### 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

City of Frederick - Department of Fuolic Works			General Services		
Item No	Description			Retention	
	General records for all DPW departments - first thr	ee pa	ges		
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	I I		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9	Job Descriptions			Retain until updated or superceded, then destroy.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	Sch	edule A	Authorized by State Archivist JAN 0 8 2002	
Date	December 6, 2001	Dat	e _		
Signature	Eva Simpson	Sign	natupe	Sward C. Superfice to	
Type Nan	ne Eva Simpson		-	<b> </b>	
Title	DPW Administrative Assistant				

# 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Manuals including Procedures, Accruals, Personnel Policies and Procedures, Operations, Safety	Retain until updated or superseded, then destroy.
	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.
	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.
	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

(CONTINUATION SHEET)		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 Department of Instructions - Type or print a separate form PUBLIC WORKS for each new or revised record series. 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 3/99 to present Correspondence 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 8. Record Series Filing Sequence 7. Record Series Format(s) 9. Volume File Drawer(s)

Microfilm Reel(s) Letter Size ☐ Microfilm □Alphabetical ☐ Computer Tape(s) ☐ Legal Size □Computer Tape □Numerical Bound Book Floppy Disk □Chronological 10. Approximate Annual ☐ Audio Tape ☐ Video Tape □Geographical Accumulation Other (specify) Other (specify) File Drawer(s) ☐ Microfilm Reel(s) hard dave variable ☐ Computer Tape(s) 11. File is Used 12. File Becomes Inactive After ☐ Month(s) ★ Year(s) Weekly □ Daily □Monthly 14. Is Record Series Duplicated Elsewhere? 13. Current Location(s) (Bldg., Floor, Room) (If yes, specify agency or Office) DIV CHIEF OFFICE

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

☐ Yes 16. Audit Requirements

Mo No

☐ Federal ☐ Independent

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

18. Recommended Retention Beniew annually

None ☐ State

Because not "official" - brana

19. Name and Title of Preparer

☐ Yes 💢 No

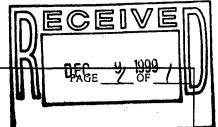
20. Telephone Number

R Wilkinson

301-846-2202

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

Department of PUBLIC WORKS
GENERAL SERVICES



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R Wilkinson	301-846-2	202	12/	9/55

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCIEDULE (DGS 550-11 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 Page \_\_\_\_\_\_ Of \_\_\_ I unit Source 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 5. EARLIEST YEAR I LATETEST YEAR 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 1,5T 8. RECORD SERIES SEQUENCE 1. VOLUME 7. RECORD SERIES FORMAT(S) File Orawer(s) Letter Size Microfilm a Microfilm Reef (s) Alohabetical O Computer Tabe (5) Computer Tape O Numerical a Other (Specify) CI Legral Size Number a Floopy Disk Chronological □ Bound Book 10. ANNUAL ACCUMULATION O Video Tage Geographical O Audo Tage G File Orawer (s) O Microlitm Reel (s) O Other (Specify) \_\_\_\_ O Other (Specify) \_\_\_\_ G Computer Tape(s) Other (Specify) \_ Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED Monthly ☐ Month(s) Year(s) II Daily □ Weekly 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) - Copies No 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS G Federal ☐ None Siate Independent O Yes.\_\_\_\_\_ 18. RECOMMENDED RETENTION updated or Superceded 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 0 Yes\_\_\_\_ 0 No 17. DATE 19/5/00 20. TELEPHONE NUMBER 19. NAME AND TITLE OF PREPARER

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Department of Instructions - Type or print a separate form tablie Works for each new or revised record series. Frederick, Maryland 21701 1. Position 2. Division Jech Sys Coor. 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 General Issues, Software and of 5. Earliest Year/Latest Year 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, contrast . Cooles executing, matest., mark ordered 7. Record Series Format(s) 8. Record Series Filing Sequence 9. Volume Alphabetical Letter Size ☐ Microfilm File Drawer(s) ☐ Microfilm Reel(s) ☐ Legal Size ☐Computer Tape □Numerical ☐ Computer Tape(s) Number Other (specify) Bound Book ☐ Floppy Disk □Chronological ☐ Audio Tape 10. Approximate Annual ☐ Video Tape □Geographical Accumulation File Drawer(s) ☐ Other (specify) ☐ Other (specify) 11. File is Used 12. File Becomes Inactive After Daily □Weekly ☐ Month(s) ☐ Year(s) ☐Monthly 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) DPW, Room 10 ☐ Yes 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) Solari, system like plus
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21. Date 10/5/00 ☐ Yes 💢 No 9. Name and Title of Preparer 20. Telephone Number Elisabeth Lisa) Stinebaugh, Tech sys Coor. (301) 360-3898

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INSTRUCTIONS - TYPE ON PHINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCIEDULE (DGS 550-I) 7275 WATERLOO ROAD Page \_\_\_\_\_ Of \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENTIAGENCY 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 TIME 5. EARLIEST YEAR / LATETEST YEAR . Clphabetic Files 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series, Include the purpose or function of the Series) Pajer Information Parking Finito. Dofflow / Louing Rpoto Quardo Missión Statements 8. RECORD SERIES SEQUENCE 9. VOLUME I. RECORD SERIES FORMAT(S) File Orawer(s) Microfilm Reel (s) D Letter Size Microfilm Alphabetical □ Computer Tage (\$1 O Other (Specify) \_ ti Legal Size Computer Tape Numerical D Floopy Disk Chronological Number O Bound Book 10. ANNUAL ACCUMULATION U Video Tape Geographical O Audo Tape O File Orawer (s) D Microfilm Reel (s) D Other (Specify) \_\_\_\_ D Other (Specify) \_\_\_\_ Computer Tape(s) Olher (Specify) \_ Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED ☐ Month(s) Year(s) ☐ Weekly Monthly □ Daily Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) O Federal Independent Screen annually. Destroy material having not 18. RECOM further fiscal, legal or operational value. Retain 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and permanently any material that serves to describe any hardware/sollware) document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives 20. TELEPHONE NUMBER 21. DATE

INSTRUCTIONS .. TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page \_\_\_\_\_ OI \_\_\_\_ P.O. BOX 275 - JESSUP, MARYLAND 20794 Frederic 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 5. EARLIEST YEAR / LATETEST YEAR Decator Radio and Telaphone Logo \_\_\_\_\_0\_\_\_ 6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) B. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(S) ☐ File Drawer(s) ☐ Microfilm Microfilm Reel (s) ☐ Letter Size Alphabetical □ Computer Tape (s) □ Legal Size Computer Tape Numerical Other (Specify) \_ Number D Floppy Disk Chronological D Bound Book 10. ANNUAL ACCUMULATION C Audio Tape U Video Tape Geographical O File Drawer (s) D Microfilm Reel (s) D Other (Specify) \_\_ Other (Specify) \_\_\_ □ Computer Tape(s) Other (Specify) Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED Month(s) □ Daily □ Weekly Monthly Year(s) Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 15. ACCESS RESTRICTIONS (If yes, cite law(s) 8 regulation(s) 16. AUDIT REQUIREMENTS □ None □ State Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION describe any hardware/software) Belain 3 y, Then destroy. 20. TELEPHONE NUMBER

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13. Current Location(s) (Bldg., Floor, Room)  14. Is Record Series Duplicated Elsewhere?  (If yes, specify agency or Office)
MECHANIC SHOP AREA
XX Yes No PURCHASING
15. Access Restrictions ☐ Yes 🙀 No 16. Audit Requirements
(If Yes, cite Law(s) & Regulations(s)  XNone □ State □ Federal □ Independent
17. Is an Index System Used? 18. Recommended Retention
(If yes, explain briefly and describe any hardware/software)    Selain 407, then destroy,
19. Name and Title of Preparer 20. Telephone Number 21. Date
RAMONA Y. RIDGELY 301-694-1199 NOVEMBER 22, 1999
P.M. COORDINATOR 10/10/00

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