

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

**Schedule No. M-270**

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<b>Agency</b> City of Bowie	<b>Division/Unit</b> Community Services
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Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, and other materials related to administration of the Department.	Screen annually and destroy the material no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office. Transfer every 5 years to State Archives.
2.	License Applications Current hawkers & peddlers, events requiring licenses.	Keep current and 1 year prior, then destroy.
3.	Building permits Plans for residents and city facilities.	Permanent. Transfer every 5 years to State Archives.
4.	Permits (Seasonal - picnic, field use, concessionaire, solicitors, carnival, block parties, etc.)	Retain until permit expires, plus 1 year, then destroy.
5.	Special Events/Programs. Correspondence, general liability insurance, agenda, contract information, applications and forms, event layouts.	Screen annually. Destroy material having no further legal, administration, fiscal or operations value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer every 5 years to State Archives.
6.	Code Compliance Fines, citations, municipal infractions.	Retain 3 years, then destroy.
7.	Animal Control Fines, citations, lost and found records, license records.	Retain 3 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.  
 Date April 14, 2010  
 Signature *Lawrence E. Pierce*  
 Typed Name Lawrence E. Pierce  
 Title Director of Community Services

Schedule Authorized by State Archivist  
 Date 30 Apr 10  
 Signature *Edward C. [unclear]*