

CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-186
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PUBLIC WORKS		Division: ADMINISTRATION
Item No.	Description	Retention
1.	Request for Proposals (RFP) and Contract Files Includes all RFP documents, received bids, proof of advertisement, list of responses, and copies of purchase order and signed contract agreements.	Retain for 4 years after expiration of the agreement, then destroy.
2.	Injured Worker Insurance Fund (IWIF) Files Includes all worker's compensation documentation for each employee and accident information.	Retain until employee is no longer employed by the City, then destroy.
3.	Vehicle Repair Tickets Includes duplicates of repair tickets for each vehicle and piece of equipment in the fleet.	Retain for life of vehicle or piece of equipment, then destroy.
4.	Employee Leave Records Includes information about leave used by employees.	Retain until employee is no longer employed by the City, then destroy.
5.	Employee Files Includes file for each current employee, containing evaluation documentation, record of promotion, disciplinary actions, etc.	Retain until employee is no longer employed by the City, then destroy.

Approved by Department, Agency, or Division Representative: Date <u>09-10-09</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>12 Dec 08</u> Signature <u><i>Edward C. Jensen</i></u>
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Item No.	Description	Retention
6.	<p>Address Files</p> <p>Includes file for every address for which a permit has been issued or official correspondence has been forwarded. Copies of letters, permits, memos, etc., are filed.</p>	Retain until superceded, then destroy.
7.	<p>Time Cards</p> <p>Includes weekly time cards for each employee.</p>	Retain for 3 years, then destroy.
8.	<p>Payroll</p> <p>Leave slips, Personnel Action Forms and payroll tally sheets.</p>	Retain for two years and then destroy.
9.	<p>Budget</p> <p>Information and data used in compiling annual department budget (e.g., instructions, statistics, calculations, projections, etc.).</p>	Screen annually and destroy the material that is no longer needed for business.
10.	<p>Petty Cash</p> <p>Copy of replenishment purchase order and supporting documentation (e.g., invoices and receipts); log of transactions.</p>	Screen annually and destroy the material that is no longer needed for business.

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Item No.	Description	Retention
11.	Policies / Procedures Copies of polices and procedures of the agency.	Retain one copy permanently. Transfer periodically to the Maryland State Archives. Other copies to be destroyed when no longer needed for current business.
12.	Purchase Orders Copy of purchase order and any written confirmation of request for payment.	Retain for three years and then destroy.
13.	Subject & Project Files Correspondence and materials related to individual subjects and/or projects.	Screen annually and destroy the material that is no longer needed for business.