

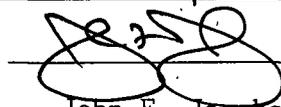
RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency City of Salisbury	Division/Unit Public Works - Water Treatment
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ITEM NO.	DESCRIPTION	RETENTION
1.	Purchase Orders. -Purchase orders, requisitions, invoices, hand-written notes. (Originals to Parking & Procurement)	Retain 1 year, then destroy.
2.	Meter Readings/Installations. -Service orders (rereads, property transfers). -Billing instructions, inventory item re-order list by vendor, test invoice, issue ticket, daily work report, related correspondence.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	Meter Installations/New Meters. -Service orders to install new meters, employee installation report-daily, etc.	Retain 50 years, then destroy.
4.	Time Sheets. -Employee time sheets, work assignments, daily work report. (Originals to Finance)	Retain 1 year, then destroy.
5.	Meter Permits/Pumping Reports. -Temporary water permits, monthly reports/State DHMH, special events, pumpage reports, water permit log.	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
6.	Water Contracts. -Contracts, correspondence, specifications, proposals.	Retain for life of contract plus 3-years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 02 July 07

SIGNATURE 

TYPE NAME John F. Jacobs

TITLE Director

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 11/9/07

SIGNATURE 

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency		Division/Unit
City of Salisbury		Public Works - Water Treatment
ITEM NO.	DESCRIPTION	RETENTION
7.	Subject Records. –Accident reports, maps, Maryland State Depts. Information, correspondence, sanitary reports, bids, contracts, council meeting notes, insurance claims, water main breaks, Lead, Copper & Silver Sampling Reports, paint process water tanks, budget, certificates, loss control programs, certifications, etc.	Screen annually. Retain permanently any historical material that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the Maryland State Archives. Destroy non-permanent material having no further legal, administrative, fiscal or operational value.
8.	Records of bacteriological analysis.	Retain 5 years, then destroy.
9.	Records of chemical analysis.	Retain 10 years, then destroy.
10.	Records of action to correct violations. Public notices for violations, variances or exemptions issued and certifications.	Retain 3 years from date of last violation, then destroy.
11.	Sanitary surveys	Retain 10 years (include any written reports, summaries or communications relating to survey), then destroy.
12.	Any variance or exemption from Maryland Department of the Environment.	Retain 5 years after expiration, then destroy.
13.	Personnel Records. –Sick leave & vacation files, City property, termination checklist, application, personnel action/payroll form, performance appraisal, email, correspondence, job description, health history. (Originals to Human Resource)	Retain 1 year, then destroy.