

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

Schedule No. M309

Page 1 of 3

Agency
Town of Preston

Division/Unit
Administrative

Item No.	Description	Retention
1.	<p><u>Administrative Records</u></p> <p>This series includes all town records that are not considered financial and are a part of office operations such as minutes, legislation, insurance, etc.</p> <p>A. <u>General Correspondence</u> Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to administration.</p> <p>B. <u>Personnel Files</u> Employee personnel records to include:</p> <ol style="list-style-type: none"> 1. Application/Resume 2. Health Insurance forms 3. Injury Reports 4. Disciplinary Action 5. Commendations, Promotions, Awards 6. Leave Records 7. Training 8. Doctors' Notes 9. Workman's Compensation Correspondence 10. Miscellaneous Forms 	<p>Screen annually and destroy material no longer needed for current business with the following exception: Transfer every three (3) years to the Maryland 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.</p> <p>Retain for three (3) years after termination date, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature

Kim Gadow

Typed Name

Kim Gadow

Title

Town Manager

Schedule Authorized by State Archivist

Date

6/29/2012

Signature

Edward A. [Signature]

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

Schedule No. M309

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Agency
Town of Preston

Division/Unit
Administrative

Item No.	Description	Retention
	<p>C. <u>Town Council Meeting Records</u></p> <p>D. <u>Committee Meeting Records</u> Planning & Zoning Board of Appeals Any other Appointed Committees</p> <p>E. <u>Land Records</u> Deeds/Agreements Annexations Deannexations</p> <p>F. <u>Legislations</u> Charter Ordinances Resolutions Town Codes Amendments to Charter, Ordinances, Resolutions, or Town Code</p> <p>G. <u>Legal Opinions and Litigation</u> Written opinions rendered by Town Attorney Litigation case records</p> <p>H. <u>Town Publications</u> Journals Handbooks Directories Various notices to press and public regarding current events</p>	<p>Permanent. Transfer every three (3) years to the Maryland State Archives.</p> <p>Permanent. Transfer every three (3) years to the Maryland State Archives.</p> <p>Permanent. Transfer every three (3) years to the Maryland State Archives.</p> <p>Permanent. Transfer every three (3) years to the Maryland State Archives.</p> <p>Permanent. Transfer every three (3) years to the Maryland State Archives.</p> <p>Screen annually and destroy material no longer needed for current business with the following exception: Transfer every three (3) years to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and</p>

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

Schedule No. M309

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Agency
Town of Preston

Division/Unit
Administrative

Item No.	Description	Retention
		accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
I.	<u>Building Permits</u> Residents Town facilities	Permanent. Transfer every three (3) years to the Maryland State Archives.
J.	<u>Requests for Quotations/Bid Invitations</u> Bid Specifications Drawings Advertisements Miscellaneous Documents	Retain for five (5) years after contract completion or until audit requirements have been met, whichever comes later, then destroy.
K.	<u>Insurance</u> Documentation and correspondence for: 1. Property 2. Vehicle 3. Health Coverage	Retain for five (5) years or until audit requirements have been met, whichever comes later, then destroy.
L.	<u>Public Works</u> Water Test Results Water/Sewage Reports	Retain for three (3) years, then destroy.

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 1 OF 12

1. Department/Agency

Town of Preston

2. Division

Administrative

3. Unit

na

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

4. Record Series Title

General Correspondence

5. Earliest Year/Latest Year

1928 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

incoming letters, copies of outgoing letters, memo's, studies, reports, directives + miscellaneous materials to refer to when necessary

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- Number _____
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

10. Annual Accumulation

- Number 1
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- Number 2
 Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

"Library" (offsite Building)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

non-permanent

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

410-673-7929

21. Date

4-5-12

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency

Town of Preston

2. Division

Administrative

3. Unit

n/a

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

4. Record Series Title

Personnel Files

5. Earliest Year/Latest Year

1985 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Application/resume, health insurance forms, injury reports, disciplinary action, commendations, leave records, training, dr's notes, miscellaneous retain information for current employees

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- Number _____
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

10. Annual Accumulation

- Number 1
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- Number _____
 Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Town office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

non-permanent

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

410-673-7929

21. Date

4-5-12

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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency

Town of Preston

2. Division

Administrative

3. Unit

n/a

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

4. Record Series Title

Town Council Meeting Records

5. Earliest Year/Latest Year

1865 to 2012

6. 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 council meetings

record actions taken by town council

7. Record Series Format(s) List all

- Letter Size
- Microfilm
- Legal Size
- Computer Tape
- Audio Tape
- Floppy Disk
- Bound Book
- Video Tape
- Other (specify) _____

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify) _____

9. Volume

- Number _____
- File Drawer(s)
 - Microfilm Reel(s)
 - Computer Tape(s)
 - Other (specify) _____

10. Annual Accumulation

- Number 1
- File Drawer(s)
 - Microfilm Reel(s)
 - Computer Tape(s)
 - Other (specify) book

11. File is Used

- Daily
- Weekly
- Monthly
- Annually

12. File Becomes Inactive After

- Number 0
- Month(s)
 - Year(s)

13. Current Location(s) (Bldg., Floor, Room)

town office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes
- No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes
- No

16. Audit Requirements

- None
- State
- Federal
- Independent

17. Is an Index System used? if yes, explain briefly and describe requirements

- Yes
- No

18. Recommended Retention

permanent.

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

410-673-7929

21. Date

4-5-12

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency

Town of Preston

2. Division

Administrative

3. Unit

n/a

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

4. Record Series Title

Committee Meeting Records

5. Earliest Year/Latest Year

1984 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

MINUTES FROM MEETINGS OF PLANNING & ZONING COMMITTEE, Board of Appeals from Planning & Zoning, and any other appointed committees
Current actions of committees

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- Number _____
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

10. Annual Accumulation

- Number 1
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- Number 2
 Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

"Library" (offsite building)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

non-permanent

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

4106737929

21. Date

4-5-12

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency

Town of Preston

2. Division

Administrative

3. Unit

n/a

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

4. Record Series Title

LAND RECORDS

5. Earliest Year/Latest Year

1928 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Deeds, Right-of-way agreements, Easement Agreements, Annexations, Deannexations
Records of land owned by TOWN

7. Record Series Format(s) List all

- Letter Size Microfilm
- Legal Size Computer Tape
- Audio Tape Floppy Disk
- Bound Book Video Tape
- Other (specify) _____

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify) _____

9. Volume

- Number _____
- File Drawer(s)
 - Microfilm Reel(s)
 - Computer Tape(s)
 - Other (specify) _____

10. Annual Accumulation

- Number 1
- File Drawer(s)
 - Microfilm Reel(s)
 - Computer Tape(s)
 - Other (specify) _____

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- Number 0 Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

TOWN OFFICE

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

PERMANENT

19. Name and Title of Preparer

Kim Gaddis
Town Manager

20. Telephone Number

410 673 7929

21. Date

4-5-12

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency
Town of Preston

2. Division
Administrative

3. Unit
n/a

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

4. Record Series Title
Legislations

5. Earliest Year/Latest Year
1928 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Charter, Ordinances, Resolutions, Town Code and amendments thereto

7. Record Series Format(s) List all
 Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____

8. Record Series Sequence
 Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume
Number _____
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____
10. Annual Accumulation
Number 1
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

11. File is Used
 Daily Weekly Monthly Annually

12. File Becomes Inactive After
0
Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
TOWN office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
 Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
 Yes No

16. Audit Requirements
 None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
 Yes No

18. Recommended Retention
Permanent

19. Name and Title of Preparer
Kim Gadow
Town Manager

20. Telephone Number
410 673 7929

21. Date
4-5-12

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency

Town of Preston

2. Division

Administrative

3. Unit

n/a

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

4. Record Series Title

Legal Opinions and Litigation

5. Earliest Year/Latest Year

1985 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Written opinions rendered by Town Attorney and litigation case records

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- Number _____
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

10. Annual Accumulation

- Number 1
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- 0 Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Town office and "LIBRARY" (offsite BLDG.)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Permanent

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

410 673 7929

21. Date

4-5-12

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency

Town of Preston

2. Division

Administrative

3. Unit

n/a

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

4. Record Series Title

TOWN Publications

5. Earliest Year/Latest Year

1985 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

JOURNALS, Handbooks, Directories, Notices to press and public regarding current events
GENERAL INFORMATION FOR EMPLOYEES AND PUBLIC

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- Number _____
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

10. Annual Accumulation

- Number 1
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- Number 1 Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

TOWN OFFICE

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

non permanent

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

410 673 7929

21. Date

4-5-12

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY
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1. Department/Agency
Town of Preston

2. Division
Administrative

3. Unit
n/a

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

4. Record Series Title
Building Permits

5. Earliest Year/Latest Year
1985 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
BUILDING PERMIT APPLICATIONS FOR RESIDENTS AND TOWN FACILITIES
APPLICATIONS REQUIRED FOR APPROVAL TO OBTAIN BUILDING PERMITS

7. Record Series Format(s) List all
 Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____

8. Record Series Sequence
 Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

10. Annual Accumulation
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

11. File is Used
 Daily Weekly Monthly Annually

12. File Becomes Inactive After
0
Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
TOWN OFFICE

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
 Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
 Yes No

16. Audit Requirements
 None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
 Yes No

18. Recommended Retention
PERMANENT

19. Name and Title of Preparer
Rim Gadow
Town Manager

20. Telephone Number
4106737929

21. Date
4-5-12

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

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1. Department/Agency

Town of Preston

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Administrative

3. Unit

n/a

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

4. Record Series Title

REQUESTS FOR QUOTES/BID INVITATIONS

5. Earliest Year/Latest Year

1985 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

BID SPECIFICATIONS, DRAWINGS ADVERTISEMENTS, MISCELLANEOUS DOCUMENTS FOR IMPROVEMENTS ON TOWN ASSETS

7. Record Series Format(s) List all

- Letter Size Microfilm
- Legal Size Computer Tape
- Audio Tape Floppy Disk
- Bound Book Video Tape
- Other (specify) _____

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify) _____

9. Volume

- Number _____
- File Drawer(s)
 - Microfilm Reel(s)
 - Computer Tape(s)
 - Other (specify) _____

10. Annual Accumulation

- Number 1
- File Drawer(s)
 - Microfilm Reel(s)
 - Computer Tape(s)
 - Other (specify) _____

11. File Is Used

- Daily
- Weekly
- Monthly
- Annually

12. File Becomes Inactive After

- Number 5
- Month(s)
 - Year(s)

13. Current Location(s) (Bldg., Floor, Room)

TOWN HALL AND "LIBRARY" (OFFSITE) BLDG

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes
- No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes
- No

16. Audit Requirements

- None
- State
- Federal
- Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes
- No

18. Recommended Retention

NON-PERMANENT

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

4106737929

21. Date

4-5-12

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY
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1. Department/Agency <u>Town of Preston</u>	2. Division <u>Administrative</u>	3. Unit <u>n/a</u>
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title <u>INSURANCE</u>	5. Earliest Year/Latest Year <u>1985</u> to <u>2012</u>
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6. 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 FOR INSURANCE ON PROPERTY, VEHICLE and health including policies and coverage

7. Record Series Format(s) <i>List all</i> <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. 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) _____	9. Volume Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
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11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After Number <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
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13. Current Location(s) (Bldg., Floor, Room) <u>TOWN OFFICE</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <u>NON-PERMANENT</u>
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19. Name and Title of Preparer <u>Kim Gadow</u> <u>Town Manager</u>	20. Telephone Number <u>410 673 7929</u>	21. Date <u>4-5-12</u>
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Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 12 OF 12

1. Department/Agency

Town of Preston

2. Division

Administrative

3. Unit

n/a

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

4. Record Series Title

Public Works

5. Earliest Year/Latest Year

1985 to 2012

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

WATER TEST RESULTS AND WATER/SEWAGE REPORTS, 3 years REQUIRED BY M.D.E., STATE OF MD, TO BE "ON HAND".

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- Number _____
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

10. Annual Accumulation

- Number 1
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- Number 3
 Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

TOWN OFFICE

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

NON-PERMANENT

19. Name and Title of Preparer

Kim Gadow
Town Manager

20. Telephone Number

410 673 7929

21. Date

4-5-12