

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

**\*\*Schedule No.** M299

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**Agency**  
City of Gaithersburg

**Division/Unit**  
Planning & Code Administration – Neighborhood Services

Item No.	Description	Retention
1	Statistical Reports	Retain until superseded, then destroy
2	Amusement Licenses	Retain 1 year from expiration of license, then destroy
3	Correspondence - General	Screen every 3 years, destroy material no longer needed for business with this exception: Transfer to State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value
4	Hawker/Peddler Licenses	Retain 1 year from expiration of license, then destroy
5	Home Based Business Licenses	Retain 1 year after expiration date, then destroy

Schedule Approved by Department, Agency or Division Representative.

Date F-27-11

Signature 

Typed Name Greg Ossont

Title Director of Planning and Code Administration

Schedule Authorized by State Archivist

Date 10/5/11

Signature 

<b>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  RECORDS RETENTION AND DISPOSAL SCHEDULE  (Continuation Sheet)</b>		<b>Schedule No.</b> MZ99
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<b>Agency</b> City of Gaithersburg		<b>Division/Unit</b> Planning & Code Administration – Neighborhood Services
Item No.	Description	Retention
6	Hotel/Motel Business Licenses	Destroy original after scanning. Retain scanned images for 3 years, then destroy
7	Landlord/Tenant Case Files	Destroy original after scanning. Retain scanned images 3 years from case closure date, then destroy
8	Municipal Infraction Citations	Destroy original after scanning. Retain scanned images 3 years from date of judgment, then destroy
9	Reading File	Destroy original after scanning. Retain scanned images 3 years, then destroy
10	Rental Housing Licenses	Destroy original after scanning. Retain scanned images for 3 years after expiration date, then destroy