

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

**Schedule No.** M324

Page 1 of 3

**Agency**

MAYOR AND CITY COUNCIL OF LAUREL

**Division/Unit**

INFORMATION TECHNOLOGY

Item No.	Description	Retention
1	<p><b><u>General Correspondence:</u></b></p> <p>Original incoming letters, copies of outgoing letters, Memoranda studies reports, directives, policies and other materials related to the administration of the agency.</p>	<p>-Screen annually and destroy the material that is no longer needed for current business, with the following exceptions; 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.</p>
2	<p><b><u>Contract and Agreement Records:</u></b></p> <p>Contract and Agreements related to the City electronic data processing equipment and software</p>	<p>-Retain for five years, and then destroy.</p>
3	<p><b><u>Disaster Recovery Procedures:</u></b></p> <p>Disaster recovery plans and procedures for computer related operations.</p>	<p>-Retain until superseded, and then destroy</p>
4	<p><b><u>Operation Logs:</u></b></p> <p>Backup logs, operation logs and notes, downtime records.</p>	<p>-Retain for three years, and then destroy.</p>
5	<p><b><u>Video Surveillance Tapes:</u></b></p> <p>7 Days</p>	<p>-Tapes are written over every week. If an incident</p>

Schedule Approved by Department, Agency, or Division Representative.  
 Date 2/30/13  
 Signature *Kevin Frost*  
 Typed Name Kevin Frost  
 Title Department Director

Schedule Authorized by State Archivist  
 Date 10-3-13  
 Signature *Tim Bar*

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

Schedule No. M324

Page 2 of 3

<b>Agency</b> MAYOR AND CITY COUNCIL OF LAUREL	<b>Division/Unit</b> INFORMATION TECHNOLOGY
---------------------------------------------------	------------------------------------------------

Item No.	Description	Retention
6	<b><u>Operation Manuals:</u></b>  Directions and reference manuals used by computer operations staff.	occurs, then that section of the tape will be burned within 24 hours to a CD, Kept for 3 years then destroyed. A copy will be handed over to legal authorities as needed.  -Retain until superseded, and then destroy.
7	<b><u>Software Investigation Requests:</u></b>  Software change requests.	-Retain for three years, and then destroy.
8	<b><u>Hardware / Software Problem Reports:</u></b>  Work orders, logs and description of PC and Mainframe computer hardware and software problems.	-Retain for three years, and then destroy.
9	<b><u>Electronic Databases:</u></b>	
9	a) RTA (Ron Turley Associates) files	a) -Retain for three years, and then destroy.
9	b) Parks and Recreations files	b) -Retain for three years, and then destroy.
9	c) INCODE	c) -Retain for three years, and then destroy.
10	<b><u>Security Backup &amp; Recovery:</u></b>  Backup tapes of data files, program and control files.	-Retain off-site until replaced or superseded, then destroy.
11	<b><u>Computer Program and Control Files:</u></b>  Computer application program listing and electronic copy (source and object) and procedures and operating system	-Retain until all electronic records created using the programs have been destroyed or converted to another program or format, then delete or destroy.

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

**Schedule No. M324**

Page 3 of 3

**Agency**

MAYOR AND CITY COUNCIL OF LAUREL

**Division/Unit**

INFORMATION TECHNOLOGY

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
12	<p>files.</p> <p><i>Continue to page 3</i></p> <p><b><u>Inventory Records:</u></b></p> <p>Hardware and software, manuals and licensed software for all departments.</p>	<p>-Retain until superseded, and then destroy.</p>
13	<p><b><u>Electronic Records:</u></b></p> <p>13 a. Police Records</p> <p>13 b. Computer Aided Dispatch (CAD) Records</p> <p>13 c. Records Management System (RMS) Records</p>	<p>a. -Stays in machine for 30 days; then transferred to CD for 1 year.</p> <p>b. -5 years, then destroy</p> <p>c. -Permanent. Retain original and transfer copy to the State in 10 years.</p>
14	<p><b><u>Digitized Copy of Building Plans</u></b></p> <p>Building plans from Community Planning Business Services</p>	<p>-Permanent. Retain original and transfer copy to the State in 10 years</p>