

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

Schedule No. M-159

Page 1 of 4

Agency
 City of Frederick - Department of Public Works

Division/Unit
 Grounds Maintenance

Item No	Description	Retention
	General records for all DPW departments – first three pages	
1	Bids and submittals	Retain for 3 years after bid is granted, then destroy.
2	Budget information	Retain for 3 years then destroy.
3	Calendars	Retain for 3 years, then destroy.
4	Capital improvement project	Retain until project is complete, plus 3 years and until all audit requirements have been met, then destroy.
5	Check requests/requisitions	Retain for 1 year, then destroy.
6	Complaints (except for Water/Sewer – Lights)	Retain until complaint is resolved, plus 3 years, then destroy.
7	Contract/agreements	Retain for contract/agreement life, plus 4 years, then destroy.
8	Correspondence Equipment/Materials	Retain life of ownership of equipment, plus 4 years if contract or agreement is contained in file, then destroy.
9	Job Descriptions	Retain until updated or superceded, then destroy.

Approved by Department, Agency or Division Representative

Date December 6, 2001

Signature Eva Simpson

Type Name Eva Simpson

Title DPW Administrative Assistant

Schedule Authorized by State Archivist

Date JAN 08 2002

Signature Edward C. Papenfuss

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

Schedule No. M-159

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Item No	Description	Retention
10	Job Interviews	Retain for 1 year not hired for jobs of a permanent nature, then destroy. Retain for 90 days for a job of a temporary nature, then destroy. Retain for 2 years for a job involving Federal contracts, then destroy.
11	Job Reports (for billing)	Retain for 2 years, then destroy.
12	Manuals including Procedures, Accruals, Personnel Policies and Procedures, Operations, Safety	Retain until updated or superseded, then destroy.
13	Minutes	Original committee minutes – 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. Retain copies for five years, then destroy.
14	MSDS	Retain for 40 years after discontinued use of the specific chemical, then destroy.
15	Payroll	Retain for 3 years, then destroy.
16	Personnel	Transfer originals to Department Administrative Support until employee terminates, then transfer file immediately to Department Administrative Support who will forward to the Human Resources Department.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No	Description	Retention
17	Projects	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	Purchase orders	Retain for 1 year, then destroy.
19	Reference manuals	Retain until updated or superseded, then destroy.
20	Special events	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.
21	Telephone use report	Retain for 1 year, then destroy.
22	Timesheets	Retain for 3 years, then destroy
23	Vehicle information	Retain life of ownership of vehicle, then destroy. Transferred vehicle – transfer file to new department.
24	Work orders (except for Water & Sewer)	Retain until work is completed, plus 1 year, then destroy.

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

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Item No	Description	Retention
25	Miss Utility Locates	Retain 1 year, then destroy
26	Irrigation system	Retain life of system, plus 4 years, then destroy
27	Pesticide information – spraying, price quotes, renewal applications (certifications)	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.
28	Daily Inspection files	Retain 30 years, then destroy
29	Individual Park files	Retain life of park, plus 5 years, then send to Maryland State Archives
30	Tree files	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

INSTRUCTIONS - TYPE 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

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

Miss Utility Locates

5. EARLIEST YEAR / LATEST YEAR

1998 to now

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

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

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

Number _____

10. ANNUAL ACCUMULATION

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

Number _____

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Month(s) Year(s)
Number _____

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

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 4, then destroy.

19. NAME AND TITLE OF PREPARER

Pat Roberts

20. TELEPHONE NUMBER

21. DATE

10/15/00

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

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1. DEPARTMENT/AGENCY **City of Frederick** 2. DIVISION **DPW** 3. UNIT **Grounds Maint.**

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 **Irrigation System** 5. EARLIEST YEAR / LATEST YEAR **1993 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)
Contract, corres.

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 file
 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 Life of system, plus 4Y, then destroy.

19. NAME AND TITLE OF PREPARER **BT Roberts** 20. TELEPHONE NUMBER _____ 21. DATE **10/5/00**

RECORDS INVENTORY THE CITY OF FREDERICK

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

**Department of
Public Works
Grounds Maintenance Division
111 Airport Drive East
Frederick, Maryland 21701**

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1. Position
Secretary II

2. Division
Grounds Maintenance

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

Daily Inspection Files

1997 to Current 1999

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

This is a checklist used to track work done in the City's parks such as bathroom and pavillion inspections, equipment, grass mowed, trimming, and trash pickup throughout the week.

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

Letter Size

Microfilm

Alphabetical

File Drawer(s)

Legal Size

Computer Tape

Numerical

Microfilm Reel(s)

Bound Book

Floppy Disk

Chronological

1 Computer Tape(s)
Number Other (specify)

Audio Tape

Video Tape

Geographical

10. Approximate Annual Accumulation

Other (specify)

Other (specify)

File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

Number Other (specify)

11. File is Used

Daily

Weekly

Monthly

12. File Becomes Inactive After

Indefinite

Month(s)

Year(s)

13. Current Location(s)

(Bldg., Floor, Room)

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

DPW

Grounds Maintenance (Room 2)

Yes

No

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

~~Indefinite~~ *Retain 30 Y, then destroy*

The Hansen Program was installed to enter critical tree information into a data base.

19. Name and Title of Preparer

20. Telephone Number

21. Date

Terry Clingan, Secretary II

(301) 360-3859

10/5/00 12-3-99

RECORDS INVENTORY THE CITY OF FREDERICK

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

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Department of
Public Works
Grounds Maintenance Division
111 Airport Drive East
Frederick, Maryland 21701

1. Position
Secretary II

2. Division
Grounds Maintenance

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

Individual Park Files

5. Earliest Year/Latest Year

Prior to 1960 to Current 1999

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

All general correspondence relating to each park is filed separately to include blueprints in most cases.

7. Record Series Format(s)

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

8. Record Series Filing Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- File Drawer(s)
 Microfilm Reel(s)
1 Computer Tape(s)
Number Other (specify) _____

10. Approximate Annual Accumulation

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
Number Other (specify) _____

11. File is Used

- Daily Weekly Monthly

12. File Becomes Inactive After

- Indefinite Month(s) Year(s)

13. Current Location(s)

DPW

(Bldg., Floor, Room)

Grounds Maintenance (Room 2)

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or Office)

- Yes No

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

Indefinite

Retain life of Park plus 5-7, then send to Md. State Archives

19. Name and Title of Preparer

Terry Clingan, Secretary II

20. Telephone Number

(301) 360-3859

21. Date

12-3-99

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

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

**Department of
Public Works
Grounds Maintenance Division
111 Airport Drive East
Frederick, Maryland 21701**

PAGE 3 OF 6

1. Position
Secretary II

2. Division
Grounds Maintenance

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

Tree Files

5. Earliest Year/Latest Year

Prior to 1960 to Current 1999

Some are memorial.

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 files contain applications for planting, applications for removal, tree trimming contracts, tree permits and general tree correspondence. These files are also set up in the Hansen Data Base for data entry on maintenance.

7. Record Series Format(s)

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

8. Record Series Filing Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify)

9. Volume

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
1 Number Other (specify)

10. Approximate Annual Accumulation

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
Number Other (specify)

11. File is Used

- Daily Weekly Monthly

12. File Becomes Inactive After

- Indefinite Month(s) Year(s)

13. Current Location(s)

DPW

(Bldg., Floor, Room)

Grounds Maintenance (Room 2)

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

- Yes No

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

Terry Clingan, Secretary II

20. Telephone Number

(301) 360-3859

10/5/00

12-3-99