

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-140

Page 1 of 2

Agency  
 City of Frederick

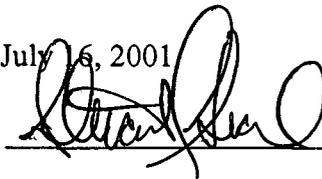
Division/Unit  
 Office of the Mayor/Weinberg Center

Item No	Description	Retention
1	Contracts	Retain for life of contract, plus 4 years, then destroy
2	Finance - city	Send original to Finance dept; retain copy for 1 year, then destroy
3	Personnel	Transfer to HR upon termination of employee
4	Ticket stubs	Retain for 1 month, then destroy
5	Ticket order form - subscription	Retain for 2 years, then destroy
6	Volunteer handbooks and schedules	Retain until updated or superseded, then destroy
7	Correspondence	Screen annually. Destroy material having no further 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.
8	Budgets	Retain for 1 year, then destroy
9	Improvements	Retain until updated or superseded, then destroy

Approved by Department, Agency or Division Representative

Date July 16, 2001

Signature



Type Name Stewart J. Seal

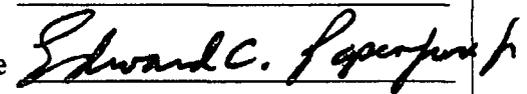
Title Executive Director

Schedule Authorized by State Archivist

Date

OCT 22 2001

Signature



DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Schedule No. M-140

Page 2 of 2

Item No	Description	Retention
10	Alphabetical filing	Screen annually. Destroy material having no further 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.
11	Capital campaign	Retain 3 years, then destroy
12	Operational records – 501 (c) 3, IRS determination letter, ADA, audit reports	Screen annually. Destroy material having no further 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.
13	Performance attendance records	Retain for 5 years, then destroy
14	Organizations/associations	Retain for 1 year, then destroy
15	Grants	Retain for life of grant, plus 5 years and until all audit requirements are met, then destroy
16	Marketing – pledge cards, contracts	Retain for life of pledge/contract plus 4 years, then destroy
17	Marketing – playbills, newsclippings, development brochure	Permanent, 2 copies only. Transfer files periodically to the Maryland State Archives
18	Finance – board – bank statement, accounts, records, deposit records, bills	Retain for 3 years, then destroy

**RECORDS INVENTORY  
THE CITY OF FREDERICK**

Instructions - Type or print a separate form for each new or revised record series.

Department of

PAGE 1 OF 3

WEINBERG CENTER  
20 W. PATRICK ST.

Frederick, Maryland 21701

1. Position DIRECTOR OF OPERATIONS + PRODUCTION 2. Division CITY HALL

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 CONTRACTS 5. Earliest Year/Latest Year 1993 to PRESENT

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

CONTRACTS NEGOTIATED BETWEEN THE WEINBERG CENTER AND PERFORMERS OR RENTERS

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 Filing Sequence  Alphabetical  Numerical  Chronological  Geographical  Other (specify) \_\_\_\_\_

9. Volume  File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify) 2 Number

10. Approximate Annual Accumulation  File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify) 1 Number

11. File is Used  Daily  Weekly  Monthly 12. File Becomes Inactive After 2  Month(s)  Year(s)

13. Current Location(s) (Bldg., Floor, Room) ADMINISTRATIVE OFFICES OF WEINBERG CENTER 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)  Yes  No

15. Access Restrictions  Yes  No (If Yes, cite Law(s) & Regulations(s)) 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 7 YEARS (per attached) *per contract file plus 4 yrs then electronic*

19. Name and Title of Preparer LESLIE VANDEVER 20. Telephone Number 301-228-2870 21. Date 5/4/00 9/27/00

**RECORDS INVENTORY  
THE CITY OF FREDERICK**

Instructions - Type or print a separate form for each new or revised record series.

Department of  
WEINBERG CENTER  
20 W. Patrick St.

PAGE 2 OF 3

Frederick, Maryland 21701

1. Position Director of Operations + Production      2. Division CITY HALL

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 FINANCE - CITY      5. Earliest Year/Latest Year 1993 to PRESENT

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

DAILY BOX OFFICE REPORTS, ~~TRIPET STOPS~~, PURCHASE ORDERS, CHECK REQUESTS

7. Record Series Format(s)	8. Record Series Filing Sequence	9. Volume
<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 checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  <u>18</u> Number
		10. Approximate 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) _____  <u>3</u> Number

11. File is Used      12. File Becomes Inactive After

Daily     Weekly     Monthly      2       Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)      14. Is Record Series Duplicated Elsewhere?

ADMINISTRATIVE OFFICES of WEINBERG CENTER      (If yes, specify agency or Office)  
ALL BUT DISK WITH FINANCE DEPT.  
 Yes       No

15. Access Restrictions  Yes  No (If Yes, cite Law(s) & Regulations(s))      16. Audit Requirements

None     State     Federal     Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)      18. Recommended Retention

Yes  No      SEND orig. to FINI Retain copy 1 yr. then destroy.  
7 YEARS (PER ATTACHED)

19. Name and Title of Preparer      20. Telephone Number      21. Date

LESLIE VANDEVER      301-228-2870      5/4/00 9/27/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of

WENIBERG CENTER  
20 W. Patrick St.

PAGE 3 OF 3

Frederick, Maryland 21701

1. Position <u>DIRECTOR of OPERATIONS + PRODUCTION</u>	2. Division <u>CITY HALL</u>
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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 <u>PERSONNEL</u>	5. Earliest Year/Latest Year <u>1998</u> to <u>PRESENT</u>
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

WELCOME LETTERS TO NEW EMPLOYEES, EVALUATIONS, PAYROLL INFORMATION

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 Filing Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Approximate Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
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11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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13. Current Location(s) (Bldg., Floor, Room) <u>ADMINISTRATIVE OFFICES of</u> <u>WENIBERG CENTER</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) <u>HUMAN RESOURCES</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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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 <u>Transfer file immediately</u> <u>DDA upon termination of employee.</u> <u>3 YEARS PER ANNUATED</u>
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19. Name and Title of Preparer <u>LESLIE VANDEKER</u>	20. Telephone Number <u>301-228-2870</u>	21. Date <u>5/4/00</u> <u>9/27/00</u>
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1. DEPARTMENT/AGENCY <b>City of Frederick</b>	2. DIVISION	3. UNIT
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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 <b>Ticket Stubs</b>	5. EARLIEST YEAR / LATEST YEAR _____ TO _____
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)  <input 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) <u>stubs</u>	8. RECORD SERIES SEQUENCE  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>8</u> Number <u>Boxes</u>
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"/> after performance <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) <u>Adm. Bldg. 4</u> <u>Weinberg Ctr.</u>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent <i>Audit back when Frederick City Council operated it (pre 1992)</i>
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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 <u>Retain 1 mo. then destroy</u>
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19. NAME AND TITLE OF PREPARER <u>Pt Roberts</u>	20. TELEPHONE NUMBER	21. DATE <u>9/27/90</u>
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1. DEPARTMENT/AGENCY <b>City of Frederick</b>	2. DIVISION	3. UNIT
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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>Ticket Order Forms - Subscription</i>	5. EARLIEST YEAR / LATEST YEAR <i>1998 TO 99</i>
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)  <input 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 type="checkbox"/> Other (Specify) _____	9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  _____ Number  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
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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)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>20 W Patrick St.</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No
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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
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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>(plus info on forms) Retain 2 Y, then destroy.</i> <i>cc</i>
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19. NAME AND TITLE OF PREPARER <i>Pat Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>9/27/00</i>
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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 \_\_\_\_\_ Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

**City of Frederick**

2. DIVISION

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

*Volunteer Handbooks and Schedules*

5. EARLIEST YEAR / LATEST YEAR

*1998* 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)

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)

*20 W. Patrick St*

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

*Retain until updated or superseded,  
then destroy*

19. NAME AND TITLE OF PREPARER

*RH Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27/00*

1. DEPARTMENT/AGENCY <b>City of Frederick</b>	2. DIVISION	3. UNIT
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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>Correspondence</i>	5. EARLIEST YEAR / LATEST YEAR <i>1999 TO 2000</i>
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)  <input 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 type="checkbox"/> Other (Specify) _____	9. VOLUME  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ _____ Number
		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)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>20 W. Patrick St.</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  <input type="checkbox"/> Yes _____ <input type="checkbox"/> No
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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
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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 Screen annually. Destroy material having no further 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 MD State Archives
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19. NAME AND TITLE OF PREPARER <i>BT Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>9/27/00</i>
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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 \_\_\_\_\_ Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

**City of Frederick**

2. DIVISION

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

*Budgets*

5. EARLIEST YEAR / LATEST YEAR

*1999 TO 2000*

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

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)

*20 W. Patrick St.*

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

*Retain 1 yr, then destroy.*

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27/00*

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 \_\_\_\_\_ Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

**City of Frederick**

2. DIVISION

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

*Improvements*

5. EARLIEST YEAR / LATEST YEAR

*1997 to 2000*

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

*Logging, bridge, loading dock, etc.*

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

- \_\_\_\_\_ Number       Month(s)       Year(s)

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

*20 W. Patrick St.*

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

*Retain until superseded, then destroy.*

19. NAME AND TITLE OF PREPARER

*SA Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27/00*

1. DEPARTMENT/AGENCY <b>City of Frederick</b>	2. DIVISION	3. UNIT
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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>Alphabetical Filing</i>	5. EARLIEST YEAR / LATEST YEAR <i>1997 to 2000</i>
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6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)  <input 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 type="checkbox"/> Other (Specify) _____	9. VOLUME  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ _____ Number
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)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>20 W. Patrick St.</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 PERIOD <i>Review</i> Screen annually. Destroy material having no further 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 MD State Archives
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19. NAME AND TITLE OF PREPARER <i>Bob Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>9/27/00</i>
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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 _____ Of _____
1. DEPARTMENT/AGENCY <b>City of Frederick</b>	2. DIVISION	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>Capital Campaign</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)		
7. RECORD SERIES FORMAT(S)  <input 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 type="checkbox"/> Other (Specify) _____	9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ _____ Number  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>20 W. Patrick's St.</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>Retain 3 Y, then destroy.</i>	
19. NAME AND TITLE OF PREPARER <i>BT Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>9/27/00</i>

1. DEPARTMENT/AGENCY  
**City of Frederick**

2. DIVISION

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  
*Performance Attendance Records*

5. EARLIEST YEAR / LATEST YEAR  
*1985 TO 2000*

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

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  
*1/3*  
 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  
 \_\_\_\_\_  
 Number \_\_\_\_\_  
 Month(s)       Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
*200 W. Patrick St.*

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  
*Retain 25Y, then destroy.*

19. NAME AND TITLE OF PREPARER  
*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE  
*9/27/00*

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 _____ Of _____	
1. DEPARTMENT/AGENCY <b>City of Frederick</b>		2. DIVISION		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>Organizational Associations</i>				5. EARLIEST YEAR / LATEST YEAR <i>1992</i> 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)					
7. RECORD SERIES FORMAT(S) <input 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 type="checkbox"/> Other (Specify) _____		9. VOLUME <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>20 W. Patrick St.</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>Retain 1 yr, then destroy</i>			
19. NAME AND TITLE OF PREPARER <i>BT Roberts</i>		20. TELEPHONE NUMBER		21. DATE <i>9/27/00</i>	

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

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1. DEPARTMENT/AGENCY  
**City of Frederick**

2. DIVISION

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

*Grants*

5. EARLIEST YEAR / LATEST YEAR

*1992 TO 2000*

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

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

*1/3*

- 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)

*20 W. Patrick St.*

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

*Not Retention*

18. RECOMMENDED RETENTION

*Retain life of grant, plus 54 and until all audit requirements have been met then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

*9/27/00*

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

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1. DEPARTMENT/AGENCY

**City of Frederick**

2. DIVISION

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

*Marketing*

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)

*Pledge Cards*  
*Contracts*

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)

*20 W. Patrick St.*

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

*Retain life of Pledge / Contract Plus  
4 Y, then destroy!*

19. NAME AND TITLE OF PREPARER

*BT Robertson*

20. TELEPHONE NUMBER

21. DATE

*9/27/00*

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

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1. DEPARTMENT/AGENCY

**City of Frederick**

2. DIVISION

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

*Marketing*

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)

*Playbills  
News Clippings  
Devel. Brochures*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) \_\_\_\_\_

9. VOLUME

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

*20 boxes*  
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)

*20 W Patrick St.*

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

*Not No*

18. RECOMMENDED RETENTION

*Permanent - 2 copies only. Send periodically to the Md State Archives*

19. NAME AND TITLE OF PREPARER

*Not No*

20. TELEPHONE NUMBER

21. DATE

*9/27/00*

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 _____ Of _____
1. DEPARTMENT/AGENCY <b>City of Frederick</b>	2. DIVISION	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>Operational Records</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>501 (c) 3          IRS Determination Letters          ADA          Audit Rpt</i>		
7. RECORD SERIES FORMAT(S) <input 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 type="checkbox"/> Other (Specify) _____	9. VOLUME <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ _____ Number  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>20 W. Patrick St</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 Screen annually. Destroy material having no further 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 MD State Archives	
19. NAME AND TITLE OF PREPARER <i>Bob Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>9/27/00</i>

1. DEPARTMENT/AGENCY  
**City of Frederick**

2. DIVISION

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  
**Finance - Board**

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)

*Bank stat., ~~ck. Books~~  
acct's. rec., deposit records,  
bills*

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  
*1/2*

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

\_\_\_\_\_

Number \_\_\_\_\_

Month(s)       Year(s)

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

*Weinberg Corin*

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 *Board is 50123*

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 3Y then destroy*

19. NAME AND TITLE OF PREPARER  
*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE  
*9/27/02*