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

Schedule No. M - 330 Page 1 of 3

Agency

City of Frederick

Division/Unit Building Department

	(Formerly Permits	(Formerly Permits and Code Management)						
Item No.	Description	Retention						
	Supersedes Schedule No. M – 136 (However items # 7 thru #12 of the M – 136 Schedule are no longer under the control of the Building Department. Custodianship of these documents was transferred to another departme when the Permits and Code Management Department was renamed to the Building Department.	nt						
1	Alphabetical files – An alphabetical filing system is used for information (correspondence) received from other department companies, organizations and individuals	Screen annually and destroy with the exception: scan to Maryland State Archives standards and destroy original papers of any material that serves to document the origin, development and accomplishments of the department. Retain scans for 5 years, then transfer to Maryland State Archives						
2	Vendor/Peddler Permit Records – application submittal docum and permits approved	Retain for 5 years, then destroy						
or Division Date 07/29 Signature Typed Nam	D-100.							

DGS 550-1

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

Schedule No. M - 330

Page 2 of 3

Agency City of Frederick

Division/Unit **Building Department**

City		Building Department				
14	(Formerly Permits and Co					
Item No.	Description	Retention				
140.						
3	Residential Permit Records (Building, Electrical, Fire Protection & Alarm, Gas, HPC, Paving, Plumbing, Sidewalk, Utility, Zoning) – application submittal documents, approved plans, certificates issued, fees collected, inspection reports and notices of orders issued	Scan to Maryland State Archives standards and destroy original papers 5 years from date of certificate issued or permit file voided/closed with the following exception: retain all papers of any material that serves to document properties located with-in the FEMA floodplain for the life of the structure plus 5 years, then destroy. Retain scans for 10 years, then destroy.				
4	Commercial Permit Records (Building, Electrical, Fire Protection & Alarm, Gas, HPC, Plumbing, Utility, Zoning) – application submittal documents, approved plans, certificates issued, fees collected, inspection reports and notices of orders issued	Scan to Maryland State Archives standards and destroy original papers 5 years from date of certificate issued or permit file voided/closed with the following exception: retain all papers of any material that serves to document properties located with-in the FEMA floodplain for the life of the structure plus 5 years, then destroy. Retain scans for 10 years, then destroy.				
DGS 550-1	Δ					

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

Schedule No. M -330

Page 3 of 3

Agency

City of Frederick

Division/Unit **Building Department**

(Formerly Permits and Code Management)

Department Payroll Timesheets Department Personnel Files	Retain for 1 complete fiscal year cycle, then destroy Retain until employee is no
Department Personnel Files	
Department Personnel Files	
	longer employed by the City of Frederick Building Department or the City of Frederick, then transfer to City of Frederick Human Resources Department
Department Purchase Orders	Retain for 1 complete fiscal year cycle, then destroy
Municipal Infractions (code related)	Retain in database until case is closed plus 5 years then destroy
Complaint and Investigation Files (code related)	Retain in database until case is closed plus 5 years then destroy
Contractor's License	Retain for 5 years then destroy
	Municipal Infractions (code related) Complaint and Investigation Files (code related)

Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF (GENERAL SERVICE		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R Jessup, Ma	Road, P.O. Box 275 aryland 20794	PAGE1 OF10	
Department/Agency	2. Division	9	3. Unit	
City of Frederick	Building Depar	tment		
DEFINITION: RECORD SERIES: A group of relate purposes.	I ed records normally filed	and used as a unit	for reference as well as retention and disposition	
4. Record Series Title		5. 8	Earliest Year/Latest Year	
Alphabetical Files			80's to Present	
series.)	r information (corre		d in the series. Include the purpose or function of the cuments) received from other departments,	
7. Record Series Format(s) List all	8. Record Seri	ies Sequence 9. V	/olume	
		25	- 30	
X Letter Size Microfilm	X Alphabetica		nber	
Legal Size Computer Tape	☐ Numerical			
Audio Tape Floppy Disk Bound Book Video Tape	Chronolog Geographi	inal	ile Drawer(s)	
Other (specify)	Other (spe	orifu)	Microfilm Reel(s)	
Gillar (specify)			Computer Tape(s) Other (specify)	
			Other (specify)	
		10	Annual Accumulation	
		2	, and Additional and	
			nber	
		300000		
	1 100		ile Drawer(s)	
			Microfilm Reel(s)	
	The second secon		Computer Tape(s) Other (specify)	
			Other (specify)	
11. File is Used		12. File Becomes Inac	ctive After	
Y		Number	☐ Month(s) ☐ Year(s)	
X Daily Weekly Monthly Ann	ually	When screened and determined that no fiscal/legal/operational value		
		1	and determined that no its carriegal operational value	
		exist		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
140 W. Patrick St.		Yes XN	No	
45 Agence Posteining (If Variable 1997)		16 A. 22 D	and the second s	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
Yes X No		X None State Federal Independent		
		None Stat	te 🔲 rederal 🔲 independent	
		1		
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommend	ded Retention:	
Yes X No		Screen annually	y, destroy material having no further fiscal, legal or	
			ue. Retain permanently by scanning into electronic	
			naterial that serves to document the origin,	
		development ar	nd accomplishments of the department.	

19. Name and Title of Preparer	20. Telephone Number	21. Date	
Todd Himes	301-600-3818	4/24/13	
Building Department Manager			= 1

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency City of Frederick DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title	RECORDS MANA 7275 Waterloo R Jessup, Ma 410-7 2. Division Building Depart	and used as a unit for re	AGENCY RECORDS INVENTORY PAGE2 of10 3. Unit eference as well as retention and disposition
Vendor/Peddler Permits		0.50% (34)000.000	5 to Present
Record Series Description (Briefly describe the series.) Applications for Vendor/Peddler permits			
7. Record Series Format(s) List all X Letter Size	X Alphabetical Numerical Chronologi Geographi Other (spe	5 Number X File Drac Microfil Comput Other (10. Annual .5 Number X File Draw Microfil	m Reel(s) ter Tape(s) specify) Accumulation ver(s) m Reel(s) ter Tape(s)
11. File is Used X Daily	ually	12. File Becomes Inactive Al 1 Number	nonth(s) X Year(s)
13. Current Location(s) (Bldg., Floor, Room) 140 W. Patrick St.		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No		16. Audit Requirements X None State Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes X No	requirements	18. Recommended F Vendor/Peddler perm year then destroy.	detention: hits are issued on an annual basis. Retain for 5

19. Name and Title of Preparer

Deborah Patterson

Permits Coordinator

20. Telephone Number

301-600-3829

4/24/13

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency City of Frederick	RECORDS MANAG 7275 Waterloo Ro Jessup, Mar 410-79 2. Division Building Depart	⁹⁹⁻¹⁹³⁰ ment	PAGE3 OF10	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a unit for	reference as well as retention and disposition	
Record Series Title	9 B	5. Earl	iest Year/Latest Year	
Residential Permits		80'	s to Present	
6. Record Series Description (Briefly describe the series.) Residential Permit Records (Buildin Sidewalk, Utility, Zoning) – application collected, inspection reports and no	g, Electrical, Fire on submittal docu	Protection & Ala uments, approve	arm, Gas, HPC, Paving, Plumbing,	
	T 0. 010	Section 1 0 Web		
7. Record Series Format(s) List all	8. Record Serie	es Sequence 9. Volum 200	III	
X Letter Size Microfilm	X Alphabetical	Number	·	
X Legal Size	Audio Tape		rawer(s) ofilm Reel(s) puter Tape(s) r (specify)	
		6 Number X File Dr	al Accumulation awer(s) ofilm Reel(s) puter Tape(s) r (specify)	
11. File is Used		12. File Becomes Inactive	After	
X Daily Weekly Monthly Annually		Number		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
140 W. Patrick St.		☐ Yes X No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
☐ Yes X No		X None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended	Retention:	
17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No		permanently documenthe FEMA floodplain	y electronic database to track information. Retain nents and information for properties located within in. All other documents destroy after 5 years from assued or permit file voided/closed	

19. Name and Title of Preparer	20. Telephone Number	21. Date	
Deborah Patterson Permits Coordinator	301-600-3829	A/24/13	

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		PAGE4 OF10	
Department/Agency	2. Division	ul L	3. Unit	
City of Frederick	Building Depart	ment	****	
only of Fragorick	Ballating Bopart	anone.		
		2		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a unit for r	reference as well as retention and disposition	
4. Record Series Title		5. Earli	est Year/Latest Year	
Commercial Permits		80's	s to Present	
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms found in t	he series. Include the purpose or function of the	
series.)				
Commercial Permit Records (Buildin	ng, Electrical, Fire	Protection & Ala	arm, Gas, HPC, Paving, Plumbing,	
Sidewalk, Utility, Zoning) – application				
			piaris, certificates issued, rees	
collected, inspection reports and no	tices of orders iss	sued		
7. Record Series Format(s) List all	8. Record Serie	es Sequence 9. Volume	1. 18	
X Letter Size Microfilm	V	110		
	X Alphabetical	Number	~	
X Legal Size Computer Tape Audio Tape Floppy Disk	X Numerical Chronologi	cal X File Dra	awer(s)	
☐ Bound Book ☐ Video Tape	Geographic		film Reel(s)	
Other (specify)	Other (spec		uter Tape(s)	
	100	Other	(specify)	
		10. Annua	al Accumulation	
		3		
		Number		
	- I	X File Dra		
	T		film Real(s)	
			(specify)	
11. File is Used		12. File Becomes Inactive A	Nec	
TI, File is Used		12. File becomes mactive A	Arter	
X Daily Weekly Monthly Ann	ually	Number	Month(s) Year(s)	
		When project inspec	ctions are complete and Certificate is issued	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
140 W. Patrick St.		Yes X No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
Yes X No				
		X None State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended	Retention:	
Yes X No		Retain permanently	electronic database to track information. Retain	
		permanently docume	ents for properties located within the FEMA	
			ermanently documents for government (Local,	
		County, State, Fede	ral) owned buildings. All other documents destroy	
		after 5 years from da	ate of certificate issued or permit file voided/close	

	H = =		\$\vec{4}{1} \qquad \text{\$\sigma} \vec{4}{1} \qquad \text{\$\sigma} \qquad \qqqq \qqq \qqqq \qqq \qqqq \qqq \qqqq \qqq \qqqq \qqqq \qqqq \qqqq \qqqq \qqq \qqqq \qqq \qqqq \qqqq \qqqq \qqq \qqqq \qqqq \qqq \qqqq \qqqq \qqq \		
19. Name and Title of Pro Deborah Patterson Permits Coordinato		20. Telephone Number 301-600-3829		4/24/13	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Ma	GENERAL SERVICES GEMENT DIVISION oad, P.O. Box 275 ryland 20794	AGENCY RECORDS INVENTORY PAGE5 OF10	
Department/Agency	1.7		S. Onit	
City of Frederick	Building Depart	ment		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a unit for re	eference as well as retention and disposition	
4. Record Series Title	WI I	5. Earlie	est Year/Latest Year	
Department Payroll Timesheets		90's	s to Present	
			7	
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms found in the	ne series. Include the purpose or function of the	
series.)			7 (7 7	
Bi-weekly employee time sheets				
1, 1				
	<u> </u>			
7. Record Series Format(s) List all	8. Record Serie	es Sequence 9. Volume 5		
X Letter Size Microfilm	X Alphabetical			
Legal Size Computer Tape	☐ Numerical			
Audio Tape Floppy Disk	Chronologi	Zi ile bia		
Bound Book	Geographic Other (spec	cifu)	ilm Reel(s)	
		Other	uter Tape(s) (specify)	
· ·	1			
1		22mm 23mm 22mm	I Accumulation	
A .	201	.5 Number		
*	* * '	X File Dra	wer(s)	
			ilm Reel(s)	
	п		uter Tape(s)	
	78	Other	(specify)	
11. File is Used	# 1	12. File Becomes Inactive A	ifter	
Daily X Weekly Monthly Annu	ually	Number Month(s) Year(s) Every two weeks when employees are paid		
		Livery the moone in	on employees are para	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplica	ated Elsewhere? (If yes, specify agency or office.)	
140 W. Patrick St.		☐ Yes X No		
	1.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
Yes X No		V		
		None State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe Yes X No	requirements	18. Recommended Retention:		
Yes X No		Retain for one comp	lete fiscal year cycle then destroy	
÷				
н				

19. Name and Title of Preparer

Gail Noyes

Admin. Asset.

20. Telephone Number

301-600-6280

4 24 13

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency		AGEMENT DIV	/ISION	AGENCY RECORDS INVENTORY PAGE6 OF10 3. Unit
City of Frederick	Building Depa	rtment		
				7 1 1 7
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally file	ed and used as	a unit for re	ference as well as retention and disposition
4. Record Series Title			5. Earlie	st Year/Latest Year
Department Personnel Files			90's	to Present
6. Record Series Description (Briefly describe the	types of information/do	ocuments/forms	found in th	e series. Include the purpose or function of the
series.)			41	
Employees of the Department Personn	el Files			5,713
- De				
7. Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume	
			5	,
X Letter Size	X Alphabeti		Number	
Audio Tape Floppy Disk	Chronole		X File Dray	ver(s)
Bound Book Video Tape	Geograp		☐ Microfilm Reel(s)	
Other (specify)	Other (s	pecify)	Computer Tape(s)	
			Other (specify)
			10. Annual	Accumulation
			.25	
	1911		Number	
			X File Draw	
			☐ Microfil☐ Compu	PAR NETTON CONT.
			Other (
11. File is Used		12. File Becor	mes Inactive Af	ter
v = = 9)				
Daily Weekly Monthly X Annu	ally	Number When omr		nonth(s) Year(s) I longer an employee within the department
		Which chi	noyee is ne	nonger an employee wann the department
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)
140 W. Patrick St.		Yes X No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
Yes X No		X None State Federal Independent		
		711010		- Hasperdon
17. Is an Index System used? If yes, explain briefly and describe	requirements	18 Page	nmended R	otention
Yes X No	2			
		H .		e is no longer employed with-in the department
		and/or no	onger emp	oloyed with the City, then transfer to HR Dept.

19. Name and Title of Preparer

Gail Noyes

Admin. Asset.

20. Telephone Number

301-600-6280

4/24/13

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency City of Frederick		GEMENT DIVISI oad, P.O. Box 27 ryland 20794 ⁹⁹⁻¹⁹³⁰	10N 75	AGENCY RECORDS INVENTORY PAGE7 OF10 3. Unit
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as a u	init for refe	erence as well as retention and disposition
purposes. 4. Record Series Title			5. Earliest	Year/Latest Year
Department Purchase Orders			90's	to Present
Record Series Description (Briefly describe the t series.) Purchase Order and Invoices	ypes of information/doc	uments/forms for	und in the	series. Include the purpose or function of the
2 2 3 1				
7. Record Series Format(s) List all X Letter Size	8. Record Serie X Alphabetical Numerical Chronologi Geographic Other (spec	ical cal cify)	9. Volume 5 Number X File Drawe Microfilm Computei Other (sp 10. Annual Ar .5 Number X File Drawer Microfilm Computei	Reel(s) r Tape(s) recify) ccumulation r(s) Reel(s) r Tape(s)
п т	- 1		Other (sp	ecify)
11. File is Used	i z	12. File Becomes	Inactive After	r v
Daily X Weekly Monthly Annually		Number		
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
140 W. Patrick St.	☐ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No		16. Audit Requirements X None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	18. Recommended Retention:			
☐ Yes X No		Retain for one	e complet	te fiscal year cycle then destroy

19. Name and Title of Preparer	20. Telephone Number 21. Date	
Gail Noyes	301-600-6280	
Admin. Asset.	4/2/1/2	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	7275 Waterloo Ri Jessup, Mai	GENERAL SERVICES GEMENT DIVISION pad, P.O. Box 275 ryland 20794 19-1930	AGENCY RECORDS INVENTORY PAGE8 OF10 3. Unit		
City of Frederick	Building Depart	ment			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a unit fo	or reference as well as retention and disposition		
4. Record Series Title		5. Ea	arliest Year/Latest Year		
Municipal Infractions		90	o's to Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Municipal infraction issued, correspondence, payment info					
7. Record Series Format(s) List all	8. Record Serie	100 1 Process 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ime		
X Letter Size	X Alphabetical Numerical Chronologic Geographic Other (spec	X File and X File bility) Ot 10. Arr .25 Numb X File Mi	Drawer(s) crofilm Reel(s) mputer Tape(s) her (specify) nual Accumulation ar Drawer(s) crofilm Reel(s)		
		The second of th	mputer Tape(s) her (specify)		
11. File is Used	if a	12. File Becomes Inacti	ve After		
Daily Weekly X Monthly Annu	ally	Number When paid or sett	☐ Month(s) ☐ Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
140 W. Patrick St.		Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No		16. Audit Requirements X None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes X No	requirements	V . 1/172 /2	ed Retention: Itly electronic database to track information. Ints destroy after 5 years		

19. Name and Title of Preparer

Gail Noyes

Admin. Asset.

20. Telephone Number

301-600-6280

4 24/13

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 SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE9 of10	
Department/Agency	2. Division		3. Unit	
City of Frederick	Building Depart	ment		
			1.5	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a unit for re	eference as well as retention and disposition	
4. Record Series Title		5. Earlie	est Year/Latest Year	
Department Complaint and Investigation	on Files	90's to Present		
6. Record Series Description (Briefly describe the series.) Code related complaints, investigation			ne series. Include the purpose or function of the	
7. Record Series Format(s) List all	8. Record Serie	es Sequence 9. Volume		
7. Necold Selies Format(s) List all	o. Record Serie	3. Volume	·	
X Letter Size Microfilm	X Alphabetical			
Legal Size Computer Tape	Numerical	Car 1 January		
Audio Tape Floppy Disk Bound Book Video Tape	Chronologi Geographic	X Tile Dia	wer(s) ilm Reel(s)	
Other (specify)	Other (spec	OF 15	uter Tape(s)	
	· .	Other		
	1	10. Appua	Accumulation	
		.25	Accumulation	
		Number		
		X File Dra	wer(s)	
			ilm Reel(s)	
		Other	uter Tape(s) (specify)	
11. File is Used		12. File Becomes Inactive A	fter	
☐ Daily ☐ Weekly X Monthly ☐ Ann	ually *	Number	Month(s) Year(s)	
29		When case closed		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
140 W. Patrick St.		Yes X No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
Yes X No				
5		X None State Federal Independent		
	nate v		3	
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention:		
Yes X No		Retain permanently electronic database to track information.		
		All other documents destroy after 5 years		
1			×	
		91%		
		127.		
,		al ²		

19. Name and Title of Preparer	20. Telephone Number	21. Date
Gail Noyes	301-600-6280	4/24/13
Admin. Asset.		4/24/13

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		N	
Department/Agency	2. Division		3. Unit	
City of Frederick	Building Department			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed		it for reference as well as retention and disposition	
4. Record Series Title		5	. Earliest Year/Latest Year	
Contractor's License Files			90's to Present	
6. Record Series Description (Briefly describe the I	ypes of information/doo	cuments/forms fou	nd in the series. Include the purpose or function of the	
series.)			The state of the s	
Applications, copies of jurisdictional lice	enses, certificates	of insurance,	oonds, correspondence	
	4			
7.2			The state of the s	
7. Record Series Format(s) List all	8, Record Ser	- F	Volume	
X Letter Size Microfilm	X Alphabetica	a link.	7 Number	
Legal Size Computer Tape	☐ Numerical			
Audio Tape Floppy Disk	Chronolog		File Drawer(s)	
☐ Bound Book ☐ Video Tape ☐ Other (specify)	Geograph Other (spe	acifu)	Microfilm Reel(s)	
Circle (Specify)	out of (opt		Computer Tape(s) Other (specify)	
2 A 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				
· ·		1	O. Annual Accumulation	
,1°			25	
		N	umber	
	n 1 m	×	File Drawer(s)	
			Microfilm Reel(s)	
	les l		Computer Tape(s) Other (specify)	
å	-		Other (specify)	
11. File is Used	- 1 A	12. File Becomes I	nactive After	
-4		2		
Daily Weekly X Monthly Annu	ally	Number	☐ Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			s Duplicated Elsewhere? (If yes, specify agency or office.)	
140 W. Patrick St.		Yes >	(No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	X	16. Audit Requirer	nents	
Yes X No				
- A		X None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recomme	ended Retention:	
☐ Yes X No		18. Recommended Retention: Retain for 5 years then destroy		
		Retain for 5 ye	sais uidii ucsuoy	
<				

19. Name and Title of Preparer

Deborah Patterson

Permits Coordinator

20. Telephone Number
301-600-382

4 24 13