

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

Schedule No. M-160

Page 1 of 5

Agency
 City of Frederick - Department of Public Works

Division/Unit
 General Services

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9	Job Descriptions	Retain until updated or superceded, then destroy.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*
Eva Simpson

Type Name Eva Simpson

Title DPW Administrative Assistant

Schedule Authorized by State Archivist

JAN 08 2002

Date
 Signature *Edward C. Pappas*

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

Schedule No. M-160

Page 2 of 5

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Manuals including Procedures, Accruals, Personnel Policies and Procedures, Operations, Safety	Retain until updated or superseded, then destroy.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
 (CONTINUATION SHEET)

Schedule No. M-160

Page 3 of 5

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)**

Schedule No. M-160

Page 4 of 5

Item No	Description	Retention
25	Division Chief – 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.
26	Division Chief – for affecting service changes	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.
27	Internal Reference Documents – phone list, beeper list, organizational charts	Retain until updated or superseded, then destroy
28	Tech Systems Coordinator – Hansen Software and Implementation	Retain system life, plus 5 years, then destroy.
29	Tech Sys Coordinator – Hansen Files Software Implementation	Retain system life, plus 2 years, then destroy
30	Alphabetic files – Pager information, Parking information, Awards, Mission Statement	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.
31	Operator Radio and Telephone Logs	Retain 3 years, then destroy

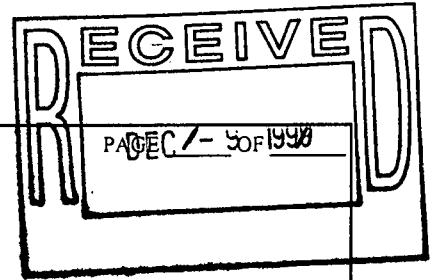
DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)

Schedule No. M-160

Page 5 of 5

Item No.	Description	Retention
	General Services, Sanitation Unit:	
32	Sanitation - Landfill Records	Retain 3 years and until all audit requirements have been met, then destroy
33	Trash violations	Retain until resolved, plus 3 years and until all audit requirements have been met, then destroy.
	General Services, Vehicle Equipment Maintenance Unit:	
34	Mechanic Shop – Vehicle equipment and maintenance	Retain vehicle and equipment life, then destroy. If file contains contract or agreement, retain 4 years after end of vehicle/equipment ownership, then destroy.
35	Mechanic Shop – MSDS Sheets	Retain 40 years, then destroy
36	Mechanic Shop – Requisition forms	Retain 1 year, then destroy
37	Mechanic Shop – Personnel Records	Retain until employee leaves, then transfer to Department of Administrative Support

**RECORDS INVENTORY
THE CITY OF FREDERICK**



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

Department of
PUBLIC WORKS
GENERAL SERVICES

Frederick, Maryland 21701

1. Position DIVISION CHIEF 2. Division GENERAL SERVICES

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 Correspondence 5. Earliest Year/Latest Year 3/99 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.)

Communications between department and other departments as well as customers and vendors

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 Computer Tape(s)
 Audio Tape Video Tape Geographical Other (specify)
 Other (specify) Other (specify)
hard drive variable 1
Number Number Number

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

11. File is Used 12. File Becomes Inactive After

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

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

DIV CHIEF OFFICE Yes No

15. Access Restrictions 16. Audit Requirements

Yes No None State Federal Independent

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

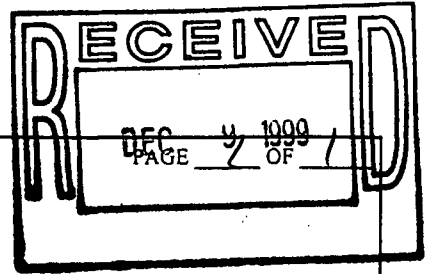
17. Is an Index System Used? 18. Recommended Retention

(If yes, explain briefly and describe any hardware/software) Review Annually
 Yes No because not "official" - biannual

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

R Wilkinson 301-846-2202 10/3/00
12/9/99

**RECORDS INVENTORY
THE CITY OF FREDERICK**



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

Department of
PUBLIC WORKS
GENERAL SERVICES

Frederick, Maryland 21701

1. Position 2. Division

DIVISION CHIEF GENERAL SERVICES

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

RESEARCH 3/99 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.)

Reference material used for affecting service changes.

7. Record Series Format(s)	8. Record Series Filing Sequence	9. Volume
<input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>hard drive</u>	<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>variable</u>	<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <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
		<u>2</u> Number
		<u>1</u> Number

11. File is Used 12. File Becomes Inactive After

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

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

DIV CHIEF OFFICE (If yes, specify agency or Office)

Yes No

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

None State Federal Independent

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

Yes No Until updated or destroyed @ obsolescence of material Superseded

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

R Wilkinson 301-846-2202 12/19/99 10/5/00

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 **THE City of Frederick** DIVISION _____ 3. UNIT *General Services*

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 *Internal Reference Documents* 5. EARLIEST YEAR / LATEST YEAR *99 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)
*Phone list
keepac list -
Organizational charts*

7. RECORD SERIES FORMAT(S)
 Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE
 Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME *1/3*
 File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____
Number _____

10. ANNUAL ACCUMULATION
 File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
Number _____

11. FILE IS USED
 Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER
_____ 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 _____ *Copies* 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

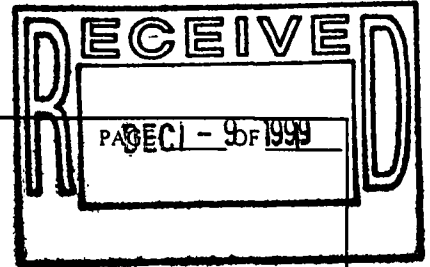
18. RECOMMENDED RETENTION
updated or superseded

19. NAME AND TITLE OF PREPARER
Lisa Stinebaugh

20. TELEPHONE NUMBER _____

21. DATE *10/3/00*

RECORDS INVENTORY
THE CITY OF FREDERICK



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

Department of
Public Works

Frederick, Maryland 21701

1. Position Tech. Sys. Coord. 2. Division General Services

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 Hansen Software and Implementation Plans, General Issues, Correspondence 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.)

Files contain information on general topics, including Hansen software implementation plans, contract, codes. ~~Year inventories, material, records on hand~~

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 Computer Tape(s)
 Audio Tape Video Tape Geographical Other (specify)
 Other (specify) Other (specify)

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

Number 1 est. 4 Number

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

13. Current Location(s) (Bldg., Floor, Room) DPW, Room 10 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) Yes No

15. Access Restrictions Yes No (If Yes, cite Law(s) & Regulations(s)) 16. Audit Requirements None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) Yes No 18. Recommended Retention Retain systems life plus 57, then destroy.

19. Name and Title of Preparer Elisabeth (Lisa) Shinebaugh, Tech Sys Coord. 20. Telephone Number (301) 360-3898 21. Date 10/5/00
12-9-99

**RECORDS INVENTORY
THE CITY OF FREDERICK**

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

Department of
Public Works

PAGE 1 OF 1

Frederick, Maryland 21701

1. Position Tech. Sys. Coord. 2. Division General Services

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 Hansen Files Software Implementation Project 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.)

Hansen software implementation plans Contract, codes for implementation

7. Record Series Format(s) Letter Size Microfilm Legal Size Computer Tape Bound Book Audio Tape Video Tape Other (specify)

8. Record Series Filing Sequence Alphabetical Numerical Chronological Geographical Other (specify)

9. Volume 1 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)

10. Approximate Annual Accumulation est. 4 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)

13. Current Location(s) (Bldg., Floor, Room) DPW, Room 10 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) Yes No

15. Access Restrictions Yes No (If Yes, cite Law(s) & Regulations(s)) 16. Audit Requirements None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) Yes No Retain for 24 months. Recommended Retention 24 months. System becomes obsolete or replaced.

19. Name and Title of Preparer Elisabeth (Lisa) Stinebaugh, Tech Sys Coord. 20. Telephone Number (301) 360-3898 21. Date 10/5/00 12-9-99

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
DPW

3. UNIT
Sanit Services

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
Alphabetic Files

5. EARLIEST YEAR / LATEST YEAR
1992 TO 2000

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

**Paper Information
Parking Tickets
Awards
Mission Statements
Scrapbook / Learning Rpts**

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
 - Month(s)
 - Year(s)
- Number _____

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOM

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

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

10/5/00

1. DEPARTMENT/AGENCY **City of Frederick** 2. DIVISION *DPW* 3. UNIT *General Services*

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 *Operator Radio and Telephone Logs* 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)

<p>7. RECORD SERIES FORMAT(S)</p> <p><input 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 SEQUENCE</p> <p><input type="checkbox"/> Alphabetical</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><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>Number _____</p> <p>10. 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>Number _____</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 3 Y, then destroy.*

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

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

THE City of Frederick

2. DIVISION

OPW

3. UNIT

Sanitation ~~General Services~~

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

Landfill Records

5. EARLIEST YEAR / LATEST YEAR

95 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)

Tonage

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Month(s) Year(s)
- Number _____

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes, _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain 3 yrs.

Handwritten note: ~~Handwritten~~ **Handwritten all audit requirements have been met, other destroying**

19. NAME AND TITLE OF PREPARER

Bowie
[Signature]

20. TELEPHONE NUMBER

21. DATE

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

THE City of Frederick

2. DIVISION

DPW

3. UNIT

*Sanitation
+
General Services*

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

Trash Violations -

5. EARLIEST YEAR / LATEST YEAR

97 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

- _____
- 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

Legal
Retain until resolved, plus 34 and until all audit requirements have been met, then destroy.

19. NAME AND TITLE OF PREPARER

Carlton Bowler / Gerald Pala

20. TELEPHONE NUMBER

21. DATE

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.		Department of <u>PUBLIC WORKS</u> <u>MAINTENANCE OF VEHICLES & EQUIPMENT</u> Frederick, Maryland 21701	PAGE <u>1</u> OF <u>4</u>
1. Position MECHANIC SHOP	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 VEHICLE & EQUIPMENT MAINTENANCE		5. Earliest Year/Latest Year 1952 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.) ALL REPAIRS, OIL CHANGE AND INSPECTION (p.m. and yearly) TO THE CITY VEHICLES AND EQUIPMENT.			
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 <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume Number _____	10. Approximate Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) VERIOLIS Number _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After VEHICLE LEAVES SOLD OR TRADED <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) PARTS ROOM		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 SOME VEHICLES THROUGH THE <input type="checkbox"/> None <input checked="" 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 Vehicle & equipment file, file contacts, then destroy. If contract or agreement, retain 44 after end of vehicle equipment ownership.</i>	
19. Name and Title of Preparer RAMONA Y. RIDGELY P.M. COORDINATOR	20. Telephone Number 301-694-1199	21. Date NOVEMBER 22, 1999 10/10/02	

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.		Department of <u>PUBLIC WORKS</u> <u>MAINTENANCE OF VEHICLES & EQUIPMENT</u> Frederick, Maryland 21701	PAGE <u>2</u> OF <u>4</u>
1. Position MECHANIC SHOP		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 M. S. D. S. SHEETS		5. Earliest Year/Latest Year UNKNOWN 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.) INFORMATION SHEETS ON ALL CHEMICALS USED IN THE MECHANIC SHOP.			
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) _____ 10. Approximate Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> VERIOUS Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____
11. File is Used		12. File Becomes Inactive After	
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly AS NEEDED FOR INJURY		CHEMICAL IS NO LONGER IN USE <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MECHANIC SHOP AREA		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No PURCHASING	
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 40Y, then destroy.</i>	
19. Name and Title of Preparer RAMONA Y. RIDGELY P.M. COORDINATOR		20. Telephone Number 301-694-1199	21. Date NOVEMBER 22, 1999 <i>10/10/00</i>

RECORDS INVENTORY THE CITY OF FREDERICK

<i>Instructions - Type or print a separate form for each new or revised record series.</i>		Department of PUBLIC WORKS MAINTENANCE OF VEHICLES & EQUIPMENT Frederick, Maryland 21701	PAGE <u>3</u> OF <u>4</u>
1. Position	2. Division		
MECHANIC SHOP			
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	
REQUISTION FORMS		_____ 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.)			
REQUISTION FOR PARTS TO REPAIR CITY VEHICLES & EQUIPMENT			
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 type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____	<input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number _____	
		10. Approximate Annual Accumulation	
		<input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Number <u>XX</u>	
11. File is Used		12. File Becomes Inactive After	
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		ORDER IS FILLED <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)	
MECHANIC SHOP OFFICE AND PARTS ROOM		<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			
19. Name and Title of Preparer	20. Telephone Number	21. Date	
RAMONA Y. RIDGELY P.M. COORDINATOR	301-694-1199	NOVEMBER 22, 1999 <u>10/10/00</u>	

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.		Department of PUBLIC WORKS MAINTENANCE OF VEHICLES & EQUIPMENT	PAGE <u>4</u> OF <u>4</u>
Frederick, Maryland 21701			
1. Position		2. Division	
MECHANIC SHOP			
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 RECORDS		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.)			
INFORMATION AS HIRE DAT, LICENSES, CERTIFICATIONS, TRAINING AND USE OF SICK OR VACATION TIME OF EACH EMPLOYEE IN THE MECHANIC SHOP.			
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) _____ Number _____
			10. Approximate Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Number _____
11. File is Used		12. File Becomes Inactive After	
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		EMPLOYEE LEAVE <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) EMPLOYMENT	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)	
MECHANIC SHOP OFFICE		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input checked="" 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	
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		UNTIL EMPLOYEE LEAVES EMPLOYMENT, then to Dept. Admin. Support	
19. Name and Title of Preparer		20. Telephone Number	21. Date
RAMONA Y. RIDGELY P.M. COORDINATOR		301-694-1199	NOVEMBER 22, 1999 <i>10/10/00</i>