CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-104
	CENTRAL SERVICES	
Item No.	**Description**	**Retention**
1.	**General Correspondence** Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy the material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2.	**Vendor Files** This series is filed by vendor, copies of all outgoing correspondence, contracts and leases for each of the vendors in the Market House.	Retain old vendor records for three years, then destroy. Current vendor records active as long as vendor remains.
3.	**Purchasing Orders** This series contains the departmental requisitions, price procurement document and resulting purchase order.	Retain in office for three years or until audited, then destroy.
4.	**Request for Quotations/Invitations to Bid** This series contains the bid specifications, drawings, advertisement, agenda bid tabulations, notice to proceed and letter of contract award.	Retain in office for five years after contract completion or until audit requirements have been met, then destroy.
5.	**Work Orders** This series contains original copies of all work orders requested by the various departments.	Retain for one year, then destroy.

Department Director — Date: 02/29/00

City Clerk — Date: 3/10/00

Schedule Approved by State Archivist — Date: APR 27 2000

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE 1 OF 4

1. Department	2. Division	3. Unit
CENTRAL SERVICES	PURCHASING	

DEFINITION - RECORD 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/Latest Year
PURCHASE ORDERS	1994 to CURRENT

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

THIS SERIES CONTAINS THE DEPARTMENTAL REQUISITIONS, PRICE REQUIREMENT DOCUMENT AND RESULTING PURCHASE ORDER.

7. Record Series Format(s)

- ■ Letter Size
- □ Micro Film
- □ 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

	Number
■ File Drawer(s)	3
□ Microfilm Reel(s)	
□ Computer Tape(s)	
□ Other (Specify)	

10. Annual Accumulation

	Number
■ File Drawer(s)	3
□ Microfilm Reel(s)	
□ Computer Tape(s)	
□ Other (Specify)	

11. File is Used

□ Daily □ Weekly ■ Monthly

12. File Becomes Inactive After

3 (Number) □ Month(s) ■ Year(s)

13. Current Location(s) (Bldg. Floor, Room)

CENTRAL SERVICES - 3RD FLOOR
ANNAPOLIS, MD.

14. Is Record Series Duplicated Elsewhere? (If yes, specify office)

■ No □ Yes

15. Access Restrictions □ Yes ■ No
(If yes, cite law(s) & regulations)

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

RETAIN IN OFFICE FOR THREE YEARS AND THEN DESTROY

19. Name and Title of Preparer EMORY HARRISON, DIRECTOR, CENTRAL SERVICES

20. Telephone Number 410-263-7944 **21. Date** 9/19/96

I:\FORMS\RECORDS\INV.

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE 2 OF 4
1. Department CENTRAL SERVICES	2. Division PURCHASING	3. Unit

DEFINITION - RECORD 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/Latest Year
REQUEST FOR QUOTATIONS / INVITATIONS to BID	1991 to CURRENT

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

THIS SERIES CONTAINS the BID SPECIFICATIONS, DRAWINGS, ADVERTISEMENT, ADDENDA ~~and~~ BID TABULATIONS, NOTICE TO PROCEED AND LETTER OF CONTRACT AWARD.

7. Record Series Format(s)

- ■ Letter Size
- □ Micro Film
- □ Legal Size
- □ Computer Tape
- ■ Bound Book
- □ Floppy Disk
- □ Audio Tape
- □ Video Tape
- ■ Other (Specify) CONSTRUCTION DRAWINGS

8. Record Series Sequence

- □ Alphabetical
- ■ Numerical
- □ Chronological
- □ Geographical
- □ Other (Specify) _____

9. Volume

	Number
■ File Drawer(s)	3
□ Microfilm Reel(s)	
□ Computer Tape(s)	
□ Other (Specify)	

10. Annual Accumulation

	Number
■ File Drawer(s)	3
□ Microfilm Reel(s)	
□ Computer Tape(s)	
□ Other (Specify)	

11. File is Used

□ Daily □ Weekly ■ Monthly

12. File Becomes Inactive After

5 Number □ Month(s) ■ Year(s)

13. Current Location(s) (Bldg. Floor, Room)

93 MAIN ST. CENTRAL SERVICES 3RD FLOOR ANNAPOLIS, MD

14. Is Record Series Duplicated Elsewhere?
(If yes, specify office)
□ No ■ Yes

15. Access Restrictions □ Yes ■ No
(If yes, cite law(s) & regulations)

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

RETAIN IN OFFICE FOR 5 YEARS AFTER CONTRACT COMPLETION OR UNTIL AUDIT REQUIREMENTS HAVE BEEN MET, THEN DESTROY

19. Name and Title of Preparer EMORY HARRISON, DIRECTOR, CENTRAL SERVICES

20. Telephone Number 410-263-7944

21. Date 9/18/96

I:\FORMS\RECORDS\INV.

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE 3 OF 4

1. Department	2. Division	3. Unit
CENTRAL SERVICES	GEN. GOV. BLDGS	

DEFINITION - RECORD 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/Latest Year
WORK ORDERS	1995 to CURRENT

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 ORIGINAL COPIES OF ALL WORK ORDERS REQUESTED BY THE VARIOUS DEPARTMENTS.

7. Record Series Format(s)

- ■ Letter Size
- □ Micro Film
- □ Legal Size
- □ Computer Tape
- □ Bound Book
- □ Floppy Disk
- □ Audio Tape
- □ Video Tape
- ■ Other (Specify) TELEPHONE MESSAGES, WORK ORDER FORMS.

8. Record Series Sequence

- □ Alphabetical
- □ Numerical
- □ Chronological
- □ Geographical
- ■ Other (Specify) NONE

9. Volume

	Number
■ File Drawer(s)	1/15
□ Microfilm Reel(s)	
□ Computer Tape(s)	
□ Other (Specify)	

10. Annual Accumulation

	Number
■ File Drawer(s)	~~X~~ 1/5
□ Microfilm Reel(s)	
□ Computer Tape(s)	
□ Other (Specify)	

11. File is Used

□ Daily □ Weekly ■ Monthly

12. File Becomes Inactive After

1 Number □ Month(s) ■ Year(s)

13. Current Location(s) (Bldg. Floor, Room)

CENTRAL SERVICES, 3RD FLOOR
93 MAIN ST, ANN MD

14. Is Record Series Duplicated Elsewhere?
(If yes, specify office)
■ No □ Yes

15. Access Restrictions □ Yes ■ No
(If yes, cite law(s) & regulations)

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

RETAIN 1 YEAR AND THEN DESTROY.

19. Name and Title of Preparer EMORY HARRISON, DIRECTOR, CENTRAL SERVICES

20. Telephone Number 410-263-7944

21. Date 9/18/96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE 4 OF 4
1. Department CENTRAL SERVICES	2. Division MARKET HOUSE	3. Unit

DEFINITION - RECORD 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/Latest Year
VENDOR FILES, CORRESPONDENCE FILE	1991 to CURRENT

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

THIS SERIES CONTAINS, BY VENDOR, COPIES OF ALL CORRESPONDENCE, CONTRACTS AND LEASES ~~[illegible]~~ FOR EACH OF THE 9 VENDORS IN THE MARKET HOUSE. GENERAL CORRESPONDENCE TO THE MARKET HOUSE ASSOCIATION IS ALSO CONTAINED IN THIS FILE.

7. Record Series Format(s)

- ■ Letter Size
- □ Micro Film
- □ 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

	Number
☑ File Drawer(s)	1/2
□ Microfilm Reel(s)	
□ Computer Tape(s)	
□ Other (Specify)	

10. Annual Accumulation

	Number
■ File Drawer(s)	1/5
□ Microfilm Reel(s)	
□ Computer Tape(s)	
□ Other (Specify)	

11. File is Used

□ Daily □ Weekly □ Monthly

12. File Becomes Inactive After

3 Number □ Month(s) ■ Year(s)

13. Current Location(s) (Bldg. Floor, Room)
CENTRAL SERVICES, 3RD FLOOR
93 MAIN ST. ANNAPOLIS, MD

14. Is Record Series Duplicated Elsewhere?
(If yes, specify office)
■ No □ Yes

15. Access Restrictions □ Yes □ No
(If yes, cite law(s) & regulations)

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 - RETAIN OLD VENDOR RECORD 3 YEARS AFTER GETTING A NEW VENDOR. KEEP CURRENT VENDOR RECORDS ACTIVE AS LONG AS THE VENDOR REMAINS.

19. Name and Title of Preparer EMILY HARRISON DIR. CENTRAL SERVICES

20. Telephone Number 410-263-7994

21. Date 9/18/96

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