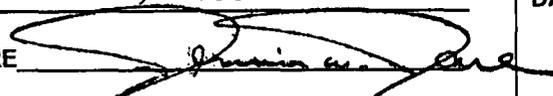
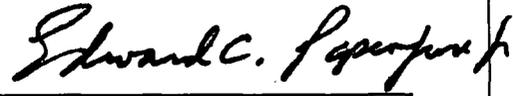


Agency	Division/Unit	
Town of Ocean City	City Manager's Library	
1	Council Meeting Minutes	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives
2	Subject Files - see attached list - Files are obsolete and have been microfilmed	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.
<p>***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		SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE <u>March 29, 2000</u>		DATE <u>APR 11 2000</u>
SIGNATURE 		SIGNATURE 
TYPE NAME <u>Dennis W. Dare</u>		
TITLE <u>City Manager</u>		

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 1

1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Library

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

Subject Files

5. EARLIEST YEAR / LATEST YEAR

1982

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

** see Attached List.
Files are obsoleted and have been
Microfilmed.*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

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

Number _____

10. ANNUAL ACCUMULATION

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

Number _____

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Month(s) Year(s)
Number

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

Library

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 RETENTION

*Use Federal
Records Retention.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

LIST OF OUTDATED AND OBSOLETE DEPARTMENT FILES
LOCATED IN THE LIBRARY

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

Airport General Correspondence January 1986 to July 1986
Airport General Correspondence 1983 to 1985
Airport General Correspondence 1983
Airport General Correspondence 1982
Airport - Legal Correspondence - 1982 to 1984
Airport Minority Business Enterprise Plan 1984
Airport 5 Year Program 1984
Airport Grant Application Form 1984

Beach Patrol General Correspondence July 1985 to September 1985
Beach Patrol General Correspondence February 1984 to June 1985
Beach Patrol Beach Regulation Enforcement 1982

Building Inspector General Correspondence 1984 - 1985

Clerk-Treasurer General Correspondence 1984 to July 1985

Convention Center General Correspondence November 1983 to December 1985
Convention Center Commission Minutes January 1982 to December 1984

Data Processing General Correspondence 1982 to 1984
IBM Computer September 1982 to July 1984

Emergency Management Coordinator Correspondence 1985

Emergency Medical Service Correspondence 1985
Ambulance General Correspondence 1983 to 1985

Engineering General Correspondence February 1984 to June 1985
Engineering Bulkhead Construction Seaweed Lane 1983
Engineering - Buoys 1982
Engineering Capt. Bob's Restaurant 64th St. 1984
Engineering Projects:
Entry Park Development Area 1981
Entry Park Development Area Bidding in Phases 1981
Revitalization of Entry Park Area 1981
Inlet Dredging 1983
Jamaica Avenue 1983
Sidewalks 1983 to 1985
Street Lights 1982 to 1984
Street Paving 1982 to 1984
Heat Pump Installation Gorman Avenue Substation 1982
Ninth Street Jetty 1983
Engineering Contracts/Approval Letters 1984
Wight Street 1983

Finance General Correspondence 1985
Finance General Correspondence 1984
Remainder of Finance Correspondence Years Have Been Microfilmed

Fire Department - Copy of Deed to 74th Street Station

Fire Marshal General Correspondence January 1984 and 1985

Personnel General Correspondence 1985
Personnel General Correspondence 1984
Personnel Rules and Regulations Correspondence 1982 to 1983
Leave Requests 1983 to 1984
Transcript Robert Adkins, Jr. Grievance Hearing 1984
Austin, Earl - 1983
Burgess, Peggy - 1983
Johnson, Halton - 1984
Parsons, Thomas Wayne - 1983
Shaffer, Howard R. - 1986
Shockley, Woodrow - 1984
Slechta, Joseph - 1984
Topolewski, Ella - 1983
VanFossen, John - 1984
Vignale, Joseph - 1983
Webster, Chris - 1983
Wise, Gwen - 1984
Personnel Committee to Assist Consultant Mr. Selig

Planning and Zoning General Correspondence - 1986
Planning and Zoning General Correspondence - 1985
Planning and Zoning General Correspondence - 1984
Planning and Zoning Conditional Use Requests 1983 and 1984
Planning and Zoning Commission 1986 to 1986
Housing - 1982
Housing Code - 1978
Board of Appeals for Elimination or Repair of Unsafe Bldgs. 1979 - 1980
Planning and Zoning Definitions of Hotel/Motel 1986
Planning and Zoning Code Amendments Yards and Open Spaces 1986

Police Department General Correspondence January 1986 to July 1986
Police Department General Correspondence 1985
Police Department General Correspondence 1980 to 1984
Police Department Bids - 1985
Police Chief Candidates - 1985
Police Chief (New) Correspondence - 1985
Police Citations - 1985
Police Complaints 1983 to 1984
Police - Gorman Avenue Substation 1982 to 1985
Police Mutual Aid Agreement 1985
Police - Reorganization 1982

Police - Storm Damage - Roof 1985
Police - Summer Planning 1983
Police - Weekly Statistics Reports - 1985
Police - Weekly Statistics Reports - December 1982 to November 1984
Police Vehicle Down Time 1982 to 1983
Police Commission Meeting September 25, 1985
Police Commission Meeting August 7, 1985
Police Commission Meeting 1982 and 1983

Public Relations General Correspondence May 1985 to January 1986
Public Relations General Correspondence July 1984 to May 1985
Public Relations General Correspondence 1984
Public Relations Newsletter 1984
Public Relations People to People Committee 1983
Public Relations Press Releases 1985
Public Relations Press Releases 1984

Public Works General Correspondence 1984
Public Works General Correspondence 1983 and 1984
Beach Cleaning - Confidential - 1983
Beach Cleaning Equipment - Case Tractor Broom - 1983
Beach Cleaning Equipment - Ford Tractor Broom - 1983
Entry Park - 1984
Entry Park - 1981
Entry Park Special Session with Bidders - 1981
Public Works Equipment - 1984
Sixty-fifth Street Facilities - 1984

Recreation and Parks General Correspondence January 1986 to June 1986
Recreation and Parks General Correspondence 1984 and 1985
Recreation and Parks Kitchen Equipment - 1984
Recreation and Parks Legislative Committee - 1985

Sanitation General Correspondence January 1986 to May 1986
Sanitation General Correspondence March 1982 to December 1984
Sanitation - Gateway West Complaint 1985

Transportation General Correspondence January 1986 to June 1986
Transportation General Correspondence April 1985 to December 1985
Transportation General Correspondence 1982 to April 1985
Bus Storage Building - 1985
Bus/Trolley Requests December 1982 to October 1984
Fleet Manager's System User Manual 1982
Impound Vehicles 1982 to 1984
Mass Transportation June 1982 to December 1984

Water Conservation Committee 1978
Water Department - Water Meter Installation Charge Dispute 1982
Water Department General Correspondence 1984 to 1985
Water Department General Correspondence 1982

OUTDATED AND OBSOLETE GENERAL FILES
LOCATED IN THE LIBRARY

Miscellaneous "A" - 1985
Advertising on Buses 1985
Alleys - General 1976 to 1985
Alley Closings 1985
Alley Closings 1982 to 1984
Alley Between Chicago and Jacqueline Avenue 1985
Alley Opening 44th to 45th Street 1984
Alternative Community Services Program 1982
Appraisal - 2nd Street - Eastern Shore Gas
Art League of Ocean City 1984
Auction (vehicle) 1985
Auction (vehicle) 1982 and 1983
Audit 1983 and 1984

Miscellaneous "B" - 1985
Baltimore Ballet 1983
Bandshell 1983
Bayside Boardwalk 1984
Beach Erosion 1985
Beach Erosion 1982 to 1984
Beach Photo Franchise 1984
Beach Rental Mediation Board 1974 to 1984
Bid Information - Contractors, Etc. 1983
Boards and Commissions
 Beautification 1982 to 1984
 Board of Zoning Appeals 1984
 Board of Elections 1970 to 1984
 Board of Port Wardens 1985
 Board of Port Wardens 1983 and 1984
 Ethics Commission 1985
 Ethics Commission 1984
 Mass Transportation Commission 1980 and 1981
 Public Safety Commission 1983 and 1984
 Street Committee 1981 and 1982
 Sunshine Committee 1983
 Technical Review Board
Bond General Correspondence 1985
Bond General Correspondence 1982 to 1984
Bond General Information 1985
Industrial Revenue Bonds 1983 to 1985
Bonds - Refunding Analysis 1982
Budget Document 1982-1983
Budget Ordinance and Amendments 1982-1983
Budget Transfer Requests 1982-83
Budget Transparencies 1982-1983
Budget - Trial Balance June 1983

Budget Document 1983-1984
Budget Ordinance and Amendments 1983-1984
Budget Transparencies 1983-1984
Budget Document 1984-1985
Budget Transparencies 1984-1985
Budget Work Sheet 1984-1985

Miscellaneous "C" 1985
CATV 1982-1985
CATV 1985
Cable TV Complaints 1985
Cable TV Consultant 1983-1985
Cable TV Franchise Committee 1982-1985
Chamber of Commerce 1985
Christmas Speech 1983
Cities on the Beach Conference 1985
City Hall Building 1982 and 1983
City Hall Mayor's Office Renovations 1985
City Hall Telephone System 1983 and 1984
City Manager Information
City Manager Outgoing Mail 1986
City Manager Staff Meetings 1982-1985
Civic Organization Requests 1982-1986
Coalition of Ocean City Civic Associations 1985
Coastal Resources Advisory Committee Correspondence 1982-1985
Condominium Managers' Association
Communications Information - Executone/Atlantic, Inc. 1982
Communications Information - Telephone Interconnect Enterprises 1982
Community Services Program 1980-1982
Complaints 1982
Complaints 1982-1984
Complaints - Police Department 1982
Computer Aptitude Tests 1982
Contract Bid Forms 1982
Contract Management Development Assoc.-Personnel Evaluation System 1982
Contract Vehicles 1983
Copy Machine Information 1983
Council - Manager Form of Government 1980
Council - General Correspondence 1982 - 1984
Council - General Correspondence 1985 - 1986
Council Joint Meeting with Boards 19j84
Council Presentation to Legislators 1985
Council Presentation to Legislators March 1, 1983
Credit Union - State 1982

Delmarva Power and Light 1985
Delmarva Power and Light 1983 and 1984
Demoflush Statistics 1976-1983
Direct Deposit 1982
Double Taxation 1982-1984
Downtown Historical Improvement Committee 1980

Downtown Improvement 1982-1984
Downtown Improvement Association 1980
Downtown Revitalization Committee 1980-1982
Dune Restoration Committee 1983 and 1984

Miscellaneous "E" 1985
Eastern Shore Gas 1985
Employee Housing Committee 1985
Energy Policy Steering Committee 1983
Euler Decorating Company (Christmas Lights) 1983

Miscellaneous "F" 1985
Federal Emergency Management Agency 1985
Financial Information 1981-1983
Financial Statement Confidential - Faw Casson & Company 1983
Fire Safety Task Force 1985
Fire Safety Task Force 1981-1983
Fishing License 1984
Fountainhead Towers Protests 1983
Fourth of July 1985
Flood Insurance Program 1984
Fraternal Order of Police 1985
Fuel Station 1985
Fuel Storage Tanks 1982

Miscellaneous "G" 1985
Gambling 1982-1985
Grants, Transportation 1983 and 1984

Miscellaneous "H" 1985
Holiday Correspondence 1985
Hours - Employees 1982
Housing 1985
Housing Board of Adjustment and Appeals 1980
Hurricane Gloria 1985

Insurance 1983 and 1984
Insurance 1982
Insurance Buyers' Council 1984
Insurance Claims 1982-1984
Insurance Correspondence 1985
Insurance Proposals 1984
Interdepartmental Memorandums 1985
International City Management Association 1983 and 1984
Inventory - Fixed Assets 1982
Isle of Wight Medical Center 1982-1984
Isle of Wight Medical Center 1978-1980

Lanier Recording System 1983
Leasing and Renting 1982-1984
Legal Correspondence 1982-1985

Legal Fees 1982-1984
Legal Opinions 1982-1984
Loss Control Program 1983 and 1984
Lower Eastern Shore Region 1984

Miscellaneous Correspondence "M" 1985
Marine Sanctuary 1983
Maryland City Management 1984
Maryland Main Street Development Association Questionnaire 1985
Maryland Municipal League 1982 and 1983
Maryland Municipal League Survey 1984
Maryland Department of Agriculture Mosquito Control 1985
Maryland Department of Agriculture Mosquito Control 1982-1984
Maryland Attorney General Antitrust Division 1983
Maryland Department of Economic and Community Development - Payscale
and Job Titles 1985
Maryland Department of Economic and Community Development - Payscale
and Job Titles 1983 and 1984
Maryland Department of Economic and Community Development - Calendar
for Mr. Selig 1981 and 1982
Maryland Department of Fiscal Service 1976 - 1983
Maryland Department of Health and Mental Hygiene 1982 - 1985
Maryland State Highway Administration 1984 and 1985
Maryland State Highway Administration 1982 and 1983
Maryland State Highway Administration - Route 90 Bridge Lighting
Maryland State Highway Administration - Fall Meeting 1985
Maryland Industrial Development Financing Authority 1982
Maryland Department of Natural Resources 1984 and 1985
Maryland Department of Natural Resources 1982 - 1984
Maryland Public Service Commission 1982
Maryland Real Estate Commission 1984
Maryland Department of State Planning 1982 - 1984
Maryland Department of Transportation 1984 and 1985
Maryland Department of Transportation 1982 and 1984
Mayor and Council Training 1983
Mayor Powell's Correspondence 1985
Memorandums 1984
Memorandums 1982 - 1982
Microfilming 1983
Misty View Condominium - 138th Street 1982
Montego Bay Civic Association 1985
Montego Bay Civic Association 1983 and 1984
Myrtle Beach Information 1982 and 1983

National League of Cities Conference - San Antonio 1986
NOAA Weather Station 1984
Newsletter 1983
Newspaper Advertisements 1982
Newspaper Clippings 1985
Newspaper Clippings 1982 - 1984
Ninety-ninth Street Traffic Light 1985

Ninety-third Street Medical Center 1983 and 1984
Non-Residential Property Owners 1985
Non-Residential Property Owners 1980 - 1984
Noise Control 1982 - 1984
Noise Control Board 1983 and 1984
Noise, Liaison Commission 1985
Noise, Liaison Commission 1984

Miscellaneous Correspondence "O" 1985
Ocean City Revisited 15th Annual Real Estate Appraisals for 1985
Ocean City Revisited 14th Annual Real Estate Appraisals for 1984
Ocean City Revisited 1977
Ocean Dumping/Incineration 1983 - 1985
Ocean Pines Association 1984 and 1985
Ocean Plaza Mall - Parking Lot Lights 1985
Office Supplies 1982 and 1983
Old Pro Golf 1982-1984
Old Town Committee 1980
Ordinances 1985
Ordinances 1982 - 1984
Overtime 1984

Miscellaneous "P" 1983 - 1985
Parking Meter Protests 1984 and 1985
Parking - Residential Permit Study 1983 and 1984
Parking Study June 1984
Payroll 1985
Pension Committee 1980 - 1982
Peterson, Howell and Heather 1985
PGH Ocean City Clinic 1985
PGH Ocean City Clinic 1984
Pier Correspondence 1977 - 1979
Pile Driving 1983 and 1984
Product Information Network (PIN) 1983 and 1984
Purchasing 1983

Radio Maintenance 1983
Requests 1985
Retirement - ICMA 1983
Revenue Sharing 1982 - 1984
Rolm Telephone Company 1984 and 1985
Room License Fee Complaints 1983

Safety Program 1982
Satellite Parking - Route 50 1984
Seafood Park 1983 and 1984
Seascape 1983
Sign Ordinance - Proposed 1986
Sprinkling Multi-family Dwellings 1986
Surfing Areas 1983 - 1985

Tax Sale - Property 1982
Technology Transfer Network 1983
Tow Hearing Officers Information 1979 - 1983
Town Meeting 1984 and 1985

University of Maryland Cooperative Extension Service 1985

Vehicle Purchases 1984
Violations 1983
Voucher Lists 1982 and 1983

Water - Comprehensive Water Study 1977
Wilmington, North Carolina - Council Agendas 1982
Worcester County Sanitary District 1978 - 1984
Worcester County Sanitary District 1982 - 1983
Worcester Cty. Sanit. Dist. - North O.C. Interceptor 1979 - 1984

FILES LISTED BELOW ARE IN LIBRARY WITH KATHY'S STORAGE
FILES

5/31/96 SENT TO BE MICROFILMED

"A"

Airport General Correspondence 1991 to 1994

"C"

Correspondence 1992 and 1993 Correspondence 1994

"F"

Finance Correspondence 1992 to 12/94

"p"

Personnel Correspondence 1992 and 1993

Public Works Correspondence 1992 to 1995

Police General Correspondence 1992 to 1993

Public Works General Correspondence 1992 and 1994

"R"

Recycling - Before 1993

Recreation General Correspondence 1992 and 1993

Recreation Advisory Council 1992 and 1993

"T"

Transportation General Correspondence 1992 - 1994

"W"

Water Supply Study 1994

Water Supply Study 1993

PRESENTLY IN THE LIBRARY, SOON TO BE MICROFILMED

CATV Annual Reports 89,90,91,92, and 93

CATV Franchise Renewal

CATV General Correspondence 1988 to 1994 are on top shelf
in library

Kathy's Sample Evaluation Forms

Beach Replenishment

Budget

Correspondence 92, 93

FEMA Correspondence 1990

Legal Correspondence

Public Works 1992 to and Including 1995

Recreation General Correspondence 1996 and 1997 in box on
Library Floor

Recreation General Correspondence 1992 to and Including
1995

THESE FOLDERS ARE IN THE LIBRARY - EVEN THOUGH THEY
ARE CURRENT

THEY ARE EXCESS INFORMATION
5/31/96 THESE FOLDER WERE SENT TO BE MICROFILMED

Budget FY'95 Draft Documents

Cable Television - TCI

Code Change Committee

Legal Actions - 1987 to 1994

Newsletter - 1991 - Background Information for Annual
Citizen's Paper

1992

1993

1994

1995

Public Safety Building Dedication Booklet - 1994

Sandpaper - Employee Newsletter - Background Material

September 1992

January 1992

February 1993

June 1993

Telephone

Airport Telephones

Golf Course Telephones

Water Dept. Telephones

Convention Center Phone Addition

Long Distance Vendors

Telephone Reports 1984 to and including 1993

ROLM -Busy Telephone Trunk Study

State Calling Service

2/22/94 Long Distance Phone Service Proposals

IN LIBRARY STORAGE FILE

Wastewater General Correspondence 11/94 to 12/96
Water General Correspondence 1/92 to 12/96
Water Treatment Plant 15th Street 7/15/92 to 12/4/95

Telephone - Seimons 9200 Switch

EXCESS FOLDERS - FILED 6/4/96 IN STORAGE
(LIBRARY)

CATV Complaints 1994

Lighthouse Sound Golf Course Project

Maryland Municipal League 1998 to & Including 1991
Maryland Municipal League 1992 and 1993

Maryland Department of Natural Resources 1988 to &
Including 1990
Maryland Department of Natural Resources 1991 and 1992

Springfest 91
" 92
" 93
" 94

Springfest/Sunfest Lottery Drawing 92 SHREDDDED
" " " " 93 SHREDDDED
" " " " 94 SHREDDDED
" " " " 95 SHREDDDED

Sunfest 1988 - 1994

Sunfest Beer Truck Lottery Drawing 88 SHREDDDED
" " " " " 89 SHREDDDED

Tax - Miscellaneous 1987 - 1994

Worcester County Commissioners 1986 - 1994

Worcester County Sanitary District 1985 - 1992

Worcester County Sanitary District 1993 - 1994

Airport Golf Course - 1995 to and Including 1998

Airport Golf Course - 1992 to and Including 1994

Beach Patrol Dispute - 1993

Building Inspector General Correspondence 1992 to 1997
Convention Center General Correspondence 1992 to and
Including 1994

Convention Center Feasibility Committee

Convention Center Expansion 1992 to and Including 1994

Convention Hall Commission Minutes 1992 to and Including
1995

Convention Center Telephone and Mail Service 1995

Emergency Medical Service 1992 to and Including 1994

Finance General Correspondence 1992 to and Including 1995

Fire Marshal General Correspondence 1992 to and Including
1995

Personnel - Insurance - Risk Management to 1995

Planning & Zoning - "No Man's Land"

Police General Correspondence 1994 and 1995

Police General Correspondence 1995 and 1996

Police Commission 1992 to and Including 1995

Police General Orders - 1992 through 1998

Public Works 1992 to and Including 1995

Recreation General Correspondence 1996 and 1997 in box on
Library Floor

Recreation General Correspondence 1992 to and Including
1995