

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

Schedule No. M-136

Page 1 of 3

Agency
 City of Frederick

Division/Unit
 Permits and Codes Management

Item No	Description	Retention
/	<u>Office Administration:</u> Alphabetical 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.
2	Plumbing permits	Retain for 50 years, then destroy
3	Electrical permits	Retain for 50 years, then destroy

Approved by Department, Agency or Division Representative

Date

8/31/04

Signature

Gary W. Lemmy

Type Name

Title

Schedule Authorized by State Archivist

Date

NOV 06 2001

Signature

Edward C. Saperstein

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

Schedule No. M-136

Page 2 of 3

Item No	Description	Retention
4	Residential Permit Records (Building, Plumbing, Electrical, Fire) – applications and plans approved, certificates issued, fees collected, reports of inspections and notices of orders issued	Retain permanently all records, including the database to track information. Transfer periodically to the MD State Archives.
5	Commercial Permit Records (Building, Plumbing, Electrical, Fire) – application and plans approved, certificates issued, fees collected, spec books, reports of inspections and notices of orders issued	Same as Item 4.
6	<p>Electrical and plumbing licenses</p> <p><u>Construction management:</u></p>	<p>Retain 3 years and until all audit requirements have been met, then destroy</p>
7	Contract files – proposal/bonds/insurance/other related forms and specs for City-owned construction projects	Retain for life of contract or grant plus 4 years and until all audit requirements have been met, then destroy
8	Development files – copy of PWA/Surety posted for project, copy of Grading Permit issued, any other document and/or correspondence related to public/site improvements to that 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.

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

Schedule No. M-136

Page 3 **of** 3

Item No	Description	Retention
9	Inspector's daily reports/city-owned contracts – daily reports that document daily site activities, inspections performed and testing of completed work and/or materials; includes measurement (for payment) of daily work quantities and monthly payment estimates, etc.	Retain 5 years after completion of contract and until all audit requirements have been met, then destroy
10	Construction inspector's daily site visit reports	Retain 5 years after construction project completion and until all audit requirements have been met, then destroy
11	Public Works agreements/sureties (original documents)	Retain originals until formal release by mayor and board, then move copies to Development files
12	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.
13	Payroll, copies	Retain for 3 years, then destroy
14	Purchase orders, copies	Retain 3 years, then destroy
15	Personnel, copies	Retain until terminated, then send files to HR
16	Municipal infractions	Retain for 1 year after paid or settled, then destroy
17	Complaint and investigation files	Retain adjudicated cases for 10 years after closed, then destroy. Retain all other cases for 5 years after close, then destroy.

RECORDS INVENTORY THE CITY OF FREDERICK

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

Department of
Permits & Code Management
4 W. 7th Street, Suite 200

PAGE 1 OF 12

Frederick, Maryland 21701

1. Position Administrative Assistant	2. Division Office Administration
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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 Alphabetical Files	5. Earliest Year/Latest Year <u>80's</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.)

An alphabetical filing system is used for information (correspondence/documents) received from other departments, companies, organizations. Additionally there are alphabetical files kept on our own department's functions, personnel, payroll, etc.

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 type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>6-8</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) 10. Approximate Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>2</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify)
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11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After When <u>no longer</u> needed <input checked="" type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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13. Current Location(s) (Bldg., Floor, Room) - Room 206, 4 W. 7th Street	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 <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))	16. Audit Requirements <input checked="" type="checkbox"/> 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
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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. Recommendation
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19. Name and Title of Preparer Linda Dutrow	20. Telephone Number Ext. 3802	21. Date 11/29/99 <u>10/2/00</u>
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RECORDS INVENTORY THE CITY OF FREDERICK

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

Department of
Permits & Code Mgmt.
4 W 7th St / OFC 200

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Frederick, Maryland 21701

1. Position <u>Plumbing Insp</u>	2. Division
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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>Plumbing Permits</u>	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.)

<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 checked="" type="checkbox"/> Alphabetical by <u>Contractor</u></p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p style="text-align: center;"><u>4</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Approximate Annual Accumulation</p> <p style="text-align: center;"><u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
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<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p><u>project completion</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>
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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><u>4 W. 7th St / Ste. 200</u></p> <p><u>Room # 214</u></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)</p> <p><input checked="" type="checkbox"/> Yes <u>HTE permit program</u> <input type="checkbox"/> No</p>
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<p>15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(If Yes, cite Law(s) & Regulations(s))</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
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<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><u>Retain for 50 Y, then destroy</u></p>
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<p>19. Name and Title of Preparer</p> <p><u>Kristi A Winterstein</u> <u>Permits Coordinator</u></p>	<p>20. Telephone Number</p>	<p>21. Date</p> <p><u>10/2/00</u></p>
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RECORDS INVENTORY THE CITY OF FREDERICK

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

Department of
Permits & Code Mgmt
4 W. 7th St / Ste. 200

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Frederick, Maryland 21701

1. Position 2. Division
Electrical Insp.

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
Electrical Permits _____ 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.)

<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" 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 checked="" type="checkbox"/> Numerical by permit #</p> <p><input 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"/> 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;"><u>4</u> Number</p> <p>10. Approximate Annual Accumulation</p> <p><input checked="" 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;"><u>2</u> Number</p>
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11. File is Used 12. File Becomes Inactive After

Daily Weekly Monthly project completion Month(s) Year(s)

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

4 W. 7th St. / Ste. 200 (If yes, specify agency or Office)

Room # 212 & storage Yes HTE permit program No

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 Retain for 50 Y, then destroy.

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

Kristi A Winterstein _____ 10/2/00

Permits Coordinator

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

Permits + Codes

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

Residential Permit Records

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)

Applications + plans (approved), certificates issued, fees collected, reports of inspections and notices of orders received. (Bldg., Plumbing Elec., Fire)

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)

*Rm. 206
4th Fl. Bldg.*

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 3 Y, then destroy.
Perm. in computer database*

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

BT Roberts

21. DATE

10/2/00

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
Permits + Codes

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
Commercial Permit Records

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)

Application & approved plans (Bldg., Plumbing, Elec., Fire) certificates issued, fees collected, spec books, reports of inspections & notices of orders issued.

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) *Rm. 206*

420.7⁵⁰ 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

*Life of bldg. but no more than 50Y.
Perm. in computer databases.*

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

21. DATE

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
Permits & Code Mgmt
4 W 7th St, / Ste. 200

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Frederick, Maryland 21701

1. Position <u>Permits Secretary (Susan Spahr)</u>	2. Division
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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>Electrical & Plumbing Licenses</u>	5. Earliest Year/Latest Year <u>(Utility, Heat Equip, Water Conditioner, Irrigation)</u> _____ 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.)

Application, copies of jurisdictional licenses, certificates of insurance, bonds, continuations certificates.

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"/> 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 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	12. File Becomes Inactive After <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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13. Current Location(s) (Bldg., Floor, Room) <u>4 W 7th St, Suite 200</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 <input type="checkbox"/> Yes <input 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>Retain for 34 and</u> <u>disappear until all audit</u> <u>requirements have been met, then destroy.</u>
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19. Name and Title of Preparer <u>Kristi A. Winterstein</u> <u>Permits Coordinator</u>	20. Telephone Number	21. Date <u>10/2/00</u>
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RECORDS INVENTORY THE CITY OF FREDERICK

<i>Instructions - Type or print a separate form for each new or revised record series.</i>		Department of Permits & Code Management 4 W. 7th Street, Suite 200 Frederick, Maryland 21701	PAGE <u>2</u> OF <u>12</u>
1. Position	2. Division		
Administrative Assistant	Construction Management		
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		
Contract Files	80's 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.)			
Original Contract documents which includes Proposal/Bonds/Insurance/other related forms and specifications for City-owned construction projects overseen by our department thru construction life. <i>Could include federal/state or local grant funds.</i>			
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) _____ By Year/Alphabetical	<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) _____ 2-4 Number	
11. File is Used		12. File Becomes Inactive After	
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		Construction completion and final payment to <input checked="" type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Contractor	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere?	
-Original contract documents to include correspondence/related permits, etc. Room 206 -Closed Files kept in storage room.		(If yes, specify agency or Office) 1) Project Mgr and/or Inspector and Engg Dept <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements	
(If Yes, cite Law(s) & Regulations(s))		Where applicable <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System Used?		18. Recommended Retention	
(If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Retain for life of contract on grant plus 4 Y. then destroy.	
19. Name and Title of Preparer	20. Telephone Number	21. Date	
Linda Dutrow	Ext. 3802	11/29/99 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
Permits & Code Management
4 W. 7th Street, Suite 200

Frederick, Maryland 21701

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1. Position Administrative Assistant 2. Division Construction

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 Development Files 5. Earliest Year/Latest Year 1980's 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.)

For each PWA/Surety project, a development file is created which includes
 1) Copy of PWA/Surety posted for project
 2) Copy of Grading Permit issued
 3) Any other document and/or correspondence related to public/site Impvmts to that project

7. Record Series Format(s)	8. Record Series Filing Sequence	9. Volume
<input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm	<input checked="" type="checkbox"/> Alphabetical	<input checked="" type="checkbox"/> File Drawer(s)
<input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape	<input type="checkbox"/> Numerical	<input type="checkbox"/> Microfilm Reel(s)
<input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk	<input type="checkbox"/> Chronological	Current <u>8</u> <input type="checkbox"/> Computer Tape(s)
<input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape	<input type="checkbox"/> Geographical	Number <input type="checkbox"/> Other (specify)
<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Other (specify) _____	Storage <u>12</u>
		10. Approximate Annual Accumulation
		<input checked="" type="checkbox"/> File Drawer(s)
		<input type="checkbox"/> Microfilm Reel(s)
		<u>1-2</u> <input type="checkbox"/> Computer Tape(s)
		Number <input type="checkbox"/> Other (specify)

11. File is Used 12. File Becomes Inactive After

Daily Weekly Monthly Construction of Month(s) Year(s)

P. Impvmts completed (months to years)

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

-Room 206 (Admin Asst Office) Current Files (If yes, specify agency or Office)

-Storage Room (Dead/Closed Files) Yes Engineering No

15. Access Restrictions Yes No 16. Audit Requirements

(If Yes, cite Law(s) & Regulations(s)) None State

17. Is an Index System Used? 18. Recommended Retention

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

Yes No Alphabetical for Current 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 20. Telephone Number 21. Date

Linda Dutrow Ext. 3802 11/29/99

10/2/00

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>Permits & Code Management</u> <u>4 W. 7th Street, Suite 200</u> Frederick, Maryland 21701	PAGE <u>6</u> OF <u>12</u>
1. Position Project Inspector	2. Division Construction Inspection/Contracts		
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 Inspector's Daily Reports/City-owned Contracts		5. Earliest Year/Latest Year <u>1997</u> to <u>Present</u>	
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 Reports: Document of daily site activities, inspections performed and testing of completed work and/or materials. This includes measurement (for payment) of daily work quantities and monthly pay estimates, etc.			
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 type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Contract #</u> _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>2-3</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) 10. Approximate Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1-2</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify)
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <u>Approx 2 yrs</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) or until Contract completion	
13. Current Location(s) (Bldg., Floor, Room) Room 218, 4 W. 7th Street, Suite 200		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) <input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <u>Retain 5</u> <u>10</u> years after completion of Contract <i>and until all audit requirements have been met, then destroy.</i>	
19. Name and Title of Preparer James C. Kaiser	20. Telephone Number Ext. 3803	21. Date 11/30/99 <u>10/2/00</u>	

*Retain 5
10 years after completion of
Contract and until all audit requirements have been met, then destroy.*

RECORDS INVENTORY THE CITY OF FREDERICK

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

Department of
Permits & Code Management
4 W. 7th Street, Suite 200

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Frederick, Maryland 21701

1. Position Construction Inspectors (5)	2. Division Construction Inspection/Development
--	--

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 Construction Inspectors Daily Site Visit Reports	5. Earliest Year/Latest Year 90's to Present
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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.)

Daily Reports: Documentation of visits to site, inspections performed and testing of completed work and/or materials.

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 type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>by Development</u>	9. Volume 2 per inspect 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) .5 per inspect Number <input type="checkbox"/> Other (specify)
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11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After construction completion <input checked="" type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
--	---

13. Current Location(s) (Bldg., Floor, Room) Room 217, 4 W. 7th Street, Suite 200	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) <input type="checkbox"/> Yes <input checked="" 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) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <i>Retain 5 years after construction project completion and until all analysis requirements have been met, then destroy.</i> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
---	--

19. Name and Title of Preparer James C. Kaiser	20. Telephone Number Ext. 3803	21. Date 11/30/99 <u>10/2/00</u>
---	-----------------------------------	--

of phone or retention
then
destroy.

RECORDS INVENTORY THE CITY OF FREDERICK

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

Department of
Permits & Code Management
4 W. 7th Street, Suite 200

PAGE 3 OF 12

Frederick, Maryland 21701

1. Position Administrative Assistant	2. Division Construction
---	-----------------------------

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 Public Works Agreements/Sureties (Original Documents)	5. Earliest Year/Latest Year <u>80's</u> to <u>Present</u>
---	---

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

These are original documents (Public Works Agreements and Sureties) entered into by developers with the City as guarantee of completion of improvements to their site. These original documents are held thru completion of the improvements identified at which time formal release and/or acceptance (if applicable) into the City's system is given by the Mayor and Board. Original surety documents (Bonds/LOC's) are returned to owner/developer upon formal release.

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 type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Number <input checked="" type="checkbox"/> Other (specify) locked, fire proof file cabinet 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 = 1 Number

11. File is Used	12. File Becomes Inactive After
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	Release of PWA/ Surety <input checked="" type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)

13. Current Location(s) (Bldg., Floor, Room) -Room 206, 4 W. 7th Street (Suite 200)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) Copies in Development Files & Engineering Department <input checked="" 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 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Alphabetical Listing	18. Recommended Retention Originals to be held until formal release by M&B/ Copies kept permanently <i>then move copies to Development files</i>
---	---

19. Name and Title of Preparer Linda Dutrow	20. Telephone Number Ext. 3802	21. Date 11/29/99 <i>10/2/00</i>
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Mayor and Board
 Development files

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 _____
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1. DEPARTMENT/AGENCY City of Frederick	2. DIVISION <i>Permits & Codes</i>	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 <i>Chron File</i>	5. EARLIEST YEAR / LATEST YEAR <i>1980¹⁵ 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 checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <i>60 drawers</i> Number <i>attic</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> <i>attic</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 not 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>B. Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>10/21/00</i>
--	-----------------------------	------------------------------------

John Leisnering

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 <i>Permit & Code Mgmt</i>	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 <i>Payroll, Copies</i>	5. EARLIEST YEAR / LATEST YEAR <i>1995 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)

*CPO
hand calculators
Time sheets
leave rpts.*

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 <i>44</i> <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 _____
		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 attic</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 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>10</i> Retain 3 years, then destroy
---	---

19. NAME AND TITLE OF PREPARER <i>BT Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>10/21/00</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

Page _____ Of _____

1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

Permits & Codes Dept

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

Purchase Orders, Copies

5. EARLIEST YEAR / LATEST YEAR

1980'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)

*Pol. Invoices
Transmittals*

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) _____

1 box - attics
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)

*office
attic*

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

2 Retain 3 years, then destroy

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

21. DATE

10/2/00

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

Permits & Codes Mgmt

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

Personnel, Copies

5. EARLIEST YEAR / LATEST YEAR

1980'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
- 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

- _____ Number Month(s) Year(s)

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 Until Terminated, then send files to H.R.

19. NAME AND TITLE OF PREPARER

B. Roberts

20. TELEPHONE NUMBER

21. DATE

10/2000

Permits & Code Mgmt - Kristi Winterstein

<p>INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page _____ Of _____</p>
<p>1. DEPARTMENT/AGENCY City of Frederick</p>	<p>2. DIVISION <i>Permits & Codes</i></p>	<p>3. UNIT</p>
<p>DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. RECORD SERIES TITLE <i>Municipal Infractions</i></p>	<p>5. EARLIEST YEAR / LATEST YEAR <i>1997³ to present</i></p>	
<p>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>Original & up to 2 copies of Infraction; related correspondence; payment info; certified mail receipts</i></p>		
<p>7. RECORD SERIES FORMAT(S)</p> <p><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 checked="" type="checkbox"/> Other (Specify) <i>1/2 page</i></p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input checked="" type="checkbox"/> Other (Specify) <i>storage box</i></p> <p>Number _____</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><i>1/2</i> <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____</p> <p>Number _____</p>
<p>11. FILE IS USED</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. FILE BECOMES INACTIVE AFTER</p> <p>? _____ Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. CURRENT LOCATION(S) (Bldg., Floor, Room)</p>	<p>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <i>not completely</i> <input checked="" type="checkbox"/> Yes <i>1997-2000 records in Access</i> <input type="checkbox"/> No</p>	
<p>15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))</p> <p><input type="checkbox"/> Yes _____ <input type="checkbox"/> No</p>	<p>16. AUDIT REQUIREMENTS ?</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No</p>	<p>18. RECOMMENDED RETENTION <i>3 years after paid or settled, then destroy</i></p>	
<p>19. NAME AND TITLE OF PREPARER <i>Kristi A Winterstein Permits Coordinator</i></p>	<p>20. TELEPHONE NUMBER <i>301/360-3812</i></p>	<p>21. DATE <i>10-2-00</i></p>

RECORDS INVENTORY THE CITY OF FREDERICK

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

Department of
PERMITS & CODES

PAGE 12 OF 12

Frederick, Maryland 21701

1. Position Sr. Code Management Insp 2. Division Code Enforcement

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 COMPLAINT - INVESTIGATION FILES 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.)
Compilation of notes, records, investigative findings, evidence etc in code enforcement cases.
Municipal Infraction

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"/> Alphabetical	<input checked="" type="checkbox"/> File Drawer(s)
<input type="checkbox"/> Legal Size	<input type="checkbox"/> Computer Tape	<input checked="" type="checkbox"/> Numerical	<input type="checkbox"/> Microfilm Reel(s)
<input type="checkbox"/> Bound Book	<input type="checkbox"/> Floppy Disk	<input type="checkbox"/> Chronological	<u>4</u> Number
<input type="checkbox"/> Audio Tape	<input type="checkbox"/> Video Tape	<input type="checkbox"/> Geographical	<input type="checkbox"/> Computer Tape(s)
<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Other (specify) _____

10. Approximate Annual Accumulation
1,000
Number

11. File is Used 12. File Becomes Inactive After

Daily Weekly Monthly CASE CLOSED Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

4 W 7th ST
Room 202 Yes No

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

None State Federal

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

Yes No SERIALIZED USING DATABASE over →

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

MICHAEL BLANK 360-3824 11-30-99
10/2/00

Return adjudicated cases for 104 after close,
then destroy. Retain all other cases for 57
after close, then destroy.