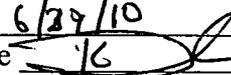
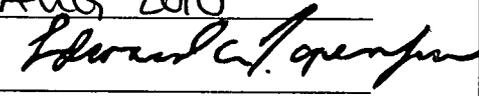


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No M-275
	Page 1 of 2

Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION
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Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to Town administration.	Screen annually and destroy the 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 every one hundred years to the Maryland State Archives.
2.	Personnel Files Personnel records for employees. Includes: medical records, injury reports, disciplinary actions, commendations, promotions, awards, leave records, etc.	Retain for three years after termination date, then destroy.
3.	Minutes of Town Council Meetings	Permanent. Transfer every one hundred years to State Archives.
4.	Minutes of Appointed Committees	Retain for three years, then destroy unless of historical value. Retain historical information permanently and transfer every one hundred years to State Archives.
5.	Deeds/Agreements Deeds of property and agreements between the Town and individuals/entities.	Permanent. Transfer every one hundred years to the State Archives.
6.	Annexations Annexation Petitions with supporting and background documents.	Permanent. Transfer every one hundred years to the State Archives.
7.	Deannexations	Permanent. Transfer every one hundred years to the State

Schedule Approved by Department, Agency, or Division Representative. Date <u>6/29/10</u> Signature <u></u> Typed Name <u>Ken Decker</u> Title <u>Town Manager</u>	Schedule Authorized by State Archivist Date <u>4 AUG 2010</u> Signature <u></u>
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-275
		Page 2 of 2
Agency: TOWN OF HAMPSTEAD		Division/Unit: ADMINISTRATION
	Deannexation Petitions with supporting and background documents.	Archives.
8.	Legislation Charter, charter amendments, ordinances, and resolutions adopted by the Council with supporting and background documents, if any.	Permanent. Transfer every one hundred years to the State Archives.
9.	Town Code and Amendments The Code, with amendments, contains the current local laws of the Town.	Permanent. Transfer every one hundred years to the State Archives.
10.	Legal Opinions and Litigation. Written opinions rendered by the Town Attorney at the request of the Mayor and litigation cases involving the Town.	Permanent. Transfer every one hundred years to the State Archives.
11.	Town Publications Town Journal, handbook, directories and various notices to the press and general public regarding current events.	Screen annually and destroy the material that is no longer needed for historical purposes. Retain historical information permanently and transfer every one hundred years to State Archives.
12.	Building Permits/Plans for residents and Town facilities.	Permanent. Transfer every one hundred years to the State Archives.
13.	Requests for Quotations/Invitations to Bid This series contains the bid specifications, drawings, advertisement and other associated documents.	Retain in office for five years after contract completion or until audit requirements have been met, then destroy.
14.	Insurance (Property, Vehicle and Health) Documentation and correspondence relating to insurance for property, vehicle and health coverage.	Screen annually and destroy material having no further legal, administrative, fiscal or operational value. Transfer remainder every one hundred years to the State Archives.
15.	Insurance (Worker's Compensation) Worker's Compensation Claims; contains incident reports, correspondence, medical reports, invoices and medical authorization forms.	Retain until termination plus three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
	Page 1 of 14
Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title General Correspondence	Earliest Year/Latest Year 2000 to 2010
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to Town Administration.

Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ _____	Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____	Volume Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/> Annual Accumulation Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>
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File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	File Becomes Inactive After 1 _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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Current Location(s) (Bldg., Floor, Room) Town Hall	Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
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Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Recommended Retention Screen annually and destroy the 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 every one hundred years to the Maryland State Archives.
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Name and Title of Preparer Tammy Palmer, Asst. Town Manager	Telephone Number 410-239-7408	Date June 2, 2010
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
	Page 2 of 14
Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Personnel Files		Earliest Year/Latest Year 2000 to 2010	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Personnel Files Personnel records for employees. Includes: medical records, injury reports, disciplinary actions, commendations, promotions, awards, leave records, etc.			
Record Series Format(s)		Record Series Sequence	
<input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		<input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	
		Volume Number ____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>	
		Annual Accumulation Number ____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>	
File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
Current Location(s) (Bldg., Floor, Room) Town Hall		Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)	
Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))		Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Recommended Retention Retain for three years after termination date, and then destroy.	
Name and Title of Preparer Tammy Palmer, Asst. Town Manager		Telephone Number 410-239-7408	Date June 2, 2010

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
	Page 3 of 14
Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Minutes of Town Council Meetings		Earliest Year/Latest Year to 2010
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Minutes of Town Council Meetings, Agendas [Open and closed meetings].		
Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ _____	Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____	Volume Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/> Annual Accumulation Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>
File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
Current Location(s) (Bldg., Floor, Room) Town Hall	Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)	
Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Recommended Retention Permanent. Transfer every one hundred years to State Archives.	
Name and Title of Preparer Tammy Palmer, Asst. Town Manager	Telephone Number 410-239-7408	Date June 2, 2010

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
	Page 4 of 14
Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Minutes of Appointed Committees	Earliest Year/Latest Year to 2010
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Minutes of Appointed Committees

Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	Volume Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/> Annual Accumulation Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>
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File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	File Becomes Inactive After Number <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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Current Location(s) (Bldg., Floor, Room) Town Hall	Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
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Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Recommended Retention Retain for three years, then destroy unless of historical value. Retain historical information permanently and transfer every one hundred years to State Archives.
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Name and Title of Preparer Tammy Palmer, Asst. Town Manager	Telephone Number 410-239-7408	Date June 2, 2010
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
	Page 5 of 14
Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Deeds/Agreements		Earliest Year/Latest Year to 2010	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Deeds of property and agreements between the Town and individuals/entities.			
Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ _____		Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____	
File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
Current Location(s) (Bldg., Floor, Room) Town Hall		Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)	
Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))		Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Recommended Retention Permanent. Transfer every one hundred years to State Archives.	
Name and Title of Preparer Tammy Palmer, Asst. Town Manager	Telephone Number 410-239-7408	Date June 2, 2010	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
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Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Annexations	Earliest Year/Latest Year to 2010
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Annexations Petitions with supporting and background documents.

Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ _____	Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____	Volume Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/> Annual Accumulation Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>
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File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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Current Location(s) (Bldg., Floor, Room) Town Hall	Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
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Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Recommended Retention Permanent. Transfer every one hundred years to the State Archives.
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Name and Title of Preparer Tammy Palmer, Asst. Town Manager	Telephone Number 410-239-7408	Date June 2, 2010
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
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Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Deannexations		Earliest Year/Latest Year to 2010	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Deannexation Petitions with supporting and background documents.			
Record Series Format(s)		Record Series Sequence	
<input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ _____		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____	
		Volume Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>	
		Annual Accumulation Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>	
File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		File Becomes Inactive After _5_ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
Current Location(s) (Bldg., Floor, Room) Town Hall		Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)	
Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))		Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Recommended Retention Permanent. Transfer every one hundred years to the State Archives.	
Name and Title of Preparer Tammy Palmer, Asst. Town Manager		Telephone Number 410-239-7408	Date June 2, 2010

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
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Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Legislation		Earliest Year/Latest Year to 2010	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Charter, charter amendments, ordinances and resolutions adopted by the Council with supporting and background documents, if any.			
Record Series Format(s)		Record Series Sequence	
<input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ _____		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____	
		Volume Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>	
		Annual Accumulation Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>	
File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		File Becomes Inactive After 1 _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
Current Location(s) (Bldg., Floor, Room) Town Hall		Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)	
Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))		Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Recommended Retention Permanent. Transfer every one hundred years to the State Archives.	
Name and Title of Preparer Tammy Palmer, Asst. Town Manager		Telephone Number 410-239-7408	Date June 2, 2010

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
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Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Town Code and Amendments	Earliest Year/Latest Year to 2010
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

The Code, with amendments, contains the current local laws of the Town.

Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ _____	Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____	Volume Number ____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/> Annual Accumulation Number ____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>
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File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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Current Location(s) (Bldg., Floor, Room) Town Hall	Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
---	--

Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Recommended Retention Permanent. Transfer every one hundred years to the State Archives.
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Name and Title of Preparer Tammy Palmer, Asst. Town Manager	Telephone Number 410-239-7408	Date June 2, 2010
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
	Page 10 of 14
Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Town Publications		Earliest Year/Latest Year to
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Town Journal, handbook, directories and various notices to the press and general public regarding current events.		
Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	Volume Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/> Annual Accumulation Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>
File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	File Becomes Inactive After 1 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
Current Location(s) (Bldg., Floor, Room) Town Hall	Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)	
Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Recommended Retention Screen annually and destroy the material that is no longer needed for historical purposes. Retain historical information permanently and transfer every one hundred years to State Archives.	
Name and Title of Preparer Tammy Palmer, Asst. Town Manager	Telephone Number 410-239-7408	Date June 2, 2010

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
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Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Building Permits		Earliest Year/Latest Year to 2010
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Plans for residents and Town facilities.		
Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Blue Prints and Building Plans</u>	Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	Volume Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/> Annual Accumulation Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>
File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
Current Location(s) (Bldg., Floor, Room) Town Hall	Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)	
Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Recommended Retention Permanent. Transfer every one hundred years to the State Archives.	
Name and Title of Preparer Tammy Palmer, Asst. Town Manager	Telephone Number 410-239-7408	Date June 2, 2010

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
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Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Requests for Quotations/ Invitations to Bid	Earliest Year/Latest Year 2000 to 2010
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

The series contains the bid specifications, drawings, advertisements and other associated documents.

Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	Volume Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>
		Annual Accumulation Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>

File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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Current Location(s) (Bldg., Floor, Room) Town Hall	Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
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Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Recommended Retention Retain in office for five years after contract completion or until audit requirements have been met, then destroy.
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Name and Title of Preparer Tammy Palmer, Asst. Town Manager	Telephone Number 410-239-7408	Date June 2, 2010
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
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Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Insurance (Property, Vehicle and Health)	Earliest Year/Latest Year 2000 to 2010
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Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Documentation and correspondence relating to insurance for property, vehicles and health coverage.

Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ _____	Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ _____	Volume Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/> Annual Accumulation Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>
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File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	File Becomes Inactive After Number <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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Current Location(s) (Bldg., Floor, Room) Town Hall	Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)
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Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))	Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Recommended Retention Screen annually and destroy material having no further legal, administrative, fiscal or operational value.
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Name and Title of Preparer Tammy Palmer, Asst. Town Manager	Telephone Number 410-239-7408	Date June 2, 2010
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No.
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Agency: TOWN OF HAMPSTEAD	Division/Unit: ADMINISTRATION

DEFINITION-RECORD SERIES-A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

Record Series Title Insurance (Worker's Compensation)		Earliest Year/Latest Year 2000 to 2010	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Worker's compensation Claims: contains incident reports, correspondence, medical reports, invoices and medical authorization forms.			
Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	
		Volume Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>	
		Annual Accumulation Number _____ File Drawers <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other <input type="checkbox"/>	
File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
Current Location(s) (Bldg., Floor, Room) Town Hall		Is Record Series Duplicated Elsewhere? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, specify agency or office)	
Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulations(s))		Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Recommended Retention Retain until termination plus three years, then destroy.	
Name and Title of Preparer Tammy Palmer, Asst. Town Manager		Telephone Number 410-239-7408	Date June 2, 2010