

**CITY OF GAITHERSBURG, MD
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No. : M200
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**Planning and Code Administration
Community Planning & Long Range Planning Teams**

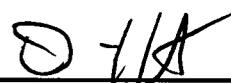
Item No.	Description	Retention
1.	Abandonment Files – causes an abandonment of public rights-of-way (Chapter 19 of City Code)	Permanent. For eventual transfer to Maryland State Archives.
2.	Administrative Review Files – administrative reviews of City staff or Planning Commission decisions by the Board of Appeals	Permanent. For eventual transfer to Maryland State Archives.
3.	Annexation Files	Permanent. For eventual transfer to Maryland State Archives.
4.	Board of Appeals Files – variance and special exception petitions of the Zoning ordinance reviewed by the Board of Appeals	Permanent. For eventual transfer to Maryland State Archives.
5.	Board of Appeals Minutes	Permanent. For eventual transfer to Maryland State Archives.
6.	Non-Confidential City Attorney Opinions	Permanent. For eventual transfer to Maryland State Archives.
7.	Correspondence – General	Retain for 2 years from original date of issuance, then destroy.
8.	Historic District Commission Minutes	Permanent. For eventual transfer to Maryland State Archives.
9.	Historic Preservation Advisory Commission Property Files/Historic Area Work Permits Applications for alterations or new construction: including site plans, construction documents, photographs, Certificates of Approval, correspondence regarding violations, etc.	Permanent. For eventual transfer to Maryland State Archives.
10.	Historic Preservation Advisory Commission Minutes	Permanent. For eventual transfer to Maryland State Archives.
11.	Master Plan Map Amendments	Permanent. For eventual transfer to Maryland State Archives.
12.	Parking Waivers	Scan and retain images for 10 years, then destroy.



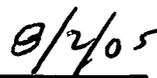
Gregory J. Ossont, Department Director



Date



David B. Humpton, City Manager



Date



Schedule Approved by State Archivist

AUG 09 2005

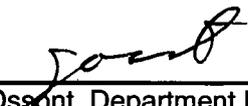
Date

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Community Planning & Long Range Planning Teams*

Item No.	Description	Retention
13.	Planning Commission & Boards Audio Tapes These tapes are recordings of Planning Commission and various Board meetings from which Minutes are prepared.	Retain for five years after approval of Minutes, then destroy.
14.	Planning Commission Minutes	Permanent. For eventual transfer to Maryland State Archives
15.	Planning Reports to State of Maryland (Annual)	Retain for five years, then destroy.
16.	Record Plats – Original – final subdivision plats with original signatures	Permanent. For eventual transfer to Maryland State Archives.
17.	Rezoning Files – applications requesting a reduction to the requirements (Chapter 19 of City Code) for roadway criteria	Permanent. For eventual transfer to Maryland State Archives.
18.	Road Code Waivers	Permanent. For eventual transfer to Maryland State Archives.
19.	Site Plan Review Files - Original application(s) and attachments, site plan correspondence, approved set of site plans, etc.	Retain landscape agreements and approved plans permanently. For eventual transfer to Maryland State Archives. Retain other material for 10 years and then destroy.
20.	Site Plans --- Active	Retain for 20 years and then destroy.
21.	Site Plans --- Inactive/Dead	Retain for 20 years and then destroy.
22.	Statistical Reports	Retain until superceded, then destroy.
23.	Text Amendments – applications to change zoning text of the Zoning Ordinance (§ 24-193 and 197 of City Code)	Permanent. For eventual transfer to Maryland State Archives.
24.	Zoning Violation Notices	Retain for 3 years after correction, then destroy.


Gregory J. Ossont, Department Director

8/2/05
Date


David B. Humpton, City Manager

8/2/05
Date


Schedule Approved by State Archivist

AUG 09 2005
Date