

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

Schedule No. M-155

Page 1 of 2

Agency
 City of Frederick

Division/Unit
 Legal Services/Facilities

Item No	Description	Retention
1	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.
2	Parks, Streets and Sanitation	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.
3	Leases - Copies	Screen annually. Destroy material having no further fiscal, legal or operational value.

Approved by Department, Agency or Division Representative

Date June 21, 2001

Signature *Ronald G. Tobin*

Type Name Ronald G. Tobin

Title Facilities Administrator

Schedule Authorized by State Archivist

Date OCT 22 2001

Signature *Edward C. Papenfuss*

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

Schedule No. M-155

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Item No	Description	Retention
4	Building Files	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.

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

Facilities

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

Correspondence

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)

*Proposals
Transpita. Plan
Project Proposals*

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)

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

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 Archives.

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

9/24/00

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
7775 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

Facilities

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

Parks, Streets & Sanitation

5. EARLIEST YEAR / LATEST YEAR

85 TO 88

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 3

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)

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

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 Archives.

19. NAME AND TITLE OF PREPARER

BH Roberts

20. TELEPHONE NUMBER

21. DATE

9/26/00

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

Facilities

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

Leases - Copies

5. EARLIEST YEAR / LATEST YEAR

86's TO 1999

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

Copies

Short Term - 3 mo.

long " - 3 mo.

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) _____

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)

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

Screen Annually. Destroy material having no further fiscal, legal or operational value.

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

9/26/00

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 *Legal* 3. UNIT *Facilities*

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 *Building Files* 5. EARLIEST YEAR / LATEST YEAR *1980's 1990's*
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)
*Facil. main - orig
Appraisals - copy
fire protection - rec. owner
grant files - copies*

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
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)

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
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 Archives.

19. NAME AND TITLE OF PREPARER
B. Roberts

20. TELEPHONE NUMBER

21. DATE *9/26/00*