DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M245

Page 1 of 3

Agency

TOWN OF UPPER MARLBORO

Division/Unit
General Government

	TOWN OF UPPER MARLBORO Gen	eral Government
Item No.	Description	Retention
	General Government includes those files and records pertaining to the elected officials (Legislative), Administrative (Executive), Election Records, Accounting/Financial/ Personnel and Police files. NOTE: All records listed as permanent in this schedule will be periodically transferred to the State Archives for	
	storage and preservation. All records with time limited retentions are to be review for their potential historical, administrative, legal, fiscal or other archival value before destruction.	·
	<u>Legislative Records</u>	
1	Minutes of Board of Commissioners official meetings	Permanent
2	Videos and recordings of official Commissioner meetings	2 years after approval of minutes
3	Ordinances, Resolutions and Proclamations with legislative history if any	Permanent
4 .	Charter, amendments with legislative history	Permanent
or Division Date Signature Typed Nam	Approved by Department, Agency, Representative. 9/17/08 Schedule Authorized by State 13 May 06 Applied Sonnett The STEPHEN SONNETT Signature Signature Signature Liberty Libe	Salgenfur

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. _{M245}

Page 2 of 3

Agency		Division/Unit
	TOWN OF UPPER MARLBORO	General Government

TOVVN OF UPPER MARLBORO General Government					
Item No.	Description	Retention			
	Administrative Records				
5	General correspondence: original incoming and copies of outgoing letters, notices, reports, directives, policies and other material related to Town administration.	Screen annually and destroy material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office. Transfer periodically to the Maryland State Archives			
6	Deeds, land use agreements, plats, surveys, including infrastructure contracts and agreements correspondence and legal opinions relating thereto	Permanent			
7	Contracts including: documentation and correspondence; bids awards, quotes, purchase orders, specifications, advertisements and associated documents if any.	3 years after satisfactory completion and/or audit requirements			
8	Town Publications	Permanent (retain one copy)			
9	Opinions of Legal counsel, Court Opinions and Judgments where the Town was a party	Permanent			
10	Insurance claims: including related records	7 years after settlement			
11	Vehicle, equipment, other asset records	2 years after disposition			

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. M245

Page 3 of 3

Agency Division/Unit
TOWN OF UPPER MARLBORO General Government

Item No.	Description	Retention
	Election Records	
12	Election Returns; Town voter registration records	Permanent
13	Candidate petitions; notice of elections; election worker records	5 years
14	Ballots, paper, absentee	Minimum of 6 months to maximum of 1 year after election is final
	Accounting/ Financial/Personnel Records	
15	Bonds, audit Reports, Budgets, General Ledger	Permanent
16	Paid bills, vouchers, invoices, bankbooks, statements, deposit slips, tax assessment lists, employee payroll reports, tax returns, investment records, bank signatory statements	4 years after end of Fiscal Year audit
17	Personnel records	7 years after end of employment
	Police Records	
18	Incident reports of various types	7 years
19	Daily activity Log of Officer on Patrol	3 years
20	Non-current Citations, flagging documents and reports	4 years

DGS 550-1A

Instructions –Type or Print a separate form for	DEPARTMENT OF G			AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box 27	'5	PAGE 1 OF 20
	Jessup, Maryland 20794			
1. Department/Agency	2. Division	99-1930		3. Unit
Town of Upper Marlboro	General Govern	nment		General Government

DEFINITION - RECORD SERIES: A group of relate	d records normally filed a	nd used as a uni		
4. Record Series Title 1. Minutes of Board Of Commission	mara Official Mee	tings]	ear/Latest Year
1. Parades of Board of Commission	lers official rice	Lings	195	to Current
Record Series Description (Briefly describe the types of information/docu	uments/forms found in the series. Inc	lude the purpose or func	ction of the serie	es.)
Self Descriptive				
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7. Record Series Format(s) List all	8. Record Series Ser	equence	9. Volume	
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		□ File Drawer(s)
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Letter Size Microfilm	☐ Alphabetical		7	
, □ Legal Size □ Computer Tape	□ Numerical		Number	Computer Tape(s)
□ Audio Tape □ Floppy Disk	Chronologica			X Other (specify) Books, 3 ring Binder
	Chronological	,		Binder
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□ Other (specify)	□ Other (specify	y)		U File Diawei(a)
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13. Current Location(s) (Bldg., Floor, Room) Town Hall - File 1	som	14. Is Record Series	s Duplicated Els	sewhere? (If yes, specify agency or office.)
Town trect -		□ Yes ♣No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	
□ Yes No		(I) None	☐ State	□ Federal □ Independent
47		10 2		
17. Is an Index System used? If yes, explain briefly and describe requi	ements	18. Recommend	ed Retention	
□ Yes 🙏 No		ِ ۾ ا		· · · · · +
		0 4	vvnu	nent
	J			
19. Name and Title of Preparer	20. Telephone Numb	ber	21. Date	
19. Name and Title of Preparer Stephen Sonnett, Press	cleut 2 -1-6	27-6905		9/17/08
July	301-6	A 1 - U 1		4/1//08

DEFINITION - RECORD SERIES: A group of related 4. Record Series Title 2. Videos and recordings of Office	2. Division General Gover d records normally filed and cial Commissioner	GEMENT DIVISION DE LA COMMENTA DIVISION DE LA COMMENTA DIVISION DE LA COMMENTA DIVISION DE LA COMMENTA DIVISION DE LA COMMENTA DIVISION DIVISIONI DIVISIONI DIVISIONI DI COMPANIZIONI DIVISIONI DIVISIO	ON 5 t for refere 5. Earliest Ye	ear/Latest Year 1 to <u>200</u> 5				
Self Descriptive	6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Self Descriptive							
7. Record Series Format(s) List all □ Letter Size □ Microfilm □ Legal Size □ Computer Tape XAudio Tape □ Floppy Disk □ Bound Book XVideo Tape □ Other (specify)	quence	9. Volume Number 10. Annual A	File Drawer(s) Microfilm Reel(s) Computer Tape(s) X Other (specify) Boyces 10"X12" X 16" Commutation File Drawer(s) Microfilm Reel(s) Computer Tape(s)					
11. File is Used Daily Weekly Monthly Annually 13. Current Location(s) (Bidg., Floor, Room) Town Hell - file 1000	Number	s Duplicated Els	fonth(s) Year(s) newhere? (If yes, specify agency or office.)					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements							
17. Is an Index System used? If yes, explain briefly and describe require	18. Recommende	ed Retention Plano makes ma	after approval					
19. Name and Title of Preparer Stephen Sonnett, President	20. Telephone Numb		21. Date	3/17/08				

Town of Upper Marlboro Go DEFINITION - RECORD SERIES: A group of related re 4. Record Series Title 3. Ordinances, Resolutions and Pro	RECORDS MANAG 7275 Waterloo Ro Jessup, Man 410-791 Division eneral Govern ecords normally filed an	and used as a unit for refere 5. Earliest Yo		AGENCY RECORDS INVENTORY PAGE 3 OF 20 3. Unit General Government nce as well as retention and disposition purposes. par/Latest Year to Current		
legislative history if any 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Self Descriptive						
7. Record Series Format(s) List all Letter Size	9. Volume File Drawer(s) Microfilm Reel(s) A Other (specify) BOOK 3 RIVO- BINDER 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) A Other (specify) Since Since Computer Tape(s) Number Computer Tape(s) Number Volume Vear(s) Vear(s) Vear(s) Vear(s) Vear(s) Other (specify) Other (specify)					
13. Current Location(s) (Bldg., Floor, Room) TOWN HALL - FILE ROC Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe requirement	16. Audit Require	X	ewhere? (If yes, specify agency or office.) No □ Federal □ Independent			
19. Name and Title of Preparer Stephen Sonnett President	6905	21. Date	anent 9/17/08			

Instructions –Type or Print a separate form for	ENERAL SERVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE OF20
1. Department/Agency 2.	Division	5-1930		3. Unit
	eneral Govern	nment		General Government
DEFINITION - RECORD SERIES: A group of related re	ecords normally filed ar	nd used as a uni	t for refere	nce as well as retention and disposition purposes.
4. Record Series Title 4. Charter, Amendments with leg	gislative hist	ory		ar/Latest Year to <u>current</u>
6. Record Series Description (Briefly describe the types of information/document	nts/forms found in the series. Incli	ude the purpose or fund	tion of the serie	s.)
Self Descriptive				
7. Record Series Format(s) List all	8. Record Series Sec	quence	9. Volume	
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				Microfilm Reel(s)
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				XOther (specify) Occasions
11. File is Used		12. File Become	s Inactive After	
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13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	s Duplicated Els	ewhere? (If yes, specify agency or office.)
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10000	- ''	D 763	^	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	ements	
□ Yes 🙀 No		□XNone	□ State	□ Federal □ Independent
^				·
17. Is an Index System used? If yes, explain briefly and describe requireme	ents	18. Recommend	ed Retention	
□ Yes ALNo				
	F	erm	ranent	
	,	- + **		
	<u></u>			
19. Name and Title of Preparer	20. Telephone Numb	er	21. Date	
Stephen Sonnett	301-627-	6905		-1-120
Alejana Adviner	301-02/-		۱ ۲	7/17/08
Stephen Sonnett, President			·	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL SERVIC RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY PAGE OF 20 3. Unit General Government
Town of Upper Marlboro	General Govern	nment		General Government
DEFINITION - RECORD SERIES: A group of relate	d records normally filed ar	nd used as a uni		
4. Record Series Title 5. General Correspondence	ce		_	1 to Current
6. Record Series Description (Briefly describe the types of information/dock Administrative Records -original directives, policies and other	al incoming and co	opies of ou	tgoing	letters, notices, reports,
7. Record Series Format(s) List all	8. Record Series Series	quence	9. Volume	√ (3) (€)
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Other (specify)	☐ Geographical☐ Other (specify)	10. Annual A	File Drawer(s)
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13. Current Location(s) (Bldg., Floor, Room) Town flall - File room, F office, Clerk's office	Prerilent's ie	14. Is Record Series		newhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requir	18. Recommend Serce Reten	ed Retention M OVE tion O	nnually per Records and Disposal Achedule	
19. Name and Title of Preparer Ataphen Sonnett Brazidant	20. Telephone Numb		21. Date	117/08

Instructions. Type or Brint a congrete form for	DEDARTMENT OF C	CENERAL CERVICES		AGENCY RECORDS INVENTORY
Instructions -Type or Print a separate form for	DEPARTMENT OF G			
each new or revised record series. Forward	RECORDS MANAC			_
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box 27	' 5	6 PAGE OF20
	Jessup, Mar	yland 20794		
	410-79	9-1930		
1. Department/Agency	2. Division			3. Unit
Town of Upper Marlboro	General Gover	nment		General Government
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title	d records normally filed a	nd used as a uni		
Deeds, land use agreements, plant	ats, surveys, inc	luding	1	ear/Latest Year
infrastructure contracts and agree		idence	1947	L. current
and legal opinions relating there	· · · · · · · · · · · · · · · · · · ·			
Record Series Description (Briefly describe the types of information/docu	ments/forms found in the series. Incl	ude the purpose or fund	ction of the serie	s.)
Self Descriptive				
Sell Descriptive				
7. Record Series Format(s) List all	8. Record Series Se	nuence	9, Volume	
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ALegal Size □ Computer Tape	□ Numerical		Number	X Other (specify) Bones
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XOther (specify) plats, surveys	☐ Other (specify	1		File Drawer(s)
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		Number		
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13. Current Location(s) (Bldg., Floor, Room) Town floll - File Room	1, Prosidents			,, , , , ,
allie		☐ Yes	×	No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	ements	
mara ada.		-525		
□ Yes 💢 No		□ X one	□ State	□ Federal □ Independent
17. Is an Index System used? If yes, explain briefly and describe requir	18. Recommended Retention			
□ Yes 💢 No		0.		. . . +
		ا الم	rma	nent
19. Name and Title of Preparer	20. Telephone Numb	per	21. Date	
Stephen Sonnett	301-627-	6905	_ c	7/17/08
	1		•	17:110
Stephen Sonnett, President				

Instructions –Type or Print a separate form for	DEPARTMENT OF G	SENERAL SERVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAG	SEMENT DIVISION	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box 275	7 PAGE OF 20
·	Jessup, Mar	yland 20794	PAGE OF
	• •	9-1930	
Department/Agency	2. Division		3. Unit
Town of Upper Marlboro	General Gover	nment	General Government
DESIAUTION DECORD SERVES A group of solution	d as a side as a side of the d		
4. Record Series Title 7. Contracts including documentat			reference as well as retention and disposition purposes.
bids, awards, quotes, purchase o	rders, specificat	idence,	964 current
advertisements and associated doc	uments if any		10. 10 (00)10101
6. Record Series Description (Briefly describe the types of information/doc	uments/forms found in the series. Inc	lude the purpose or function of	the series.)
Self Descriptive			
7. Record Series Format(s) List all	8. Record Series Se	quence 9. V	olume
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i Aegal Size ☐ Computer Tape	☐ Numerical	Nu	□ Computer Tape(s) mber
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		Number	
13. Current Location(s) (Bldg., Floor, Room)	· · · · · · ·	14. Is Record Series Dupli	icated Elsewhere? (If yes, specify agency or office.)
13. Current Location(s) (Bidg., Floor, Room) Town Hall - Presidents office	ce, 7 de	□ Yes	m# No
room		165	!X №
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		40 4 40 0 - 1	
13. Access Resulctions (IT fes, cité caw(s) & Regulation(s)		16. Audit Requirements	
□ Yes 💢 No		None 🗆 S	tate □ Federal □ Independent
		,	
17. Is an Index System used? If yes, explain briefly and describe requi	irements	18. Recommended Ret	ention
		3 year	ofter sansfactory
☐ Yes ☐ No		comple	ation and/or audit
		100	ofter satisfactory tion and/or audit wirements
		July	
19. Name and Title of Preparer	20. Telephone Numb	per 21.	Date f.
Stephen Sonnett	301-627-	6905	9/17/08
			.,
Stephen Sonnett, President			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Man 410-79	GEMENT DIVISION PLANT DIVISION PLANT DIVISION PLANT PL	DN	AGENCY RECORDS INVENTORY PAGE 8 OF 20 3. Unit
Town of Upper Marlboro	General Govern	nment		General Government
DEFINITION - RECORD SERIES: A group of relate	d records normally filed ar	nd used as a unit	for referen	nce as well as retention and disposition purposes.
4. Record Series Title 8. Town Publications				ar/Latest Year to current
6. Record Series Description (Briefly describe the types of information/docu	ments/forms found in the series. Incl	ude the purpose or functi	ion of the serie	s.)
Self Descriptive				
7. Record Series Format(s) List all	8. Record Series Sec	quence	9. Volume	
Legal Size Computer Tape Degal Size Floppy Disk Degal Bound Book Video Tape	□ Alphabetical □ Numerical ✓ Chronological □ Geographical		Number	File Drawer(s) Microfilm Reel(s) Computer Tape(s) X Other (specify) 3 ring Bindler
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13. Current Location(s) (Bldg., Floor, Rgom) Town Hall — File Noom		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements □ Alone □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requir	18. Recommende		ent none copy)	
19. Name and Title of Preparer Stephen Sonnett, President	20. Telephone Numb		21. Date	9/17/08

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Town of Upper Marlboro DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	DEPARTMENT OF G RECORDS MANAC 7275 Waterloo Ro Jessup, Mar 410-79 2. Division General Govern d records normally filed an	GEMENT DIVISION P.O. Box 27 Yland 20794 9-1930 Inment	ON '5 t for referen	AGENCY RECORDS INVENTORY PAGE 9 OF 20 3. Unit General Government Once as well as retention and disposition purposes. Part/Latest Year
9. Opinions of Legal Counsel, Co Judgements where the Town was a 6. Record Series Description (Briefly describe the types of information/docu	a party	1964 . current		
Self Descriptive				
7. Record Series Format(s) List all **Letter Size	8. Record Series Ser Alphabetical Numerical Geographical Other (specify	12. File Becomes	s Duplicated Els	Microfilm Reel(s) Computer Tape(s) Coumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Microfilm Reel(s) Computer Tape(s) Year(s) Myear(s)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require		□ Federal □ Independent
17. Is an Index System used? If yes, explain briefly and describe requir	18. Recommended Retention Permanent			
19. Name and Title of Preparer Ataphen formatt Stophen Sonnett Breakdont	20. Telephone Numb	i	21. Date	1/17/08

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY PAGE 10 OF 20 3. Unit	
Town of Upper Marlboro	General Gover	nment		General Government	
DESINITION DECORD OFFICE A					
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title		nd used as a uni		nce as well as retention and disposition purposes. par/Latest Year	
10. Insurance claims including re	lated records		2000 Current		
Record Series Description (Briefly describe the types of information/doc	uments/forms found in the series Incl	ude the purpose or fund	tion of the serie	g)	
Self Descriptive	anonasions todia il ilo soles. Ilo	ado trio purposo di fizik	and of the same	9.1	
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume	V	
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/ □ Audio Tape □ Floppy Disk	☐ Chronological			□ Other (specify)	
□ Bound Book □ Video Tape					
,			10. Annual A	ccumulation K File Drawer(s)	
Other (specify)	☐ Other (specify)		□ Microfilm Reel(s)	
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1			Number	□ Other (specify)	
11. File is Used	I	12. File Become	s Inactive After		
□ Daily □ Weekly Monthly □ Annually	,	Number	0 M	lonth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Town Hall - President's off	ice	14. Is Record Serie:		sewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements		
□ Yes X No		None 🗆 State 🗈 Federal 🗖 Independent			
17. Is an Index System used? If yes, explain briefly and describe requi	irements	18. Recommend	ed Retention	after settlement	
19. Name and Title of Preparer Alexander Stephen Sonnett, President	20. Telephone Numb		21. Date	7/17/08	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division			AGENCY RECORDS INVENTORY PAGE 11 OF 20 3. Unit	
Town of Upper Marlboro	General Govern	nment	General Government		
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title 11. Vehicle, equipment, other as 6. Record Series Description (Briefly describe the types of information/document) Self Descriptive	set records		5. Earliest Ye	2 to <u>Current</u>	
7. Record Series Format(s) List ell Letter Size	8. Record Series Ser Alphabetical Numerical	quence	9. Volume	File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
□ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape □ Other (specify)	☐ Chronological ☐ Geographical ☐ Other (specify)	10. Annual A	ccumulation X File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
11. File is Used Daily	,	12. File Becomes	s Inactive After	lonth(s) X Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Town Hall - Presidents of	fice	14. Is Record Series		newhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	□ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requi	rements	18. Recommende		ofter disposition	
19. Name and Title of Preparer Stephen Sonnett President	20. Telephone Numb		21. Date	9/17/08	

Instructions Tune of Drink a second for fee	DEDARTMENT OF O	ENERAL OFFI	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for	DEPARTMENT OF G				
each new or revised record series. Forward	RECORDS MANAG	SEMENT DIVISI	ON		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box 27	75	PAGE OF20	
	Jessup, Mar	yland 20794			
-		9-1930			
Department/Agency	2. Division			3. Unit	
Town of Upper Marlboro	General Gover	nment		General Government	
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	d records normally filed a	nd used as a un			
		,		ear/Latest Year	
12. Election Returns, Town voter	registration rec	oras	1960	6 o current	
0.00			<u> </u>		
Record Series Description (Briefly describe the types of information/docu	ments/forms found in the series. Incl	ude the purpose or fun	ction of the serie	95.)	
Self Descriptive					
Sell Descriptive					
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume		
	5. 1100014 001105 00	4	5. 15101110	File Drawer(s)	
				-	
Letter Size	Alphabetical		1/2	□ Microfilm Reel(s)	
	X , aprilabolitati		1/2	□ Computer Tape(s)	
□ Legal Size □ Computer Tape	☐ Numerical		Number		
☐ Audio Tape ☐ Floppy Disk	Chronological			Other (specify)	
ariadio rape	Circulological				
□ Bound Book □ Video Tape	☐ Geographical		10. Annual A	occumulation Blannual	
Xother (specify) Carels	□ Other (specify	n		File Drawer(s)	
×	E Guioi (apoon)			☐ Microfilm Reel(s)	
			1/4		
			<u> </u>	□ Computer Tape(s)	
			Number	ਜੇ' Other (specify)	
A4 Fibri Hand		l .a	<u> </u>	- ''	
11. File is Used		12. File Become	s Inactive After		
□ Daily □ Weekty □ Monthly Annually				fonth(s) Year(s)	
• •		Number		`	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	s Duplicated Flo	sewhere? (If yes, specify agency or office.)	
Town Hall - Town sofe					
10011 -401		□ Yes □ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	ements		
.		,			
□ Yes ▼No		None	□ State	□ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requir	ements	18. Recommend	led Retention		
		15. AGCOMMENT	MOMINUM		
□ Yes X No			^	,	
			Pen	nanent	
			•		
19. Name and Title of Preparer	20.7-1		24 2		
19. Name and Title of Preparer	20. Telephone Numb	per	21. Date	0/1-1.00	
Stephen Sonnet	301-627-	6905		9/17/08	
preference souther				· , .	
Stephen Sonnett, President					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Town of Upper Marlboro	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division General Government			AGENCY RECORDS INVENTORY PAGE 13 OF 20 3. Unit General Government		
DEFINITION - RECORD SERIES: A group of relate	d records normally filed a	nd used as a uni	t for refere	nce as well as retention and disposition purposes.		
4. Record Series Title 13. Candidate petitions, notice of works records 6. Record Series Description (Briefly describe the types of information/doc	ction	5. Earliest Yo	t to Courent			
Self Descriptive	anemisnomis idulid III die senes. The	inde tile purpose of fullo	Alon of the sent	rs.)		
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume			
T. Record Series Format(s) List all Microfilm	8. Record Series Se	quence	9. Volume	File Drawer(s)		
	1 ,		<u> </u>	□ Computer Tape(s)		
□ Legal Size □ Computer Tape	□ Numerical		Number	□ Other (specify)		
□ Audio Tape □ Floppy Disk	X Chronologica	I				
□ Bound Book □ Video Tape	☐ Geographical		10. Annual Accumulation Beannual			
La Cosolo				File Drawer(s)		
Other (specify) Cards	☐ Other (specify	v)				
				☐ Microfilm Reel(s)		
			1/40	☐ Computer Tape(s)		
			Number			
				(Specify)		
11. File is Used		12. File Become	s Inactive After			
□ Daily □ Weekly □ Monthly ki Annually		5 Number		∕lonth(s) Year(s)		
13. Current Location(s) (Bldg. Flogr, Room)		14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)		
Town Hall - file room		□ Yes	<i>[</i>	χ _ν ο		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
□ Yes X No		□Mone	□ State	□ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requi	17. Is an Index System used? If yes, explain briefly and describe requirements					
□ Yes 🐧 No		5	-ye	us		
40. Nove and Tills of Day			a			
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date			
Stephen Sonnet	301-627-	-6905		9/17/08		
Stephen Sonnett Stephen Sonnett, President				,		

To the second se							
Instructions –Type or Print a separate form for	DEPARTMENT OF G	ENEDAL CEDV	ERVICES AGENCY RECORDS INVENTORY				
each new or revised record series. Forward							
with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275						
with records retention schedule (DGS 550-1)			3	PAGE 14 OF 20			
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Division			3. Unit			
Town of Upper Marlboro	General Govern	nment	General Government				
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title	d records normally filed ar	nd used as a uni					
14. Ballots, paper and absentee			l.	ear/Latest Year			
			2 <u>008 to 200</u> 8				
Record Series Description (Briefly describe the types of information/docur	ments/forms found in the series. Incl	ude the purpose or fund	tion of the seri	99.)			
Self Descriptive							
7. Record Series Format(s) List all	8. Record Series Ser		9. Volume				
7. Notore Series Formaries	o. Record Series Ser	drieuce	9. Volume	X File Drawer(s)			
				D. Microfilm Real(a)			
□ Letter Size □ Microfilm	□ Alphabetical		1/11	□ Microfilm Reel(s)			
□ Legal Size □ Computer Tape	N Normadaya		170	☐ Computer Tape(s)			
□ Legal Size □ Computer Tape	Numerical		Number	□ Other (specify)			
□ Audio Tape □ Floppy Disk	☐ Chronological						
□ Bound Book □ Video Tape	Geographical		10. Annual Accumulation Geannual				
Kother (specify) Ballots	D 000-1			☐ File Drawer(s)			
Content (specify)	Other (specify)) 		□ Microfilm Reel(s)			
			1/40				
			Number	Computer Tape(s)			
				□ Other (specify)			
11. File is Used		12. File Become	s Inactive After				
□ Daily □ Weekly □ Monthly Annually		ì	ν.	Month(s) □, Year(s)			
2 starty 2 workly		Number	- N	**************************************			
13. Current Location(s) (Bldg., Floor, Room)	-	AA Is Consed Code	- DP1-4 PI				
Town Hall — (Bldg., Floor, Room)		14. IS Record Sene	s Duplicated El	sewhere? (If yes, specify agency or office.)			
		□ Yes	×	No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements				
□ Yes N o		None	□ State	□ Federal □ Independent			
`		`					
 Is an Index System used? If yes, explain briefly and describe require 	Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
□ Yes . ▼No				Minimum of 6 months to maximum of			
^		1 year after election is final					
19. Name and Title of Preparer	20. Telephone Numb	er	21. Date				
Stephen Sonnet	·			alizha c			
stephen sonned	301-627-	6905		9/17/08.			
Stephen Sonnett, President							

Instructions –Type or Print a separate form for	DEPA	ARTMENT OF G	ENERAL SERV	/ICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISI					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27			' 5	PAGE OF20	
		Jessup, Mar	yland 20794			
		410-79	9-1930			
Department/Agency	2. Division				3. Unit	
Town of Upper Marlboro	Gener	al Gover:	nment	General Government		
DEFINITION - RECORD SERIES: A group of related	d records	normally filed a	nd used as a uni			
4. Record Series Title				5. Earliest Ye	ear/Latest Year	
15. Bonds, audit reports, budget:	s, gen	eral ledger	£	1964	to current	
6. Record Series Description (Briefly describe the types of information/docu	ments/forms for	ound in the series. Incl	ude the purpose or fund	ction of the serie	98.)	
Self Descriptive						
7. Record Series Format(s) List all		8. Record Series Se	quence	9. Volume		
					□ File Drawer(s)	
	ļ				☐ Microfilm Reel(s)	
G¥Letter Size □ Microfilm	·	□ Alphabetical		2		
□ Legal Size □ Computer Tape		□ Numerical		Number	□ Computer Tape(s)	
a computer rape		L Numerica		Number	Other (specify) boxes	
□ Audio Tape □ Floppy Disk	⊡X Chronological					
G [*] Bound Book □ Video Tape		☐ Geographical		10. Annual A	comulation	
gomputan muint auta				10.74	⊡ ^X File Drawer(s)	
Other(specify) computer print outs		☐ Other (specify)			
					Microfilm Reel(s)	
				1/10t	Π □ Computer Tape(s)	
				Number		
					□ Other (specify)	
11. File is Used			12. File Become	s Inactive After		
□ Daily □¥Weekty □ Monthly □ Annually			1		fanth(a) CVVaar(a)	
d Sany d Worldny d Minutely						
13. Current Location(s) (Bldg., Floor, Room)		. 41.	14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)	
Town Hall - FUE NOOM, F	rend	ans o	□ Yes	÷	. No	
Town Hall - 7 ile room, P.			L 163		· NU	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
□ Yes □ ^X No			□ None	□ State	☐ Federal G¾ndependent	
5 ····			l a none	·	2 mosperiaent	
17. Is an Index System used? If yes, explain briefly and describe require	ements		18. Recommend	ed Retention		
□ Yes DX No						
			Pe	rmane	nt	
19. Name and Title of Preparer		20. Telephone Numb	ner	21. Date		
4-1 1 . 41	'	20. гоюрноне мите	,	£1. Date	a links	
19. Name and Title of Preparer Stephen Sonnett		301-627-	6905		9/17/08	
Stephen Sonnett, President						

Instructions –Type or Print a separate form for	DEPARTMENT OF G	ENERAL SERVICE	S AGENCY RECORDS INVENTORY
each new or revised record series. Forward		SEMENT DIVISION	<u> </u>
with Records Retention Schedule (DGS 550-1)		pad, P.O. Box 275	
man records recention ochedule (DGS 350-1)		·	PAGE 16 OF 20
	Jessup, Mar 410-79	yland 20794 9-1930	
Department/Agency	2. Division		3. Unit
Town of Upper Marlboro	General Gov	ernment	General Government
			reference as well as retention and disposition purposes.
16. Paid bills, vouchers, invoices,	bankbooks,stateme	nts,deposit 5.6	Earliest Year/Latest Year
slips, tax assessment lists, empl returns, investment records, bank		rts, tax	978 ourrent
6. Record Series Description (Briefly describe the types of information/doc	ruments/forms found in the series. Incl	lude the purpose or function o	f the series.)
Self descriptive			
-			
7. Record Series Format(s) List all	8. Record Series Se	quence 9. \	Volume
			File Drawer(s)
			☐ Microfilm Reel(s)
XLetter Size ☐ Microfilm	Alphabetical	6	17
□ Legal Size □ Computer Tape	☐ Numerical	Nu Nu	Computer Tape(s)
S company rape	- Numbrio		A Other (specify) Borked 25)
□ Audio Tape □ Floppy Disk	Chronological		
□ Bound Book □ Video Tape	☐ Geographical	10.	Annual Accumulation
50 0((1)			File Drawer(s)
□ Other (specify)	☐ Other (specify	" ———	☐ Microfilm Reel(s)
			1
			☐ Computer Tape(s)
		140	Other (specify)
11. File is Used		12. File Becomes Inac	tive After
		1	
Daily Deekly Monthly Annuall	y	Alumbar .	□ Month(s) X Year(s)
		Number	
13. Current Location(s) (Bldg., Floor, Room)	. A	14. Is Record Series Dupl	licated Elsewhere? (If yes, specify agency or office.)
TOWN Hall - File room	, ceccountants	□ Yes	N No
office		163	X №
		40 4 77 7	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirement	3
□ Yes V No		□ None □ S	state □ Federal Independent
•			`\
17 le en Index Svetern uned? If une explain hinds and	iromento	10 0	Antina
 Is an Index System used? If yes, explain briefly and describe requ 	n on one	18. Recommended Re	a college and al zinco 1 10000
□ Yes 💆 No		1 7 July	orafter end of Fiscal year
		אנגנים	ا الله
19. Name and Title of Preparer	20. Telephone Numb	ner 21	Date
19. Name and Title of Preparer Stephen Sonnett, Prese	elset 20. releptione Number		1
suprim vonne,	301-62	7-6905	9/17/08
V	1 30.		• •

Instructions –Type or Print a separate form for	DEBARTMENT OF C	ENERAL SERV	ICEC	AGENCY RECORDS INVENTORY		
 - '	DEPARTMENT OF GENERAL SERVICES					
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE 17 OF 20		
	Jessup, Maryland 20794			_ -		
	410-79	9-1930				
Department/Agency	2. Division			3. Unit		
Town of Upper Marlboro	General Gove	ernment		General Government		
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	d records normally filed ar	nd used as a uni				
			ľ	par/Latest Year		
17. Personnel records			1448	. Current		
Record Series Description (Briefly describe the types of information/doct	uments/forms found in the series. Incl	ude the purpose or fund	ction of the serie	rs.)		
Self descriptive						
7 Providence Company Association						
7. Record Series Format(s) List all	8. Record Series Sec	quence	9, Volume	File Drawer(s)		
				—		
Letter Size				☐ Microfilm Reel(s)		
Letter Size	Alphabetical		1	□ Computer Tape(s)		
☐ Legal Size ☐ Computer Tape	□ Numerical		Number	2 Company		
				Other (specify)		
□ Audio Tape □ Floppy Disk	☐ Chronological					
□ Bound Book □ Video Tape	☐ Geographical		10. Annual A	ccumulation		
D.Others (see all to	1			File Drawer(s)		
□ Other (specify)	☐ Other (specify)		☐ Microfilm Reel(s)		
			1/2	D Microtilit (466(3)		
			120	□ Computer Tape(s)		
			· ,Number	G. Other (energic)		
				□ Other (specify)		
11. File is Used		12. File Become	s Inactive After			
Daily Weekly Denthly Annually	,	10/	A	fonth(s)		
		Number		.,		
13. Current Location(s) (Bldg., Floor, Room)	ents office	14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)		
TOWN Hall - Preside	שאונה ט ניתב	□ Yes	*	No		
				•		
AF A A A A A A A A A A A A A A A A A A		*				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements			
□ Yes XNo ·		None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requi	rements	18. Recommend	ed Retention			
□ Yes 🛣 No			. 1	+ 000 000 +		
□ Yes No		7 yes	us af	ter end of employment		
		(V	<i>V</i> • •		
		,				
		<u> </u>				
19. Name and Title of Preparer	20, Telephone Numb	er	21. Date			
Stephen Sonnett, Presed	lent 301-62	7-6905		0/17/10		
stephen sonre	1301-61	בטוש-ן		9/17/08		
· · <i>V</i>				"		

Instructions –Type or Print a separate form for	DEPARTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAC			***	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box 27	' 5	PAGE 18 0F 20	
	Jessup, Mar 410-79	-		_•	
Department/Agency	2. Division	0-1000		3. Unit	
Town of Upper Marlboro	General Gov	ernment	General Government		
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed a	nd used as a uni	t for refere	nce as well as retention and disposition purposes	
4. Record Series Title				par/Latest Year	
18. Incident reports of various	types		1991	10 Current	
6. Record Series Description (Briefly describe the types of information/doc	uments/forms found in the series. Incl	ude the purpose or fund	ction of the serie	rs.)	
Self descriptive					
7. Record Series Format(s) List all	8. Record Series Ser	quence	9. Volume		
				File Drawer(s)	
Letter Size	☐ Alphabetical			□ Microfilm Reel(s)	
□ Legal Size □ Computer Tape	□ Numerical		Number	Computer Tape(s)	
□ Audio Tape □ Floppy Disk	Chronological			X Other (specify) Borkes (3)	
□·Bound Book □ Video Tape	☐ Geographical		10. Annual A	ccumulation	
□ Other (specify)	☐ Other (specify)		File Drawer(s)	
			ان .	□ Microfilm Reel(s)	
			<u><</u> ✓ ✓ ✓ Number	□ Computer Tape(s)	
			rtambor	☐ Other (specify)	
11. File is Used	•	12. File Become	s Inactive After		
Annually	,	Number		lonth(s) Year(s)	
		Number		·	
13. Current Location(s) (Bidg., Floor, Room)		14 Is Record Series	s Dunlicated Fls	newhere? (If yes, specify agency or office.)	
Town Hall - 7ile woo	m, Police	¥ Yes		·No	
office	·	Prince Georges Police Department			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require		The second secon	
□ Yes X No		None	□ State	□ Federal □ Independent	
•		``			
17. Is an Index System used? If yes, explain briefly and describe requi	18. Recommended Retention				
□ Yes 🗸 No					
		/	year		
			V		
19. Name and Title of Preparer	20. Telephone Numb	per	21. Date		
Stephen Sonnett, Presid	lent 201-62	7-6905		9/17/08	
August None				1,00	

					
Instructions Tune or Print a congrate form for	DEDARTMENT OF C	CENTERAL SERVICE	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF G	GEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)		oad, P.O. Box 275			
with Newida Netention Schedule (DGS 550-1)		ryland 20794	PAGE 1 CT OF 20		
	•	99-1930			
1. Department/Agency	2. Division		3. Unit		
Town of Upper Marlboro	General Gov	ernment	General Government		
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed a	and used as a unit fo	or reference as well as retention and disposition purposes.		
4. Record Series Title			i. Earliest Year/Latest Year		
19. Daily activity Log of Offic	er in Patrol		1996: Current		
Record Series Description (Briefly describe the types of information/doc	uments/forms found in the series. Incl	lude the purpose or function	of the series.)		
Self descriptive					
7. Record Series Format(s) List all	8. Record Series Se). Volume		
7. Necola concessionnally, List an	0. Notura Series Co.	oquence 5.	□ File Drawer(s)		
			☐ Microfilm Reel(s)		
Letter Size	☐ Alphabetical		1		
□ Legal Size □ Computer Tape	□ Numerical	-	Computer Tape(s)		
			Other (specify)		
□ Audio Tape □ Floppy Oisk	Chronological	1			
☐ Bound Book ☐ Video Tape	☐ Geographical	10	Annual Accumulation G. File Occupate)		
□ Other (specify)	☐ Other (specify	у)	□ File Drawer(s)		
			☐ Microfitm Reel(s)		
		-	☐ Computer Tape(s)		
		l N	Number ☐ Other (specify)		
11. File is Used		12. File Becomes Ina			
V	ļ	12. 110 0000			
Daily □ Weekly □ Monthly □ Annually	1	Number	□ Month(s) Year(s)		
	ļ				
40 O mark location(s) (Dide Floor Boom)					
Town Hall- File Ros	m	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
1000 mass 120	,,,,	□ Yes 🗶 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	1	16. Audit Requirements			
□ Yes X No	1	None 🗆 :	State D Federal D Independent		
	1				
17. Is an Index System used? If yes, explain briefly and describe requi	irements	18. Recommended Re	Retention		
, , , , , , , , , , , , , , , , , , , ,			CONTO		
□ Yes No	l	∥ a.	(المرهاوال		
` `			years		
			·		
19. Name and Title of Preparer Stephen Sonnest, Preude	20. Telephone Numb		rt. Date		
Loshen Sonnes, Truck	301-62;	7-6905	9/17/08		
Pigo	100.		• 6 6		

Instructions –Type or Print a separate form for	DEPARTMENT OF G	ENERAL SERVIC	ES -	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box 275		PAGE 20 of 20	
	Jessup, Maryland 20794			PAGE	
4.50		9-1930			
1. Department/Agency	2. Division General Gov	ernmont		3. Unit	
Town of Upper Marlboro	General Gov	ernmenc		General Government	
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed a	nd used as a unit fo	for referen	nce as well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Yea	ar/Latest Year	
20. Non-current Citations, fla	gging documents a	nd reports	1995	10 Current	
6. Record Series Description (Briefly describe the types of information/doc	uments/forms found in the series. Inc	lude the purpose or function	on of the series	3.)	
Self descriptive					
7, Record Series Format(s) List all	8. Record Series Se	quence 9	9. Volume	🗶 File Drawer(s) .	
				`	
ACetter Size □ Microfilm	☐ Alphabetical		$\overline{}$	□ Microfilm Reel(s)	
page Size □ Computer Tape	□ Numerical	-	Number	☐ Computer Tape(s)	
S feger 3/26 D Computer Labe	□ Numerical		Number	Cother (specify) Boxes (3)	
□ Audio Tape □ Floppy Disk	hronological				
□ Bound Book □ Video Tape	☐ Geographical	<u> </u>	10. Annual Ac		
□ Other (specify)	☐ Other (specify	,	File Drawer(s)		
		,	☐ Microfilm Reel(s)		
			Computer Tape(s)		
			Number		
				Other (specify)	
11. File is Used	:	12. File Becomes In	nactive After		
————————————————————————————————————	,	<u> </u>	. O Mo	onth(s) Year(s),	
		Number		·	
13. Current Location(s) (Bldg., Floor, Room)	. 0. 1.	14. Is Record Series D	Ouplicated Else	ewhere? (If yes, specify agency or office.)	
Town HALL- File 100	m, ceurs	□ Yes 🗡 No			
office			, ,	•	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
□ Yes No					
		None	□ State	□ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requi	18. Recommended Retention				
□ Yes 💃 No	, ,	11	004 5		
	4	T	Pars		
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		l			
19. Name and Title of Preparer	20. Telephone Numl	ber 2	21. Date		
Stephen Sonnett, Preside	201-100	7-6905		9/17/08	
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