

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency City of Salisbury	Division/Unit City Clerk
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ITEM NO.	DESCRIPTION	RETENTION
1.	Subject Files. -General correspondence (original incoming letters, copies of outgoing letters), memoranda, studies, reports, directives, policies, budgets, and other materials 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.
2.	Agreements/Contracts/Leases. -Agreements, contracts and leases between the City of Salisbury and various individuals/entities.	Retain for life of agreement, contract or lease, plus 3 years, then destroy.
3.	Legislation. -Original charter amendments, ordinances, and resolutions adopted by the City Council together with supporting and background documents, if any.	Retain permanently. Transfer periodically to the Maryland State Archives.
4.	Minute Books. -Original approved Minutes of the City Council.	Retain permanently. Transfer periodically to the Maryland State Archives.
5.	Minute Books - Work Sessions -Minutes of the City Council meetings in which no votes are taken (work sessions, closed sessions, budget sessions).	Retain permanently and transfer periodically to the Maryland State Archives.

APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>6-20-07</u> SIGNATURE <u>Brenda J. Colegrove</u> TYPE NAME <u>Brenda J. Colegrove</u> TITLE <u>City Clerk</u>	SCHEDULE AUTHORIZED BY STATE ARCHIVIST SIGNATURE <u>[Signature]</u> DATE <u>1/3/08</u>
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ITEM NO.	DESCRIPTION	RETENTION
6.	City Council Audio and Video Tapes. -Recordings of City Council meetings and work sessions used to draft minutes.	Retain 1 year, then destroy.
7.	Financial Disclosures. -Disclosure statements filed annually by various elected officials and appointed employees as required by the Salisbury City Code.	Retain 4 years from date of receipt, then destroy.
8.	City Code and Supplements. -Current local laws of the City of Salisbury. The bound supplement book contains amendments to the Code that have been made throughout the years.	Retain permanently. Transfer periodically to the Maryland State Archives.
9.	License Applications. -Current hawkers & peddlers, closing out sale, circus, fortuneteller, auctions, etc.	Keep current and 1 year prior, then destroy.
10.	City Elections - Candidates Reports and Campaign Funding. -All documents filed by candidates; election results.	Retain permanently. Transfer periodically to the Maryland State Archives.
11.	Deeds and Easements. -Records of fee simple and right-of-way acquisition, utility and miscellaneous easements attributed to the City of Salisbury.	Retain permanently. Transfer periodically to the Maryland State Archives.
12.	Proclamations/Certificates of Appreciation.	Retain 2 years or until superseded, then destroy.
13.	Certificates of Publication. -Legal ads, agendas, public hearings, etc.	Retain 2 years, then destroy.
14.	Public Meeting Notices.	Retain 2 years, then destroy.

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15.	Newspaper Clippings. -News stories/complaints/comments from the daily newspaper.	Screen annually. Retain permanently any material having historical value 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.
16.	Council Briefing Books. -Materials being presented at City Council meetings.	Retain 1 year, then destroy.
17.	Petty Cash Fund. -Receipts for petty cash slips.	Retain 1 year and until all audit requirements have been fulfilled, then destroy.
18.	Employee Files. -Personnel records of current employees (applications, employee action forms, job descriptions, performance appraisals).	Retain for 3 years after termination, then destroy.
19.	Employment Applications. -Applications/resumes for employment.	If not selected for employment, retain for 1 year from date of application, then destroy.
20.	Timesheets. -Employee time records  (Originals to Finance.)	Retain 1 year, then destroy.
21.	Personnel Hearing Files. -Terminations appealed to the City Council.	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
22.	Central City District Commission (CCDC) Minutes. -Meeting minutes and supporting documentation approved by the body.	Permanent. Transfer periodically to the Maryland State Archives.

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23.	Audio Tapes of Central City District Commission (CCDC) meetings. -Tape recordings of meetings from which minutes are prepared.	Retain 1 year, then destroy.
24.	Public Information Act Request. -Formal request submitted by citizens for access to public records.	Retain 3 years, then destroy.