

<b>CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		Schedule No. M-175
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<b>OFFICE OF MAYOR</b>		
Item No.	Description	Retention
1.	<b>Correspondence Files</b>  Correspondence from City, County and State officials, private citizens, businesses, departmental memoranda and reports, including confidential correspondence. These files include correspondence from all City Council members.	Retain permanently any material that serves to document the origin, development, functions, and accomplishments of the Mayor's office; transfer periodically to the Maryland State Archives. Screen other materials annually and destroy the files no longer needed for current business.

Approved by Department, Agency, or Division Representative: Date <u>09-10-07</u> Signature <u><i>Barbara B. Matthews</i></u> Print Name <u>Barbara B. Matthews</u> Title <u>City Manager</u>	Schedule Authorized by State Archivist. Date <u>4 Jun 08</u> Signature <u><i>Edward C. [unclear]</i></u>
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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
2.	<b>Subject &amp; Project Files</b>  Correspondence and materials related to individual subjects and/or projects.	Retain project files permanently if not preserved by another office; transfer periodically to the Maryland State Archives. Retain permanently any subject file that serves to document the origin, development, functions, and accomplishments of the Mayor's office; transfer periodically to the Maryland State Archives. Screen other materials annually and destroy those files no longer needed for current business.
3.	<b>Maryland State &amp; Montgomery County Registries</b>  Temporary supplements to the Code of Maryland Regulations and Montgomery County Regulations.	Screen and destroy annually.