

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

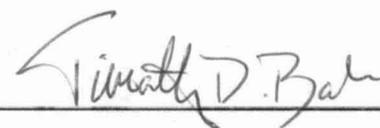
**Schedule No.** M328

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<b>Agency</b> MAYOR AND CITY COUNCIL OF LAUREL	<b>Division/Unit</b> PUBLIC WORKS
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Item No.	Description	Retention
1	<u>Bids, Awards, Quotes</u>	-A.) Unsuccessful - 1 year B.) Successful - 3 years after contract ends.
2	<u>Controlled Classified Documents</u>	-Inventories & Reports - 5 Years
3	<u>Inventories of Vehicles</u>	- 3 Years after disposal, sold or trade, then destroy
4	<u>Vehicle Parts &amp; Equipment</u>	- 3 Years after disposal, sold or trade, then destroy
5	<u>Inventory of Tools</u>	-3 Years, then destroy
6	<u>Vehicle Records/ Titles</u>	-10 Years after disposed of, then destroy
7	<u>Vehicle Maintenance Records and Statistics</u>	-5 Years after disposed of, then destroy
8	<u>Complaint Reports</u>	-3 Years, then destroy
9	<u>Correspondence, Engineering &amp; Technical</u>	-15 Years, then destroy
10	<u>Correspondence, Sales &amp; Services</u>	-3 Years from service agreement, then destroy
11	<u>Correspondence, Traffic</u>	-3 Years, then destroy
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Schedule Approved by Department, Agency, or Division Representative.  
 Date 7/26/13  
 Signature  Deputy Director  
 Typed Name Paul McCullagh  
 Title Department Director

Schedule Authorized by State Archivist  
 Date 8-29-13  
 Signature 

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
12	<u>Inventory of Signs - (Speed limits, Signage, Electronic</u>	-10 Years, then destroy
13	<u>Gasoline &amp; Diesel Tickets</u>	-3 Year after audit, then destroy
14	<u>Machinery Maintenance &amp; Repairs Records</u>	-5 Years after disposed of, then destroy