

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

Schedule No. M-146

Page 1 of 4

Agency  
 City of Frederick

Division/Unit  
 Engineering

Item No	Description	Retention
1	Books, specs, 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.
2	Appraisals - for condemnations or easements	Minor projects - retain for 5 years after project is complete, then destroy; major projects - retain for 20 years after project is completed, then destroy
3	Alphabetical files - state correspondence files (DOE), county master water destruction study, county water and sewer map amendments, water and sewer applications - state pathway project	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.
4	Commissions, copies	Retain for 1 year, then destroy

Approved by Department, Agency or Division Representative

Date

7/23/2001

Signature

W. Jeff Holtzinger

Type Name

W. Jeff Holtzinger

Title

Director of Engineering

Schedule Authorized by State Archivist

Date

NOV 06 2001

Signature

Edward C. Papenfuss

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

**Schedule No.** M-146

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Item No	Description	Retention
5	Agreements – copies	Retain for life of agreement, plus 5 years, then destroy
6	Purchasing/finance/budget	Retain for 2 years, then destroy
7	Chronological 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.
8	Personnel files	Transfer to HR upon termination of employee
9	Bridge 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.

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

**Schedule No.** M-146

**Page** 3 **of** 4

Item No	Description	Retention
10	Subdivision/development 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.
11	Project files – city -city contracts, request (RFP), bid info, specs, proposals not accepted, copy of proposal, 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.
12	Effluent flow reports, copies	Retain for 1 year, then destroy
13	Water and sewer operating reports, copies	Retain for 1 year, then destroy
14	Drafting Unit: Deeds	Retain until no longer needed for reference, then destroy.
15	Drawings and plans	Retain until finalized, then 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.

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

**Schedule No. M-146**

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<b>Item No</b>	<b>Description</b>	<b>Retention</b>
16	Maps	Retain maps prepared by the Engineering office permanently. Transfer periodically to the MD State Archives.
17	Survey Unit: Surveys - field notes, deeds, final calculations, plats	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.
18	Indexes	Retain until updated or superseded, then destroy
19	Request for information	Retain 3 years, then destroy
20	Procedures manuals	Retain until updated or superseded, then destroy

RECORDS INVENTORY  
THE CITY OF FREDERICK

*Rev - read attached  
also Janice's  
Cate  
just do  
this pp's  
not attached*

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

Department of \_\_\_\_\_  
ENGINEERING  
Frederick, Maryland 21701

PAGE \_\_\_\_\_ OF \_\_\_\_\_

1. Position 2. Division

Director of Engineering

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

Books / Specs / Reports 1947 to 1993

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

Misc. reports, studies, specifications

<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Filing Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> boxes</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p style="text-align: center;">7</p> <hr/> <p>Number</p> <p>10. Approximate Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p style="text-align: center;">n/a</p> <hr/> <p>Number</p>
--	--	--

11. File is Used 12. File Becomes Inactive After

Daily     Weekly     Monthly     Month(s)     Year(s)

*varies*

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

Attic - 7 boxes (If yes, specify agency or Office)

Yes     No

15. Access Restrictions  Yes  No 16. Audit Requirements

(If Yes, cite Law(s) & Regulations(s))

None    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

17. Is an Index System Used? 18. Recommendation

(If yes, explain briefly and describe any hardware/software)

Yes     No 1

List kept manually by date

19. Name and Title of Preparer 20. Telephone Number

Janice Dorcus 301-694-1405

Admin. Asst.

11-29-99  
9/27 + 10/2/00

# RECORDS INVENTORY THE CITY OF FREDERICK

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

Department of \_\_\_\_\_

PAGE \_\_\_\_\_ OF \_\_\_\_\_

ENGINEERING

Frederick, Maryland 21701

1. Position 2. Division  
Director of Engineering

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  
~~General~~ Files \_\_\_\_\_ 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.)

Alphabetical and miscellaneous files  
State cases files (DOE)  
County master water distrib. study  
Co. water + sewer map  
amendments  
water + sewer appo. - State.  
Pathway Proj.

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 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 type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	<input checked="" type="checkbox"/> boxes <input checked="" 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
		<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____

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

13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere?  
 Eng Dept. 3 drawers  
 Attic 7 boxes  
(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  
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

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) 18. Recommended Retention  
 Yes     No    permanent

19. Name and Title of Preparer 20. Telephone Number  
 Janice Dorcus    301-694-1405  
 Admin. Assistant  
 11-29-99  
 9/27 + 10/4/00

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

*Engineering*

3. UNIT

          0          

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

*Appraisals*

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)

*For condemnation or easements*

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)

*office*

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

*9/27/00 Jeff*  
*Minor projects - 5Y After Proj. Completion, then destr.*  
*Major project - 20Y " " " , then destr.*

19. NAME AND TITLE OF PREPARER

*PA Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27 + 10/4/00*

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>Commissioner's copies</i>	5. EARLIEST YEAR / LATEST YEAR <i>1995</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 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 SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME _____ Number <i>clerk</i> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____  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)
---	---

13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>office</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 Y, then destroy</i>
---	--

19. NAME AND TITLE OF PREPARER <i>BT Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>9/27 + 10/4/00</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>Deeds, Copies</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 checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <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) _____	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	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	
12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>office</i>	
14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" 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 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 type="checkbox"/> No	
18. RECOMMENDED RETENTION <i>Retain 2 Y, Verify original in legal ser., then destroy copies.</i>	19. NAME AND TITLE OF PREPARER <i>RH Roberts</i>	
20. TELEPHONE NUMBER	21. DATE <i>9/27 + 10/4/00</i>	

# RECORDS INVENTORY THE CITY OF FREDERICK

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

Department of

PAGE \_\_\_\_\_ OF \_\_\_\_\_

ENGINEERING

Frederick, Maryland 21701

1. Position

2. Division

Director of Engineering

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

Agreements (Public Works, SWM, Etc.) - *Copy*

1970 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.)

Agreements with developers / owners

*private developed - sureties*

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

Letter Size

Microfilm

Alphabetical

boxes

File Drawer(s)

3

Microfilm Reel(s)

Legal Size

Computer Tape

Numerical

Computer Tape(s)

Bound Book

Floppy Disk

Chronological

Number  Other (specify)

Audio Tape

Video Tape

Geographical

10. Approximate Annual Accumulation

Other (specify)

Other (specify)

1 1/2

File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

Number  Other (specify)

11. File is Used

12. File Becomes Inactive After

Daily

Weekly

Monthly

Month(s)

Year(s)

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

14. Is Record Series Duplicated Elsewhere?

Eng. Dept. 1 drawer

(If yes, specify agency or Office)

Attic 2 boxes

Permits & Code Mgmt.

Yes *Copies*

No

*orig. - Permits & Codes*

15. Access Restrictions  Yes  No

16. Audit Requirements

(If Yes, cite Law(s) & Regulations(s))

None

State

Federal

Independent

17. Is an Index System Used?

18. Recommended Retention

(If yes, explain briefly and describe any hardware/software)

Yes  No

~~permanent~~

*Agreement life plus  
Section 54, then  
destruy*

List kept manually by date

19. Name and Title of Preparer

20. Telephone Number

21. Date

Janice Dorcus

301-694-1405

11-29-99

Admin. Asst.

*9/29 & 10/4/00*

# RECORDS INVENTORY THE CITY OF FREDERICK

<i>Instructions - Type or print a separate form for each new or revised record series.</i>		Department of <hr style="width: 80%; margin: 0 auto;"/> <b>ENGINEERING</b>	PAGE <u>  </u> OF <u>  </u>
Frederick, Maryland 21701			
1. Position	2. Division		
Director of Engineering			
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		
Purchasing / Finance / Budget	1995 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.)			
Requisitions, check requests, budget infor			
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 type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<input 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"/> boxes <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		2	Number
		10. Approximate Annual Accumulation	
		1 / 4	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) _____	
11. File is Used		12. File Becomes Inactive After	
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)	
Eng. Dept. 1 drawer Attic 1 box		Finance <input checked="" type="checkbox"/> Yes Purchasing <input type="checkbox"/> No	
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	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)		18. Recommended Retention	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Retain 24, then destroy 5 years	
19. Name and Title of Preparer	20. Telephone Number	21. Date	
Janice Dorcus Admin. Assistant	301-694-1405	11-29-99 9/27 + 10/4/00	

# RECORDS INVENTORY THE CITY OF FREDERICK

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

Department of ENGINEERING PAGE 1 OF 1

Frederick, Maryland 21701

1. Position Director of Engineering 2. Division \_\_\_\_\_

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 Chronological files 5. Earliest Year/Latest Year 1951 to 1956  
1986 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.)

Chron copy of all daily correspondence, etc.

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 type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<input 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"/> <sup>x</sup> boxes <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
		6 _____ Number
		10. Approximate Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
		1/2 _____ Number

11. File is Used varies 12. File Becomes Inactive After \_\_\_\_\_

Daily     Weekly     Monthly    \_\_\_\_\_     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room) Eng. Dept. 1 drawer  
Attic 5 boxes

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

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  
 Yes     No

18. Recommended Retention ~~10 years~~ 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 Janice Dorcus  
Admin. Assistant

20. Telephone Number 301-694-1405

11-29-99  
9/27 + 10/4/00

# 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 1

ENGINEERING

Frederick, Maryland 21701

1. Position

2. Division

Director of Engineering

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

Personnel Files

\_\_\_\_\_ 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.)

Engineering employee files current and former

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

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

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

- 2  boxes  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

10. Approximate Annual Accumulation

- 1 / 4  File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

11. File is Used

- Daily     Weekly     Monthly

12. File Becomes Inactive After

- \_\_\_\_\_  Month(s)     Year(s)

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

Eng Dept. 1 drawer  
 Attic 1 drawer

14. Is Record Series Duplicated Elsewhere?  
 (If yes, specify agency or Office)

- Yes Human Res.     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

~~permanent~~ *Until terminated,*  
*then forward file to HR*

19. Name and Title of Preparer

Janice Dorcus  
 Admin. Assistant

20. Telephone Number

301-694-1405

21. Date

11-29-99  
 9/27 + 10/4/00

# RECORDS INVENTORY THE CITY OF FREDERICK

<i>Instructions - Type or print a separate form for each new or revised record series.</i>		Department of _____ <u>ENGINEERING</u>	PAGE _____ OF _____
Frederick, Maryland 21701			
1. Position  Director of Engineering	2. Division		
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  Bridge Files	5. Earliest Year/Latest Year  1974 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.)  Bridge reports and inspections			
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 type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical by bridge number <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <input checked="" type="checkbox"/> boxes <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  Number <u>3</u>	
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) _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly Yearly		12. File Becomes Inactive After  _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Eng. Dept 1 drawer Attic 2 boxes		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)  <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))		16. Audit Requirements  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent 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	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Manual list by bridge number		18. Recommended P	
19. Name and Title of Preparer Janice Dorcus Admin. Assistant		20. Telephone Number 301-694-1405  11-29-99 9/27 + 10/4/00	

# RECORDS INVENTORY THE CITY OF FREDERICK

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

Department of

PAGE \_\_\_\_ OF \_\_\_\_

Engineering

Frederick, Maryland 21701

1. Position

2. Division

Director of Engineering

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

Subdivision / Development Files

1967 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.)

Files of developments and subdivisions *(private devel.)*

*Concess., plan revision info., storm water mgmt.*

*Computations, flood plain studies, etc.*

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

Letter Size

Microfilm

Alphabetical

boxes

File Drawer(s)

Legal Size

Computer Tape

Numerical

Microfilm Reel(s)

Bound Book

Floppy Disk

Chronological

Number

Computer Tape(s)

Other (specify)

Audio Tape

Video Tape

Geographical

10. Approximate Annual Accumulation

Other (specify)

Other (specify)

File Drawer(s)

3

Microfilm Reel(s)

Computer Tape(s)

Number

Other (specify)

11. File is Used

Varies

12. File Becomes Inactive After

Daily

Weekly

Monthly

Month(s)

Year(s)

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

Eng. Dept. 6 drawers

Attic 2 boxes & 12<sup>7</sup> drawers

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

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

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

Yes  No

Manual alphabetical list

18. Recommend

19. Name and Title of Preparer

Janice Dorcus

Administrative Asst.

20. Telephone Number

301-694-1405

11-29-99

9/27 + 10/4/99

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>Effluent Flow Reports, Copies</i>	5. EARLIEST YEAR / LATEST YEAR <i>1989 to 2000</i>
--	---

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 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 SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME 1 <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ Number <i>Box</i>
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>Office</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 + 10/4/00</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

*Water & Sewer Operating Rpts, expis*

5. EARLIEST YEAR / LATEST YEAR

1987 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

*1 folder*  
 File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape (s)  
 Other (Specify) \_\_\_\_\_  
42  
Number *inf*

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)

*office*

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 Y, then destroy*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27 + 10/1/20*

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

*Engineering*

3. UNIT

*Drafting Dept.*

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

*Deeds, Copies*

5. EARLIEST YEAR / LATEST YEAR

*late 1700's 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

*12*

- 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 *orig. w/ Lead*       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 Permanently for rapid access.*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27 + 10/4/00*

INSTRUCTIONS -- TYPE ON PINK 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 *Engineering* 3. UNIT *Drafting 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 *Drawings, Revised, Not Finalized* 5. EARLIEST YEAR / LATEST YEAR *1990 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  
*Included in Drawings Finalized*  
 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  
*Retain Until Finalized, then Unfinalized Versions*

19. NAME AND TITLE OF PREPARER *BT Roberts* 20. TELEPHONE NUMBER 21. DATE *9/27 + 10/4/00*

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

*Engineering*

3. UNIT

*Drafting Dept.*

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

*Drawings and Plans, Finalized*

5. EARLIEST YEAR / LATEST YEAR

*1821 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

*8/12*  
*2500*  
*Assessment of Cabinet*  
Number *1000 drawings ea.*

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

10. ANNUAL ACCUMULATION

*500*  
*ea. yr.*  
Number \_\_\_\_\_

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

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. RECOMMEND  
*Retain until finalized then*  
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  
*Retain P*

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27 + 10/4/00*

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

*Drafting*

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

*Maps*

5. EARLIEST YEAR / LATEST YEAR

*1821 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)

*Includes aerial, topography*

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

*included  
in Drawing  
Finalized*

- 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

*Retain until updated or superseded, then  
destroy.*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27 + 10/4/00*

INSTRUCTIONS -- TYPE ON 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

*Engineering*

3. UNIT

*Survey*

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

*Surveys*

5. EARLIEST YEAR / LATEST YEAR

*1960<sup>15</sup> 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)

*Field Notes  
Deeds  
Final Calculations  
Plats*

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) *Project*

9. VOLUME

*16*  File Drawer(s)  
 Microfilm Reel (s)  
 Computer Tape (s)  
 Other (Specify) \_\_\_\_\_  
*2 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)

*basement - No. 2  
attic - 2 boxes*

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 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

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27 + 10/4/00*

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

*Surveys*

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

*Indexes*

5. EARLIEST YEAR / LATEST YEAR

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

*Binders*

8. RECORD SERIES SEQUENCE

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

9. VOLUME

*20*  
*binders*  
Number

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

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

*Retain until updated or superseded, then destroy*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27 + 10/4/00*

INSTRUCTIONS -- TYPE ON PINK! 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

*Surveys*

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

*Requests for Information*

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)

*Constitutional requests*

7. RECORD SERIES FORMAT(S)

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

*Binders*

8. RECORD SERIES SEQUENCE

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

9. VOLUME

*3*  
*binders*

- 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

*Retain 3Y, then destroy*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27 + 10/4/00*



# RECORDS INVENTORY THE CITY OF FREDERICK

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

Department of \_\_\_\_\_

PAGE \_\_\_\_\_ OF \_\_\_\_\_

ENGINEERING

Frederick, Maryland 21701

1. Position

2. Division

Director of Engineering

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

City Contracts

*- Project filed City*

1957 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.)

Contract files of consulting and construction services for the City

*Request (RFP)  
Bid Info.*

*Specs  
Proposals not accepted  
copy of proposal*

*Cones.*

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (specify)

- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

- Alphabetical
- Numerical (example: 99-A, B, C, D)
- Chronological
- Geographical
- Other (specify)

- Boxes
  - File Drawer(s)
  - Microfilm Reel(s)
  - Computer Tape(s)
  - Other (specify)
- 57  
Number
10. Approximate Annual Accumulation
- File Drawer(s)
  - Microfilm Reel(s)
  - Computer Tape(s)
  - Other (specify)
- 2  
Number

11. File is Used

varies

12. File Becomes Inactive After

- Daily
- Weekly
- Monthly

- Month(s)
- Year(s)

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

Eng. Dept. 9 drawers  
Attic 48 boxes

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

Permits & Code Mgmt. has same file sequence after construction  Yes  No has begun *(paper)*

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

16. Audit Requirements 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 *le*

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

- Yes
- No

*Manual list kept by contract year and number*

19. Name and Title of Preparer

20. Telephone Number

21. Date

Janice Dorcus  
Admin. Assistant

301-694-1405

11-29-99

*9/27 + 10/4/00*

Janice does building & selection  
then Records & Codes takes over

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

**City of Frederick**

2. DIVISION

3. UNIT

*Survey*

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

*Procedure Manual*

5. EARLIEST YEAR / LATEST YEAR

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

*Indices*

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

*Retention: 10 years (digital) suspended, then destroyed*

19. NAME AND TITLE OF PREPARER

*B. Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27 + 10/4/00*