

## RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 2

Agency City of Salisbury		Division/Unit Dept. of Internal Services/Parking and Procurement
ITEM NO.	DESCRIPTION	RETENTION
1.	Bid Records. --Correspondence, bid awards, purchase orders, notice to bid, bids received, specifications, rental agreements (if applicable).	Retain 5 years and until all audit requirements have been fulfilled, then destroy.
2.	Auctions. --Correspondence, check copies, auction list, equipment information list, advance notification of auction.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	Time Sheets/Employees. --Daily Time Sheets  (Originals to Finance)	Retain 1 year, then destroy.
4.	Computer Reports. --Summary of parking tickets, City parking ticket system (if applicable), Parking ticket daily issuance report, hours proof listing, time sheets, accrual register, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
5.	Vendor Records. --Copies of all outgoing correspondence, contracts and leases for each vendor.	Retain old vendor records 3 years, then destroy. Current vendors records active as long as vendor is active.
APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>August 29, 2006</u> SIGNATURE <u><i>Pamela B. Oland</i></u> TYPE NAME <u>Pamela B. Oland</u> TITLE <u>Director of Internal Services</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>11 Dec 06</u> SIGNATURE <u><i>Edward C. Papenfuss Jr</i></u>

Agency		Division/Unit
City of Salisbury		Dept. of Internal Services/Parking and Procurement
ITEM NO.	DESCRIPTION	RETENTION
6.	General Correspondence. -Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other material related to the administration of the agency.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
7.	Purchase Orders. -Requisitions, price procurement document and resulting purchase order.	Retain 3 years and until audit requirements have been fulfilled, then destroy.
8.	Request for Quotations/Invitations to Bid. -Bid specifications, drawings, advertisement, agenda bid tabulations, notice to proceed and letter of contract award.	Retain 5 years after contract completion or until audit requirements have been fulfilled, then destroy.
9.	Work Orders. -Original copies of all work orders requested by the various departments.	Retain 1 year, then destroy.
10.	Surplus Property Inventory. -Inventory listing of all surplus items (held for auction) from the different departments.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
11.	Auction Terms and Conditions Agreements.	Retain 3 years after auction, then destroy.
12.	Bill of Sale.	Retain 3 years after auction, then destroy.