

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

Schedule No. M261

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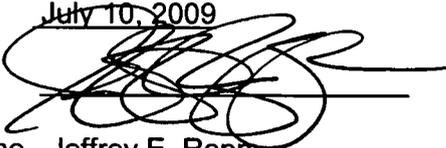
Agency
City of Cumberland

Division/Unit
City Solicitor

Item No.	Description	Retention
1.	<p>OPINIONS OF CITY SOLICITOR Written opinions and related correspondence rendered by the City Solicitor at the request of the City Administrator and/or Mayor and City Council</p>	<p>Screen annually and destroy all opinions having no further administrative, fiscal, legal, or operational value</p>
2.	<p>LITIGATION These are files of cases involving the City of Cumberland and include court papers and related correspondence</p>	<p>Retain permanently all court proceedings relative to injunctions on real estate and matters relative to the use of particular parcels of real estate. Transfer periodically to the State Archives. Retain all others for a period of Twelve (12) years after cases have been closed, then destroy</p>
3	<p>ARBITRATION RULINGS AND RULINGS FROM JURISDICTIONS OTHER THAN MARYLAND'S STATE OR FEDERAL COURTS These files include court papers and related correspondence</p>	<p>Retain permanently. Transfer periodically to the State Archives</p>
4	<p>MUNICIPAL INFRACTIONS These files include municipal citations requiring follow-up by the legal staff, and includes citations, court documents, and related correspondence and documents</p>	<p>Retain for a period of Twelve (12) years after settlement, then destroy</p>

Schedule Approved by Department, Agency, or Division Representative.

Date July 10, 2009

Signature 

Typed Name Jeffrey E. Repp

Title City Administrator

Schedule Authorized by State Archivist

Date 23 Jul 09

Signature 

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

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**Agency
CITY OF CUMBERLAND**

**Division/Unit
CITY SOLICITOR**

	Description	Retention
5	<p>DAMAGE CLAIMS These files contain claims filed for damages incurred within the limits of the City of Cumberland including court documents, invoices for damages, and related correspondence</p>	<p>Retain for a period of Twelve (12) years after settled, then destroy by shredding</p>
6	<p>GENERAL CORRESPONDENCE These files include incoming letters, copies of outgoing letters, memoranda, reports, studies, directives, policies, and other materials related to the administration of the agency</p>	<p>Screen annually and retain permanently all material which serves to document the origin, development, functions and accomplishments of the Agency. Transfer periodically to the State Archives. Destroy all other material having no further legal, administrative, fiscal or operational value.</p>