

CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. <b>M-120</b>
	<b>PUBLIC WORKS</b>	Division: <b>ENGINEERING AND CONSTRUCTION</b>
Item No.	Description	Retention
1.	<b>General Correspondence</b>  Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Retain for three years, then destroy.
2.	<b>Flat Files</b>  Maps delineating the horizontal & vertical topography of streets and public utilities, subdivision of properties, and chronology of development within the City of Annapolis.	Permanent. Transfer periodically to the Maryland State Archives.
3.	<b>Deeds</b>  Records of fee simple and right-of-way acquisition, and utility and miscellaneous easements attributed to the City of Annapolis.	Permanent. Transfer periodically to the Maryland State Archives.
4.	<b>Permits</b>  Permits for private activities within the public rights-of-way.	Retain for five years, then destroy.

<i>David L. Smith</i>	<i>3-1-00</i>
Department Director	Date
<i>P. Bemse</i>	<i>3/10/00</i>
City Clerk	Date
<i>Edward C. Saperstein</i>	<i>APR 27 2000</i>
Schedule Approved by State Archivist	Date

CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-120
	<b>PUBLIC WORKS</b>	Division: <b>ENGINEERING AND CONSTRUCTION</b>
Item No.	Description	Retention
5.	<b>Storm Water Management Reports</b>  Engineering documents describing design attributes of privately owned and maintained storm water management facilities within the City of Annapolis and agreements kept for enforcement of the City Code sections(s) dealing with such maintenance.	Retain agreements permanently. Transfer periodically to Maryland State Archives. Retain other materials ten years, then destroy.
6.	<b>Survey Information</b>  Surveying information.	Permanent. Transfer periodically to the Maryland State Archives.

<b>Instructions</b> - Prepare a separate form for each new or revised record series.		<b>CITY OF ANNAPOLIS</b> Records Management Program		<b>RECORDS INVENTORY</b>	
				PAGE 1 OF 4	
<b>1. Department</b> Public Works		<b>2. Division</b> Engineering & Construction		<b>3. Unit</b> N/A	
<b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. Record Series Title</b> Flatfiles			<b>5. Earliest Year/Latest Year</b> 1718 to 1996		
<b>6. Record Series Description</b> (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.  Maps delineating, to the best of available knowledge, the horizontal & vertical topography of streets & public utilities, subdivision of properties, and chronology of development within the city of Annapolis.					
<b>7. Record Series Format(s)</b>  <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <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 checked="" type="checkbox"/> Other (Specify) _____ <u>paper &amp; mylar plan sheets varying in size from letter to 42" x 60"</u> _____ _____ _____		<b>8. Record Series Sequence</b>  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____		<b>9. Volume</b>  <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>1</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input checked="" type="checkbox"/> Other (Specify) <u>1 vertical file</u> <u>102 flat file drawers</u>	
				<b>10. Annual Accumulation</b>  <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input checked="" type="checkbox"/> Other (Specify) <u>1-2 flat file</u> <u>drawers</u>	
<b>11. File is Used</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			<b>12. File Becomes Inactive After</b>  <u>∞</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
<b>13. Current Location(s)</b> (Bldg. Floor, Room)  City Hall, Rm 204 & basement			<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify office) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			<b>16. Audit Requirements</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
<b>17. Is an index system used?</b> (If yes explain briefly and describe any hardware/software.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   Paradox for Win 3.11, v. 7 on a stand-alone PC			<b>18. Recommended Retention</b>  <del>indefinite</del> <b>PERMANENT</b>		
<b>19. Name and Title of Preparer</b> Paul H. Lackey, Computer Draughtsman <span style="float: right;">6-7-99</span>					
<b>20. Telephone Number</b> (410) 263-7949				<b>21. Date</b> August 26, 1996	

<b>Instructions - Prepare a separate form for each new or revised record series.</b>		<b>CITY OF ANNAPOLIS Records Management Program</b>		<b>RECORDS INVENTORY</b>	
				<b>PAGE 2 OF 4</b>	
<b>1. Department</b> Public Works		<b>2. Division</b> Engineering & Construction		<b>3. Unit</b> N/A	
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. Record Series Title</b> Deeds				<b>5. Earliest Year/Latest Year</b> 1700                      to 1996	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b>  Record of fee simple & right-of-way acquisition, and utility & miscellaneous easements attributed to the city of Annapolis					
<b>7. Record Series Format(s)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" 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) _____ _____ _____ _____ _____		<b>8. Record Series Sequence</b>  <input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		<b>9. Volume</b>  <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s)    3 <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				<b>10. Annual Accumulation</b>  <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s)    0.1 <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
<b>11. File is Used</b>  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			<b>12. File Becomes Inactive After</b>  $\infty$ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
<b>13. Current Location(s) (Bldg. Floor, Room)</b>  City Hall, Rm 204			<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify office) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes                      Anne Arundel County Courthouse		
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			<b>16. Audit Requirements</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
<b>17. Is an index system used? (If yes explain briefly and describe any hardware/software.)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Paradox for Windows 3.11, v. 7 on a stand-alone PC			<b>18. Recommended Retention</b>  <del>indefinite</del> <b>PERMANENT</b>		
<b>19. Name and Title of Preparer</b> Paul H. Lackey, Computer Draughtsman				6-7-99	
<b>20. Telephone Number</b> (410) 263-7949			<b>21. Date</b> August 27, 1996		



<b>Instructions - Prepare a separate form for each new or revised record series.</b>		<b>CITY OF ANNAPOLIS Records Management Program</b>		<b>RECORDS INVENTORY</b>	
				PAGE 4 OF 4	
<b>1. Department</b> Public Works		<b>2. Division</b> Engineering & Construction		<b>3. Unit</b> N/A	
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. Record Series Title</b> Permits				<b>5. Earliest Year/Latest Year</b> 1990                      to 1996	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b>  Permits for private activities within the public rights-of-way					
<b>7. Record Series Format(s)</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" 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) _____ _____ _____ _____ _____		<b>8. Record Series Sequence</b>  <input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify) _____ _____ _____		<b>9. Volume</b>  <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s)    2 <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				<b>10. Annual Accumulation</b>  <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s)    1/2 <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
<b>11. File is Used</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			<b>12. File Becomes Inactive After</b>  1 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
<b>13. Current Location(s) (Bldg. Floor, Room)</b>  City Hall, Rm 203, & basement			<b>14. Is Record Series Duplicated Elsewhere?</b> (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
<b>15. Access Restrictions</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			<b>16. Audit Requirements</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
<b>17. Is an index system used? (If yes explain briefly and describe any hardware/software.)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Indexed paper log sheet			<b>18. Recommended Retention</b>  5 years		
<b>19. Name and Title of Preparer</b> Paul H. Lackey, Computer Draughtsman <span style="float: right;">6-7-99</span>					
<b>20. Telephone Number</b> (410) 263-7949				<b>21. Date</b> August 26, 1996	

<b>Instructions - Prepare a separate form for each new or revised record series.</b>		<b>CITY OF ANNAPOLIS</b> <b>Records Management Program</b>		<b>RECORDS INVENTORY</b>	
				PAGE _____ OF _____	
1. Department <i>PUBLIC WORKS</i>		2. Division <i>ENG. &amp; CONST.</i> <del>_____</del>		3. Unit	
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
4. Record Series Title <i>SURVEY INFO</i>				5. Earliest Year/Latest Year _____ to _____	
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>SURVEYING INFO</i>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. Volume <p style="text-align: right;"><u>Number</u></p> <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>STORAGE BOX-1</i>	
				10. Annual Accumulation <p style="text-align: right;"><u>Number</u></p> <input checked="" type="checkbox"/> File Drawer(s) <i>1/2</i> _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <i>1</i> _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor. Room) <i>BSMT STORAGE AREA</i>			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" 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 checked="" type="checkbox"/> No			18. Recommended Retention <i>3 YR</i>		
19. Name and Title of Preparer <i>D. SMITH</i>					
20. Telephone Number				21. Date <i>9-27-96/6-7-99</i>	