

**CITY OF TAKOMA PARK  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.  
M195

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**HOUSING AND COMMUNITY DEVELOPMENT**

**Division:  
ECONOMIC AND  
COMMUNITY  
DEVELOPMENT**

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1.	<b>Development Review Files</b>  Includes copies of permits, permit receipts (fees), consultant environmental reports, site development plans, reviewer notes regarding tree protection, stormwater management and driveway.	Retain permanently. Transfer periodically to the Maryland State Archives.
2.	<b>Community Development Block Grant (CDBG) Financial Files</b>  Includes quarterly reports and requests for reimbursement.	Retain for 10 years, then destroy.
3.	<b>CDBG Planning Process</b>  Includes CAC member lists, notes on Council action, community outreach documents, CAC meeting minutes and CDBG proposals.	Retain CAC member lists and minutes permanently; transfer periodically to the Maryland State Archives. Retain other materials for 10 years, then destroy.
4.	<b>Neighborhood Business Development Plan Files</b>  Includes State correspondence, notes on Council action, general implementation and implementation forms.	Retain for 5 years, 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 A. [unclear]</i></u>
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5.	<b>State Allocation Files</b> Includes grant application, program documents, engineering reports, legal correspondence, environmental reports and financial tracking documents.	Retain for 5 years after expiration of the contract or agreement, then destroy.
6.	<b>CDBG Project Activity Files</b> Includes contract with Montgomery County, contract with recipient, financial reports, insurance certificate, county correspondence, internal correspondence and meeting minutes.	Retain for 7 years after expiration of the contract or agreement, then destroy.
7.	<b>CDBG Operating Agreements</b> Includes contract with Montgomery County, correspondence between City and County, and financial reports.	Retain for 7 years after expiration of the contract or agreement, then destroy.