

| <b>CITY OF TAKOMA PARK<br/>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> |   | Schedule No.<br><b>M239</b>   |
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| <b>Supersedes Schedule M187</b>  |   | Page 1 of 1   |
| <b>PUBLIC WORKS</b>  |   | Division:<br><b>BUILDING MAINTENANCE</b>  |
| Item No.   | Description   | Retention   |
| 1.   | <b>Structural Records</b><br><br>Includes building blueprints and utility information for existing buildings, and architectural drawings for all renovations on city buildings. | Retain permanently.<br>Transfer periodically to the Maryland State Archives.    |
| 2.   | <b>Subject &amp; Project Files</b><br><br>Correspondence and materials related to individual subjects and/or projects.  | Screen annually and destroy the material that is no longer needed for business. |

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| <p>Approved by Department, Agency, or Division Representative:</p> <p>Date <u>09-10-07</u></p> <p>Signature <u>Barbara B. Matthews</u></p> <p>Print Name <u>Barbara B. Matthews</u></p> <p>Title <u>City Manager</u></p> | <p>Schedule Authorized by State Archivist.</p> <p>Date <u>12 Dec 08</u></p> <p>Signature <u>[Handwritten Signature]</u></p> |
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