

**CITY OF TAKOMA PARK  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. **M-177**

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**OFFICE OF DEPUTY CITY MANAGER**

Item No.	Description	Retention
1.	<p><b>General Correspondence</b></p> <p>Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.</p>	Screen annually and destroy the material that is no longer needed for business.
2.	<p><b>Subject &amp; Project Files</b></p> <p>Correspondence and materials related to individual subjects and/or projects.</p>	Screen annually and destroy the material that is no longer needed for business.
3.	<p><b>Disciplinary Action Files</b></p> <p>Confidential information regarding disciplinary actions taken against individual employees of the agency.</p>	Retain for five years after termination of employee, then destroy.
4.	<p><b>Union Negotiation Files</b></p> <p>Correspondence and other materials related to the negotiation of Union contracts.</p>	Retain for five years beyond expiration of the corresponding agreement, then destroy.
5.	<p><b>Compensation Data</b></p> <p>Information regarding compensation and pay increases for employees.</p>	Screen annually and destroy material that is no longer needed for business.
6.	<p><b>Policies / Procedures</b></p> <p>Copies of polices and procedures of the agency.</p>	Screen annually and destroy material that is no longer needed for business.
7.	<p><b>Performance Evaluations</b></p> <p>Documentation and other materials related to the evaluation of an individual employee's performance.</p>	Retain for five years after termination of employee, then destroy.

Approved by Department, Agency, or Division Representative:

Date 8/23/04

Signature *Catherine E. Waters*

Print Name Catherine E. Waters

Title City Clerk / Treasurer

Schedule Authorized by State Archivist.

Date OCT 19 2004

Signature *Edward C. Papenfuss*

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
8.	<b>Retirement Files - Police Retirement Plan</b>  Files pertaining to administration of Police Retirement Plan. Includes investment files, individual benefit plans, actuarial files, and committee meetings minutes.	Retain permanently. Transfer periodically to the Maryland State Archives.