

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

**Schedule No. M331**

Page 1 of 3

<b>Agency</b> TOWN OF KENSINGTON	<b>Division/Unit</b> General Government
-------------------------------------	--

Item No.	Description	Retention
	<b>This schedule supersedes Schedule M1 in its entirety.</b>	
1	<b>General Files</b> Incoming and outgoing correspondence, memoranda, studies, internal reports, surveys, policies, internal investigations, agreements, proclamations, meeting sign in sheets, public information requests, and other miscellaneous correspondence relating to the Town	Retain for three (3) years then destroy with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the Town and has continuing administrative, fiscal, legal or historical value.
2	<b>Legislation</b> Charter, code, ordinances, resolutions, agendas, Town council meeting minutes, ad hoc and appointed committee meeting minutes, legal opinions and actions, and annexation records	Retain permanently. After 50 years transfer to the Maryland State Archives.
3	<b>Deeds/Titles/Surveys/Plats of Town Property/Easements/Covenants</b>	Retain permanently. After 50 years transfer to the Maryland State Archives
4	<b>Insurance</b> Insurance policies, accident records and reports, claim records, certificates of insurance, safety inspections, and other insurance related documents	Retain for five (5) years after the expiration or settlement then destroy.
5	<b>Contracts, Requests for Bids, Grants</b>	Retain for life of contract and five (5) years after contract completion then destroy.

Schedule Approved by Department, Agency, or Division Representative.  
 Date \_\_\_\_\_  
 Signature Sanford W. Daily  
 Typed Name Sanford Daily  
 Title Town Manager

Schedule Authorized by State Archivist  
 Date 7-8-13  
 Signature Timothy D. Bahr

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

**Schedule No.** M331

Page 2 of 3

**Agency** TOWN OF KENSINGTON **Division/Unit** General Government

Item No.	Description	Retention
6	<p><b>Election</b></p> <ul style="list-style-type: none"> <li>a. Nominations, Ballots, and County Registration List</li> <li>b. Town Supplemental Voter Registration</li> <li>c. Oaths of Office</li> <li>d. Financial Disclosures</li> </ul>	<p>Retain for six (6) months after the election then destroy.</p> <p>Retain until superseded then destroy.</p> <p>Retain for term of office then destroy.</p> <p>Retain for three (3) years then destroy.</p>
7	<p><b>Rental Agreements</b> Building, Park, and Farmers Market</p>	<p>Retain for five (5) years then destroy.</p>
8	<p><b>Code Enforcement/Permits</b></p> <ul style="list-style-type: none"> <li>a. Approved residential and commercial building/sign permits, building location surveys, site plans, and variances</li> <li>b. Residential and commercial building plans and utility permits and plans</li> <li>c. Parking Permits</li> <li>d. Code Enforcements Infractions</li> </ul>	<p>Retain for ten (10) years or until superseded whichever is later then destroy.</p> <p>Retain until completion of project then destroy with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the Town and has continuing administrative, fiscal, legal or historical value.</p> <p>Retain for life of vehicle or permit, whichever is later, then destroy.</p> <p>Retain for three (3) years after abatement of violation then destroy.</p>
9	<p><b>Town Publications</b></p> <ul style="list-style-type: none"> <li>a. Town Newsletter</li> <li>b. Directories</li> <li>c. Audio Recordings of Town Meetings</li> </ul>	<p>Retain permanently. After 50 years transfer to the Maryland State Archives.</p> <p>Retain until superseded then destroy.</p> <p>Retain until Town Council Meeting Minutes are approved then destroy.</p>

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

**Schedule No.** M331

**Page** 3 of 3

**Agency**  
TOWN OF KENSINGTON

**Division/Unit**  
General Government

Item No.	Description	Retention
10	<p><b>Accounting</b></p> <p>a. General Accounting Records including invoices, bank statements, investment statements, check copies/stubs, expense reports, receipts, general ledger reports, requisitions, purchase orders, fixed asset inventories, and budgets</p> <p>b. Audit Reports and Financial Reports</p>	<p>Retain for seven (7) years, then destroy.</p> <p>Retain permanently. After 50 years transfer to the Maryland State Archives.</p>
11	<p><b>Personnel</b></p> <p>a. Payroll records, time cards, W-2, 1099, leave requests, short term disability reports, benefit information</p> <p>b. Personnel Files</p> <p>c. Employment Applications</p> <p>d. Defined Benefit Plan Files</p> <p>e. ICMA Retirement Plan Files</p> <p>f. Workers Compensation Claims</p>	<p>Retain for seven (7) years then destroy.</p> <p>Retain until seven (7) years after termination of employment then destroy with the following exception: If employee is part of Town's Defined Benefit Plan retain file until start of retirement benefits then destroy.</p> <p>For those employed retain in Personnel file, others retain 90 days then destroy.</p> <p>Retain until seven (7) years after termination of benefits then destroy.</p> <p>Retain for seven (7) years then destroy.</p> <p>Retain until termination plus five (5) years then destroy.</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>1</u></p>
<p>1. Department/Agency  Town of Kensington</p>	<p>2. Division  General Government</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title All Town Records</p>	<p>5. Earliest Year/Latest Year _____ 1894 _____ to _____ 2013 _____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>General Files; Legislation; Deeds/Titles/Surveys/Plats of Town Property/Easements/Covenants; Insurance, Contracts/Request for Bids/Grants; Election; Rental Agreements; Code Enforcement/Permits; Town Publications; Accounting; and Personnel Records</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Approx. 50 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation _____ 1/2 _____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used Varies</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After Varies Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 3710 Mitchell Street, Kensington Maryland, Floor 1 and 3, Storage Room and Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention As per schedule</p>	
<p>19. Name and Title of Preparer Susan Engels, Clerk-Treasurer</p>	<p>20. Telephone Number 301-949-2424</p>	<p>21. Date April 5, 2013</p>