

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

Schedule No. M334  
Page 1 of 1

Agency: **The City of Frederick**      Division/Unit: **Legal Department / Elections**

Item No.	Description	Retention
1.a	Candidate Documentation Certificates of Candidacy, Statements of Organization for Campaign Accounts, Campaign Finance Reports	5 years, then recycle
1.b	Candidate Financial Disclosure Forms	4 years, then recycle
2	Logic and Accuracy Testing Logic and Accuracy Testing Closing Reports, Test Ballots, Logic and Accuracy Forms	5 years, then recycle
3	Election Day Polling Place Documentation Election Judge Logs, Election Judge Forms (Opening Certificate, Closing Certificate, Voter Assistance, System Integrity Report), Voter Authority Cards, Spoiled Ballots, Ballots Issued Log, Temporary Certificates of Registration, Election Judge Rosters, Voter Registers	5 years, then recycle
4	Absentee Voting Documentation Absentee Voter Logs, Returned Envelopes with Voter Oath, Absentee Canvass Forms, Spoiled/Rejected Ballots, Absentee Ballot Applications, Ballot Stubs, Absentee Ballots Not Processed	5 years, then recycle
5	Election Results Documentation Poll Closing Reports From Voting System, Write-In Summary, Precinct Result Reports, Certified Results	5 years, then recycle
6	Voted Ballots Voted Absentee Ballots, Voted Primary Election Day Ballots, Voted General Election Day Ballots	2 years, then recycle

Schedule Approved by Department, Agency, or Division Representative. Date February 3, 2014 Signature <u><i>Sandra Nickols</i></u> Typed Name Sandra Nickols Title City Attorney	Schedule Authorized by State Archivist Date <u>3-28-14</u> Signature <u><i>Tu Boh</i></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 1 OF 6	
1. Department/Agency The City of Frederick		2. Division Legal Department		3. Unit Elections	
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 Candidate Documentation (1a and 1b)				5. Earliest Year/Latest Year 2005 to 2013	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 1a 1a 1b 1b Certificates of Candidacy, Statements of Organization for Campaign Accounts, Financial Disclosure Forms, Campaign Finance Reports					
7. Record Series Format(s) List all  <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 checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number 3  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u>	
		10. Annual Accumulation _____ Number 1 (Each 4 year election cycle)  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Box</u>			
11. File is Used  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)  Once Election Results Are Certified		
13. Current Location(s) (Bldg., Floor, Room) City Hall, Third Floor, Legal Department Storage City Hall, Second Floor, Office of Legislative Clerk			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
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		
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 5 years per City of Frederick Code Section 7-3 (attached) Financial Disclosure 4 years per City of Frederick Code Section 21-5(g)		
19. Name and Title of Preparer Phyllis Hane, Legislative Clerk		20. Telephone Number 301-600-2575		21. Date January 17, 2014	

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 2 OF 6	
1. Department/Agency The City of Frederick		2. Division Legal Department		3. Unit Elections	
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 Logic and Accuracy Testing			5. Earliest Year/Latest Year 2005 to 2013		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Logic and Accuracy Testing Closing Reports, Test Ballots, Logic and Accuracy Forms					
7. Record Series Format(s) List all  <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 checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number 3  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Files</u>	
		10. Annual Accumulation _____ Number 1 (Each 4 year election cycle)  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File</u>			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually  Once per four year election cycle			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)  Once Election Results Are Certified		
13. Current Location(s) (Bldg., Floor, Room) City Hall, Third Floor, Legal Department Storage			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
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		
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 5 years per City of Frederick Code Section 7-3 (attached)		
19. Name and Title of Preparer Phyllis Hane, Legislative Clerk		20. Telephone Number 301-600-2575		21. Date January 17, 2014	

<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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 3 OF 6</p>
<p>1. Department/Agency The City of Frederick</p>	<p>2. Division Legal Department</p>	<p>3. Unit Elections</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 Election Day Polling Place Documentation</p>	<p>5. Earliest Year/Latest Year 2005 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.) Election Judge Logs, Election Judge Forms (Opening Certificate, Closing Certificate, Voter Assistance, System Integrity Report), Voter Authority Cards, Spoiled Ballots (2013), Ballots Issued Log (2013), Temporary Certificates of Registration, Election Judge Rosters, Voter Registers</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input 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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number 6</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Boxes</p> <hr/> <p>10. Annual Accumulation</p> <p>Number 2 (Each 4 year election cycle)</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Boxes</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p>4 Year Election Cycle</p>	<p>12. File Becomes Inactive After</p> <p>Number _____    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>Once Election Results Are Certified</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>City Hall, Third Floor, Legal Department Storage</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input 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</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>5 Years per City of Frederick Code Section 7-3 (attached)</p>	
<p>19. Name and Title of Preparer</p> <p>Phyllis Hane, Legislative Clerk</p>	<p>20. Telephone Number</p> <p>301-600-2575</p>	<p>21. Date</p> <p>January 17, 2014</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 4 OF 6</p>
<p>1. Department/Agency  The City of Frederick</p>	<p>2. Division  Legal Department</p>	<p>3. Unit  Elections</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  Absentee Voting Documentation</p>	<p>5. Earliest Year/Latest Year  2005 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.)  Absentee Voter Logs, Returned Envelopes with Voter Oath, Absentee Canvass Forms, Spoiled/Rejected Ballots, Absentee Ballot Applications (2013), Ballot Stubs (2013), Absentee Ballots Not Processed</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input 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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number 3</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p> <p>10. Annual Accumulation</p> <p>Number 1 (Each 4 year election cycle)</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Box</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number _____    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)  Once Election Results Are Certified</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  City Hall, Third Floor, Legal Department Storage</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 checked="" type="checkbox"/> None    <input 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  5 years per City of Frederick Code Section 7-3 (attached)</p>	
<p>19. Name and Title of Preparer  Phyllis Hane, Legislative Clerk</p>	<p>20. Telephone Number  301-600-2575</p>	<p>21. Date  January 17, 2014</p>

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<p>1. Department/Agency The City of Frederick</p>	<p>2. Division Legal Department</p>	<p>3. Unit Elections</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 Election Result Documentation</p>	<p>5. Earliest Year/Latest Year 2005 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.) Poll Closing Reports From Voting System, Write-In Summary, Precinct Result Reports, Certified Results</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input 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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number 3</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Files</u></p> <hr/> <p>10. Annual Accumulation</p> <p>Number 1 (Each 4 year election cycle)</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>File</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p>Four year election cycle</p>	<p>12. File Becomes Inactive After</p> <p>Number _____    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>Once Election Results Are Certified</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>City Hall, Third Floor, Legal Department Storage</p> <p>City Hall, Second Floor, Office of Legislative Clerk</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input 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</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>5 years per City of Frederick Code Section 7-3 (attached)</p>	
<p>19. Name and Title of Preparer Phyllis Hane, Legislative Clerk</p>	<p>20. Telephone Number 301-600-2575</p>	<p>21. Date January 17, 2014</p>

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<p>1. Department/Agency The City of Frederick</p>	<p>2. Division Legal Department</p>	<p>3. Unit Elections</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 Voted Ballots</p>	<p>5. Earliest Year/Latest Year 2005 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.) Voted Absentee Ballots, Voted Primary Election Day Ballots (2013), Voted General Election Day Ballots (2013)</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input 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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number 9</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p> <p>10. Annual Accumulation</p> <p>Number 5 (Each 4 year election cycle)</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxes</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p>Once per four year election cycle</p>	<p>12. File Becomes Inactive After</p> <p>Number _____    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>Once election results are certified and deadline to petition for recount has passed</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) City Hall, Third Floor, Legal Department Storage</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input 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</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>2 years per City of Frederick Code Section 7-3 (attached)</p>	
<p>19. Name and Title of Preparer Phyllis Hane, Legislative Clerk</p>	<p>20. Telephone Number 301-600-2575</p>	<p>21. Date January 17, 2014</p>