 1999/00
Worcester County Department of Assessment and Taxation
Worcester County State's Attorney's Office
Worcester County Board of Education
Worcester County Board of Supervisors of Elections
Worcester County Board of Zoning Appeals
Worcester County Bus Loan Agreement
Worcester County Commercial Marine District
Worcester County Commissioners
Worcester County Commission on the Aging
Worcester County Developmental Center, Inc.
Worcester County Department of Economic Development
Worcester County Dispensary Study Committee
Worcester County Fire Marshal
Worcester County Proposed Grant Bayside Boardwalk
Worcester County Health Department

Worcester County "Health in Resorts": A Discussion
Worcester County Land Use Plan Route 50 Development Corridor
Worcester County Library
Worcester County Licensed Beverage Association
Worcester County Liquor License Board
Worcester County Planning, Permits, and Inspections
Worcester County Room Tax
Sanitary District Lease of 45th Street
Worcester County Sanitary District 1993 - In Library
Worcester County Sanitary Commission - 1985 to and including 1992-In
Library

Above moved to Storage Files

Worcester County Sanitary Commission - Ad Concerning Petition
Worcester County Sanitary District
Worcester County Sewage Disposal
Worcester County Social Services
Worcester County Soil Conservation District
Worcester County Tax Assessment Office
Worcester County Tourism Office
Worcester County Transportation Advisory Committee
Worker's Bus Line - County-wide

Miscellaneous "Y"

Year 2000

Youth Consortium Advisory Council

LISTING OF CITY DEPARTMENT FILES

THESE FILES HAVE BEEN MICROFILMED - ONLY THOSE FILES DATED AFTER
JANUARY 1, 1992 ARE IN EXISTENCE - ALL OTHERS ARE ON FILM

Airport - General Correspondence - 1995 to
AWOSSIII Federal Assistance Grant
American Flight - Commuter Airline Service
Bus Shuttle Service
Airport Commission
Chesapeake Air
Deer - Airport
Engineer Contracts - Approval Letters
Golf Course Construction and Lease/Purchase Agreement
Golf Course Correspondence 1/90 to 6/90 STORAGE
Golf Course Correspondence 6/90 to 12/90 STORAGE
Golf Course Correspondence 1991 STORAGE
Golf Course - Eagle's Landing 1991 to and including 1998 STORAGE
Golf Course - Eagle's Landing 1999 to
Golf Course Expansion
Golf Course Feasibility Study 1992
Airport/Golf Course Land Lease
Golf Getaway
Hertz Car Rental Contract
Airport Inspections
Airport Lease
Farm Land Lease
Lease - T-Hangar Reservations
Airport Legislative Committee
Airport - Lion's Club Land Use
Marina
Master Plan Update
Mumford Land Purchase
Pre-Application Forms
Neighborhood Committee
New FY-Program
Terminal Building
FAA Terminal Building Grant
Worcester County/Ocean City Joint Airport Operation

Beach Patrol General Correspondence
Beach Patrol Dispute - 1993 MOVED TO STORAGE FILES
Beach Patrol Regulations - Enforcement
Scholarship Fund - Captain Craig

Convention Center Tourism - Walker Consultant
Convention Center Commission Minutes MICROFILMED - In Library

Data Processing
Data Processing - AS/400
IBM Computer

Emergency Management Services
Communication Report October 22, 1991
EMS Communications

EMS Disaster Training (EMI)
EMS Dive Team

Emergency Medical Services 1995 -
EMS Ambulance Bid Possibility
EMS Ambulance Fees
EMS Ambulance Invoice Complaints
Ambulance Study - Worcester County
EMS - #709 Engine Failure
EMS - Goals and Objectives 1984
EMS - Neighoff, Dorothy C.
EMS Operations Manual
EMS - Video Proposal - Dr. Williams

Engineering - General Correspondence 1992
Engineering - General Correspondence 1990 and 1991
Engineering - Athens Construction Lawsuit
Boardwalk

General Bulkheading
Bulkhead - Golf Course Greens #6 and #12

Bulkhead - Worcester Street Bulkhead - 1st Street
Bulkhead - 2nd to 4th Street
Bulkhead - 5th Street
Bulkhead - 6th Street
Bulkhead - 7th to 8th Street
Bulkhead - 13th Street

Bulkhead - 66th Street Wooden
Cashman, Lawsuit - Groins

Chicago Avenue
Contract for Test Wells 35th & 125th Streets
Dennis Dare
Downtown Parking Analysis
Dredging
George & Lynch Memorandum of Understanding
Groins

Lotfills

Engineering Projects:

Project Filing System
Miscellaneous Information on Projects
Project Meeting Minutes
Animal Control Center Building
Baltimore Avenue Improvements
Baltimore Avenue
Baltimore Water Line Project
Bay Dredging Project - North of Route 50
Bike/Pedestrian Path on Beach
Boat Ramp 87th Street
Chemist's Lab
Chicago Avenue - 2nd to 4th Street
City Hall Renovations 1986
City Hall Renovations - Partitions
City Hall Revisions
Convention Hall Expansion
Convention Hall Renovations
Edgewater Avenue
Inlet Boardwalk - DNR Memorandum of Understanding
Public Safety Building
Recreation and Parks Elevated Walkway and Observation Deck
Vehicle Maintenance Facility Addition

Engineering - Groins - General Information
7th Street Jetty
Groins - Cashman 12th, 74th and 77th Street
Proposal for Engineering Services Balt.Ave. Improvements

Sidewalks

Storm Drain - General
Storm Drain Design 10th to 15th Streets
Storm Drain - G.B. Cropper - 14th Street
Storm Water Management
Street Ends
Street Lights
Street Paving
Street Paving 1992
Street Paving Fall 1990
Street Paving Fall 88 and Spring 89
Street Paving Spring 88
32nd Street Relocation
Water Study (U.S. Geological Survey - 1985)

Finance Office - General Correspondence - 1987, 88, and 89 MICRO
General Correspondence - 1990 "
General Correspondence - 1991 "
General Correspondence - 1992 to 1995 " - In Library
General Correspondence - 1996 and 1997 IN LIBRARY
General Correspondence - 1998

Bireley Hearing
Certificate of Achievement - FY 1988
Contents of Finance Officer's Office
Infrastructure Financing Program, Local Government
Memorandums
Position Upgrade
Receivables Management System
Tax Information

Fire Department - General Correspondence
Fire Alarm Billings
Fire Department Phone Bills
Fire Reports (Monthly)
Miscellaneous Purchase Orders
Fire Code - Revision
Firemen's Convention

Fire Marshal - General Correspondence 1996
Fire Marshal - General Correspondence 1992 to 1995 MICRO - In Library
Fire Marshal - General Correspondence 1990 and 1991 MICRO
Oil Deliveries to Vessels
Sprinkler System

Fire Prevention Commission 1992

Museum
Museum Committee

Personnel - General Correspondence - 1989
 General Correspondence - 1990
 General Correspondence - 1991
Employee Benefit Statement - In Library
Employee Health Benefit Meetings - 1992
Employee Training
Health Insurance Proposals
Inclement Weather Pay Audit - 1991
Insurance TO 1995 MICRO
Insurance 1996 -
Intern - Karen Reisinger - Summer 1988
International Personnel Management Association
Overtime Reports (Analysis 1985-86)
Personnel Issues Workshop 12/16/92

Position Impact Forms
Quality Awareness for Managers Seminar Reduction in Force
Retirement

Risk Management
Risk Retention Committee Personnel Roster
Safety Committee Structure - Risk
Salary and Benefits Committee
Salary Plan 1989
Salary Study 1999
Seminar - Better Customer Service Sick Leave
Temporary Employees Working Full-time

Personnel Actions
Confidential
Arbitrator
Stanley Alford
Lt. James "Big Bake" Baker
Detective Bernard Bond
William Bounds
Victor Bunting
Major Cropper's Grievance
Elsey, Paul - Confidential

Albert German Correspondence
Bud Gorman Lawsuit
Mike Sacca
John H. Ulrich
Personnel Rules and Regulations
Leave Policies - Semmes, Bowen and Semmes
Manpower Reports
Pay Scale - 1989
Pay Scale - 1987
Pay Scale Plan 1986
Pension Committee
Pension Plan
Pension Plan Proposals - 1986-87
Reorganization
Retirees - June 1998
Risk Management Reorganization

Planning & Zoning - General Correspondence 1998
Planning & Zoning - General Correspondence 1996 & 1997 IN LIBRARY
Planning & Zoning - General Correspondence 1992 - 1995 in Storage Files
Planning & Zoning - General Correspondence 1991
Planning & Zoning - General Correspondence 1989 & 1990
Planning & Zoning - General Correspondence 1988
Planning & Zoning - General Correspondence 1987
Planning & Zoning - General Correspondence 1986
Amusement Parks
Building Height Letter to Citizens
Building Height Petition
Building Height Recommendations
Complaint Letters - Photos With Baby Animals

Comprehensive Plan
Conditional Use Requests
Day Care Facilities
Definitions Hotel/Motel
Density Correspondence
Density Hearings
Impact Fees
Fees for Parking Exceptions
Legal - Review Fees
"No Man's Land" - Between Building Limit Line and Dune-IN LIBRARY OLD FILES
Nonconforming Use Ordinance
Outdoor Displays - Code Changes
Property Maintenance Code
Residential Planned Community
Rezoning Study Downtown
Seventy-first Street Flea Market
Signs
Socio-Economic Profile
Transfer of Development Rights
Variance of Subdivision Regulations
Wall Signs
Zone Code Amendments
Zone Code Amendments - Yards and Open Space Protrudements

Planning and Zoning Commission
Conflict of Interest Guidelines
Socio-Economic Profile - 1997 - Prepared by P&Z
Socio-Economic Profile - 1992 - " " "
Southern Standard Building Code - Board of Adjustments and Appeals

Police - General Correspondence - 1997
Police - General Correspondence - 1995 & 1996 in Storage File Room
Police - General Correspondence - 1994 & 1995 MICRO
Police - General Correspondence - 1992 & 1993 in Kathy's Storage File
Police - General Correspondence - 1991
 General Correspondence - 1990
 General Correspondence - 1989
 General Correspondence - 1988
 General Correspondence - 1987
 General Correspondence - 1986
Police Benefit Study 1998
Police Chief Advertisement 1987
Police Chief Duggan's Annuity
Police Chief Search 1989
Police Commission - 1998
Police Commission - 1996 and 1997 IN LIBRARY
Police Computer
Confidential Police Meeting - March 17, 1988
Confidential - Marshall vs Ocean City

Confidential - Riddleburger Homicide
County-wide Department
Chief Duggan's Correspondence
Drug Testing
New Employee Program
False Alarm Billing
Fees, Prisoner
Firing Range Agreement
Fraternal Order of Police
Fraternal Order of Police - 1998 Petition
General Orders to 1998 - STORAGE
General Orders 1999 to
Department Grant
Interview Evaluation Guide for Police Chief
Mounted Patrol - **MAJORITY ON MICROFILM - HORSE CONTRACTS IN CURRENT FILE**
Mutual Aid Agreement - State Police
Pedestrian Safety
Phone System
PRESS- Problem Residence Eradication Strike Squad - Task Force
Public Safety Committee (Action Group)
Purchase Orders - Confidential
Purchase Order Requests
Recommendations and Concerns
Police Department Reorganization
Salaries
Seasonal Officer Program
Selection Process
Testing Procedures
Training Committee Standards
Training Film Agreement
Uniforms

Police Commission
Police Commission Meeting Minutes 1996 -
Police Commission Meeting Minutes 1992 to 1995 MICRO

Public Information Officer

Public Relations - General Correspondence 1988, 1989, and 1990
Public Relations - General Correspondence 1991 and 1992
Air Show - Labor Day 1991
Blenny, U.S.S. - Submarine for Reef
Duplicate Veloxes
Goals and Objectives - 1985
Press Releases

Public Safety - Miscellaneous
Public Safety Communications Department

Public Works - General Correspondence 1998
Public Works - General Correspondence 1996 and 1997 - IN LIBRARY
Public Works - General Correspondence 1994 and 1995 MICRO
Public Works - General Correspondence 1992
Public Works - General Correspondence 1991
Public Works - General Correspondence 1990
Public Works Facility After Hours Traffic Log - October 31, 1988
Public Works Safety Committee/Town of Ocean City Safety Committee

Purchasing - General Correspondence
Bidding Document
Comfort Station 27th Street
Complaint - David Townsend
Purchasing Manual
Miscellaneous Bid Information
65th Street Complex Diagram

Recreation - General Correspondence 1998 -
Recreation - General Correspondence 1996 and 1997 in box on Library Floor
Recreation - General Correspondence 1992 to 1995 MICRO
Recreation - General Correspondence 1988 and 1989 "
Recreation - General Correspondence 1987 "
Recreation - General Correspondence 1986 "
Recreation and Parks Advisory Council
Ballfield - Northside Park
Beach Volleyball Information
Festival of Lights
Fiesta Park
Golf Pass Register for Eagle's Landing
Recreation and Parks Legislative Committee
MAC Agreement
Park License Agreement - 94th Street
Robin Drive Park
Senior Citizen Center - SEE WORCESTER COUNTY COMMISSION ON AGING
Senior Citizen Center Advisory Committee
Senior Citizen Facility 41st-42nd Street
Skateboard Update 12/96
Skateboard Information - MICROFILMED
Skateboard Project - MICROFILMED
Sponsorships
Sports Core
Strategic Plan
Swimming Pool - Northside Park
Tennis, Bubble Structure
Tennis, South Point Tennis Complex Offer
Turner, Rennie

Sanitation - General Correspondence 1999

Sanitation - General Corresp. 1996 to and incl. 1998 **IN KATHY'S OLD FILES**
Sanitation - General Correspondence 1992 to 1996 - IN LIBRARY
Sanitation - General Correspondence 1991
Sanitation - General Correspondence 1990
Sanitation - General Correspondence 1988 and 1989
Sanitation - General Correspondence 1986 and 1987
Bid Opening - Refuse Truck - January 28, 1988
Bid Opening - Trash Truck FY'87
Boardwalk Trash Receptacles
Collection Fees
Montego Bay Trash Receptacles
Sanitation Code Violations
Sanitation - Composting, Incineration, and Waste-to-energy
Sanitation Confidential
Equipment
Hacienda Ltd. Agreement
Landfill
Trash Dumping
Vehicle #310 - Performance
Waste Wheeler Policy

Service Center - General Correspondence

Transportation - General Correspondence 1995
Boardwalk Train Reports - 1988
Bus Advertising
Bus Lane Law - Maryland State
Bus Shelter Easement Agreement
Bus/Trolley Requests
Charter Bus Restrictions
Transportation Grants
Maryland Dept. of Transportation Report on Light Rail Transit
Mass Transit Administration
Mass Transportation Assistance Grant
North County Transportation Committee
Park and Ride - Bus Service
Sale of Surplus Vehicles - 1987
Transportation Plan Update - April 18, 1988 - Abrams-Cherwony & Assoc. Trolley,
Downtown Reports
Trolleys
Urban Aid Highway Funds
Vehicle Reports - City Manager's Vehicle

Wastewater Department - General Correspondence 1997
Non-compliance - Dept. of Natural Resources
Outfall Repair
West Ocean City Rate Study Committee

Water - General Correspondence 1997
Water - General Correspondence 1992 to 12/96 in Library
Water - General Correspondence 1990 and 1991 Water - General Correspondence 1988
and 1989
Atlantic Aquatech - Paul Haskell Dispute
Fenwick Island's Request for Water
ISO - Insurance Services Office 1979 Report on Water Availability

Land - 62nd Street Land Purchase Offer - See Land Purchase Offers Gen. Files

Lead, Drinking Water & You
Water Rates
Water Rate Study
OC & VICINITY WATER RESOURCES PROJECT UNDER BEACH REPLENISHMENT
Water and Wastewater Rate Study
Water Source in Delaware Borrow Pit
Water Supply Study 1993 - IN LIBRARY
Water Supply Study 1994 - IN LIBRARY
Water Supply Study 1995 - IN LIBRARY
Tank/Tower Maintenance Schedule
Water Treatment Plant - 15th Street Water Treatment Plant 15th Street - Conservco,
Inc. 7/15/92 to 12/4/95 in Library
Water Treatment Plant - 15th Street "Partnering"

Water Treatment Plant - Gorman Avenue
Water Treatment Plant - Gorman Avenue Expansion and Upgrade
Water Treatment Plant Waste Study
Water Tower - 94th Street

FILES IN STORAGE IN THE PROPOSED COUNCIL CHAMBERS
JANUARY 24, 1991

THESE FILES HAVE BEEN MICROFILMED - NO LONGER EXIST IN HARD COPY

BOX #85-1

AIRPORT

Ayres - 4/22/82 to 11/26/84
General Correspondence 12/84 to 6/85
Airport Correspondence 1/3/83 to 7/2/84
Airport Correspondence 1982
MBE Plan 1984
Five Year Plan 1983 - 1984
Grant Application Forms 1984

BEACH PATROL

Beach Regulations Enforcement 1982

BUILDING INSPECTION

General Correspondence 1984

CLERK-TREASURER

General Correspondence 1984

CONVENTION HALL

General Correspondence 11/83 to 1984
Convention Hall Commission Minutes 1983-1984

DATA PROCESSING

General Correspondence 1983-1984

EMS

Ambulance General Correspondence 1983-1984

ENGINEERING

General Correspondence 1984
Bulkhead Construction Seaweed Lane 1983
Buoys 1982
Captain Bob's 64th to 65th Street 1984
Entry Park Development Area 1981
END OF BOX #85-1

BOX #85-2

ENGINEERING

Inlet Dredging 1982-1983
Jamaica Avenue 1983
Street Lights 1983-84
Street Paving 1982-84
Heat Pump Installation Gorman Avenue Substation 1983
9th Street Jetty 1982-1983
Contracts/Approval Letter 1983-1984
Wight Street 1983

FINANCE

General Correspondence 1984

FIRE DEPARTMENT

Copy of Deed to 74th Street Station 1968

PERSONNEL

General Correspondence 1984
Rules and Regulations General Correspondence 1983
Leave Requests 1984
Transcript - Adkins 1984
Austin, Earl - 1983
Burgess, Peggy 1983
Johnson, Halton 1984
Parsons, Thomas Wayne 1983
Shockley, Woodrow 1982
Slechta, Joseph 1983
Topolewski, Ella E. 1983
Van Fossen, John Discrimination Charge 1983
Vignale, Joseph 1983
Webster, Chris 1983
Wise, Gwen 1984
Committee to Assist Consul - E. Selig 1981-1982

PLANNING AND ZONING

Board of Appeals for Elimination or Repair of Unsafe Buildings 1981
Housing Code of the Town of Ocean City 1978
Housing 1982
Conditional Use Requests 1983-1984
General Correspondence 1984
END OF BOX #85-2

POLICE

General Correspondence 1983 - 1984
Department Complaints 1983-1984
Department Reorganization 1982
Summer Planning 1983
Department Weekly Statistics Report 12/82 - 12/83
Vehicle Downtime
Committee Meeting Minutes 1/5/82 - 11/28/83

PUBLIC RELATIONS

General Correspondence 1984 I
General Correspondence 1984 II
Newsletter 1984
People to People Committee 1983

PUBLIC WORKS

General Correspondence 1983-1984
Beach Cleaning - Confidential 1983
Case Beach Tractor 1983
Ford Beach Tractor 1983

RECREATION

General Correspondence 1984
Kitchen Equipment - Northside Park 1984

SANITATION

General Correspondence 1982 - 1984

TRANSPORTATION

General Correspondence 1983-1984
Trolley Requests 10/82 to 10/84
Fleet Management System User Manual
Impounded Vehicles 1984
Mass Transportation 12/6/84 to 6/30/82

END OF BOX #85-3

WATER

General Correspondence 1983
General Correspondence 1984
Conservation Committee 1977-1978
Water Meter Installation Charges Dispute with Purnell-Jarvis Holiday
Inn 1982

START OF ALPHABETICAL FILES

Alley Closings 6/1/82 - 11/9/84
Alley Opening 44th to 45th Street 1984
Art League of Ocean City 1984
Auction 1982 and 1983
Audit 1983 and 1984
Baltimore Ballet 1984
Bandshell 1983
Bayside Boardwalk 1984
Beach Erosion 4/82 to 5/84
Beach Photo Franchise 1984
Beach Rental Mediation Board 5/10/74 - 6/11/84
Bid Information - Contractors, Etc. 1983
Beautification of Ocean City 1980-1984
Board of Zoning Appeals 1983-1984
Board of Elections 1970-1984
Board of Port Wardens 1983-1984
Ethics Commission 1984
Commission - Mass Transportation and Ways to Alleviate Traffic in O.C.
Public Safety Committee 1984-1984
Street Committee 1981 - 1982
Sunshine Committee 1982-1983
Technical Review Board
Bonds 1981-1984
Bonds Refunding Analysis 1982
Budget - Transfer Requests 1982
Budget Document 1982-1983
Budget Ordinance and Amendment 1982-1983
Budget Trial Balance 6/83
Budget Transparencies 1982-1983
Budget Original 1984
Budget Transparencies 1983-1984

END OF BOX #85-4

BOX #85-5

Cable TV Consultant 1983-1985
Christmas Speech 1983
City Council 3/82-12/84
City Hall Building 1983
City Hall Telephone System 1984
Coastal Resources Advisory Committee 1982-1984
Alternative Community Services Program 1980
Condominium Managers' Association 1983
Communications Information Executone/Atlantic, Inc. 1982
Communications Information Telephone Interconnect Enterprises 1982
Complaints 1982-1984
Police Complaints 1982
Complaints 1982
Computer Aptitude Tests 1982
Contract Bid Forms 1982
Contract Management Dev. Association Personnel Evaluation System 1982
Contract - Vehicles 1983
Council-Manager Form of Government 1980-1981
Council Joint Meeting With Boards 1984
Council - Presentation to Legislators 3/1/83
Credit Union - State 1982
Delmarva Power & Light 3/82-12/84
Demoflush Statistics 1976-1983
Direct Deposit 1982
Double Taxation 1984
Downtown Historical Improvement Committee 1980
Downtown Improvement 1984
Downtown Improvement Association 1980
Downtown Revitalization Committee 1982
Dune Restoration Committee 1983-1984
Energy Policy Steering Committee 1983
Euler Decorating Company 1983
Financial Statement - Confidential 1983

END OF BOX #85-5

BOX #85-6

Financial Information 1983
Fire Safety Task Force 1981-1983
Fountainhead Towers Protests 1984
Flood Insurance Program 1983-1984
Fuel - Storage Tanks - Gas and Heating Oil 1982-1983
Grants - Transportation 1984
Hours - Work - Employee Weekly Salaries 1983
Housing Board of Adjustment and Appeals 1980
Insurance 1981-1983
Insurance 1983-1984
Insurance Buyer's Council 1984
Insurance Claims 1982-1984
Insurance Proposals 1984
International City Management Association 1983-1984
Inventory - Fixed Asset 1982
Isle of Wight Medical Center 1978-1979
Isle of Wight Medical Center 1983-1984
Lanier Recording System 1983
Leasing and Renting 1982-1984
Legal Fees 1982-1984
Legal Correspondence 1982-1985

END OF BOX #85-6

Legal Opinions 1982-1984
Loss Control Program 1982-1984
Lower Eastern Shore Region 1984
Marine Sanctuary 1983
Maryland City Management 1982-1984
Maryland Municipal League 1984 Rpt. on Legislation Affecting Municipal
Maryland Municipal League 1982-1984
Maryland Municipal League Survey - Volunteer Program 1984
Maryland State of - Attorney General - Antitrust Division 1983
Maryland State of - Highway Administration 1982-1983
Maryland Industrial Development Financing Authority 1982
Maryland Public Service Commission 1982
Maryland Real Estate Commission 1984
Maryland State of - Mosquito Control 1984
Maryland State of Dept. Economic and Community Development
Pay Scale and Job Titles 1982-1984
Maryland State of Dept. Economic and Community Development Calendar 1982
Maryland State of Fiscal Services 1981-1983
Maryland State of Department of Natural Resources 1982-1984
Maryland State of Department of State Planning 1982-1984
Maryland State of Department of Transportation 1982-1983
Mayor and City Council Training 1983
Memorandums 1982-1984
Memorandums 1984
Microfilming 1983
Misty View Condominium 138th Street 1982
Montego Bay Civic Association 1983-1984
Myrtle Beach Information 1982-1983
Newsletter 1983
Newspaper Clippings Prior to 1985
93rd Street Medical Center 1983-1984
NOAA Weather Station 1983-1984
Ocean City Revisited Annual Real Estate Appraisers 1977
Ocean City Revisited 14th Annual Real Estate Appraisers 1984

END BOX #85-7

Noise Control Board 1982-1984
Noise Control Board 1984
Non-Resident Property Owners 1982-1984
Ordinances 1982-1984
Overtime 1984
Old Pro Golf 1982-1984
Old Town Committee 1980
Office Supplies 1983
Miscellaneous Correspondence "P" 1983-
Parking - Residential Permit Study 1984
Parking Study 1984
Pension Committee 1980-1982
PGH Clinic 1984
Pier Correspondence 1977-1978
Product Information Network 1984
Purchasing 1983
Radio Maintenance 1982
Retirement ICMA 1982-1983
Revenue Sharing 1984
Rolm Telephones 1984-1985
Room License Fee Complaints 1983
Safety Program 1981-1982
Satellite Parking Route 50 1984
Seafood Park 1984
Seascape 1983
Surfing Areas 1983-1984
Tax Sale Properties - Ocean City 1982
Technology Transfer Network 1983
Tow Hearing Officers Information 1979-1983
Town Meetings 1984 and 1985
Vehicle Purchases 1981-1984
Violations 1983
Voucher Lists 1982 and 1983
Water - Comprehensive Water Study 1977
Wilmington, North Carolina 1978-1982
Worcester County Sanitary District 1978-1984
Worcester County Sanitary District 1981-1982
Worcester County Sanitary District - N.Ocean City Interceptor 1982-1984
Worcester County Commissioners 1983 and 1984

END OF BOX #85-8

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 <u>1</u> Of <u>2</u>	
1. DEPARTMENT/AGENCY <i>Ocean City</i>		2. DIVISION <u>2</u> <i>CITY MANAGERS</i>		3. UNIT	
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 <i>COUNCIL Minutes</i>				5. EARLIEST YEAR / LATEST YEAR <i>1981 TO 1994</i>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series: <i>COUNCIL Meeting Minutes</i> <i>Also see Attached List of Files maintained by the City Manager.</i> <i>* Depote Storage of Minutes</i>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (Specify) <i>NONE</i>		9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input checked="" type="checkbox"/> Other (Specify) <i>BOXES</i> <u>20</u> Number <i>C.F.</i>	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____			
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>CITY HALL - 1st Fl</i>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No		18. RECOMMENDED RETENTION <i>use General Records Retention</i>			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	