

Department Of General Services
 Records Management Division
 Records Retention And Disposal Schedule

Schedule Number: M304

Page 1 of 2

Agency

Village of Friendship Heights

Item No.	Description	Retention
1.	<p>A. General Accounting Records Bankbooks, Statements and Deposit Receipts Cancelled Checks, Check Copies/Stubs Paid Bills and Invoices, 1099 Tax Forms Periodic Financial Reports Reconciliation and Trial Balance Sheets Receipt and Disbursement Journals Withholding Tax Forms and Statements, W2s and Credit Card Receipts Checks/ACH Statements from State and County</p> <p>B. Special Accounting Records General Ledger/Detail Trial Balance Reports of Audits</p> <p>C. Budget and Fiscal Planning Records Budget Estimates Budget Papers and Worksheets Material and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies</p> <p>D. Payroll Accounting Payroll and Check Register Payroll Exceptions Time Report Leave Records</p>	<p>Retain for five (5) years then destroy.</p> <p>Retain originals for ten years, then transfer to the Maryland State Archives for permanent retention.</p> <p>Retain for five (5) years then destroy.</p> <p>Retain for five (5) years then destroy.</p>

Schedule Approved by Department, Agency
 Or Division Representative

Schedule Authorized by State Archivist

Date: Feb. 13, 2012

Date: 3/15/2012

Signature: Melanie Rose White

Signature: Edward A. Quenfen

Title: Mayor, Village of Friendship Heights

**Department Of General Services
Records Management Division
Records Retention And Disposal Schedule**

Schedule Number: M304

Page 2 of 2

Agency

Village of Friendship Heights

Item No.	Description	Retention
2.	Administrative File Copies of contracts, insurance policies and documents relating to the administration of the Village.	Retain for five (5) years after expiration then destroy.
3.	General File Incoming and outgoing correspondence, memorandums, reports, studies, surveys, press releases, newspaper articles, permits and other miscellaneous papers.	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive 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.	Minutes, Legal and Regulations Administrative, legislative, and legal opinions from which the Village Council takes appropriate action. Included: Minutes of Council meetings, charter amendments, regulations, resolutions.	Retain originals for ten years, then transfer to the Maryland State Archives for permanent retention.
5.	Personnel Files Applications, letters of recommendation, salary changes, performance evaluations, correspondence, citations, disciplinary actions, training records, resignations.	Retain until termination of employment and for three (3) years thereafter then destroy.
6.	Historic Documents Collection of oral and written histories, historic and special events photographs, histories of buildings, essays about life in the Village, genealogies of Village residents.	Retain originals for ten years, then transfer to the Maryland State Archives for permanent retention.