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	Description	Retention
No.	Description	recention
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	
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 Process	
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
or Division	Approved by Department, Agency, Schedule Authorized by Representative. bruary 3, 2014 Date 3-28-1	
Signature	1 1/. 6	2.6
Typed Na	ame Saundra Nickols Signature	

Title

City Attorney

Instructions –Type or Print a separate form for DEPARTMI			ENERAL SER	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	ORDS MANAGEMENT DIVISION					
with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.			ad, P.O. Box	275		
	Jessup, Maryland 20794			page 1 of 6		
			-1930		3. Unit	
Department/Agency The City of Frederick	Legal Depa				Elections	
The City of Frederick	Legal Dep	partifient			Elections	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records no	ormally filed a	and used as a	unit for re	ference as well as retention and disposition	
Record Series Title			5. Earliest Year/Latest Year			
Candidate Documentation (In and 16)	\		2005 to 2013			
6. Record Series Description (Briefly describe the	types of infor	mation/docu	ments/forms	found in th	e series. Include the purpose or function of the	
series.) 1	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		41		7.	
Certificates of Candidacy, Statements of Organizat	tion for Camp	paign Accou	nts, Financial	Disclosure	e Forms, Campaign Finance Reports	
•	The state of the s		1123 4217 * 11.0 11.0 11.0 11.0 11.0 11.0 11.0 11.			
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
☐ Letter Size ☐ Microfilm		Alphabetica	ical Number			
Legal Size Computer Tape		Numerical		File Drawer(s) Microfilm Reel(s)		
Audio Tape Floppy Disk		Chronological		Computer Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geographical		al		(specify) Boxes	
Other (specify)		Other (spec		10. Annual Accumulation		
		Other (spec	,,	Number 1	(Each 4 year election cycle)	
			File Drawer(s)		nuar(a)	
			☐ Microfilm Reel			
					Computer Tape(s)	
					(specify) Box	
11. File is Used			12. File Becom	nes Inactive A	fter	
☐ Daily ☐ Weekly ☐ Monthly ☐ An	nually		Number	☐ Mont	h(s) Year(s)	
2 33,			Number			
			Once Election Results Are Certified			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
City Hall, Third Floor, Legal Department Storage		☐ Yes ☐ No				
City Hall, Second Floor, Office of Legislative Clerk		16 Audit Dec	uiremente			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No		16. Audit Requirements		urements		
	None ☐ State		State [Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
☐ Yes ☐ No		5 years per City of Frederick Code Section 7-3 (attached)				
				4 years per City of Frederick Code Section 21-5(g)		
			Financial L	naciosui e	- years per City of Frederick Code Section 21-5(g)	
10 No. 1711 13		00 = :	L	T		
19. Name and Title of Preparer			one Number	21. Dat		
Phyllis Hane, Legislative Clerk		301-600-25	0/5	Januar	y 17, 2014	
			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 The City of Frederick DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Logic and Accuracy Testing	RECORDS MANA 7275 Waterloo F Jessup, Ma 410- 2. Division Legal Department	5. Earlie		AGENCY RECORDS INVENTORY PAGE 2 OF 6 3. Unit Elections ference as well as retention and disposition st Year/Latest Year 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	8. Record Se	ies Sequence	9. Volume				
□ Letter Size □ Microfilm	☐ Alphabeti	cal	Number 3				
Legal Size Computer Tape	Numerica Numerica		File Drawer(s)				
☐ Audio Tape ☐ Floppy Disk	Chronolo	Section and the second section of the second		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
Audio Tape Proppy Disk	Cilionolo	Chronological		☐ Computer Tape(s) ☐ Other (specify) Files			
☐ Bound Book ☐ Video Tape	Geograph	ical	al 10. Annual Accumulation				
Other (specify)	Other (sp	ecify)					
11. File is Used		12. File Becon	nes Inactive A	fter			
Daily Weekly Monthly Annually			Number Month(s) Year(s)				
Once per four year election cycle		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.) ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No			16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent				
	1 2 110110	None State Pederal Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No			18. Recommended Retention5 years per City of Frederick Code Section 7-3 (attached)				
19. Name and Title of Preparer 20. Telepho Phyllis Hane, Legislative Clerk 301-600-25		none Number 2575	21. Dat	e y 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		SION	AGENCY RECORDS INVENTORY PAGE 3 OF 6			
Department/Agency The City of Frederick	2. Division Legal Department			3. Unit Elections			
DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Election Day Polling Place Documentation	d records normally filed	and used as a	5. Earlie	ference as well as retention and disposition st Year/Latest Year 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.) 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							
7. Record Series Format(s) List all Letter Size	☐ Alphabetic ☐ Numerical ☐ Chronolog ☐ Geographi	□ Alphabetical Numb □ Numerical □ Fill □ Chronological □ Color ☑ Geographical 10. Ar □ Other (specify) □ Fill □ M □ Color □ M □ Color		9. Volume Number 6 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Boxes 10. Annual Accumulation Number 2 (Each 4 year election cycle) File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Boxes			
11. File is Used Daily Weekly Monthly And 4 Year Election Cycle	12. File Becomes Inactive After Number						
13. Current Location(s) (Bldg., Floor, Room) City Hall, Third Floor, Legal Department Storage 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 16. Audit Requirements None State Federal Independent 18. Recommended Retention						
☐ Yes ⊠ No	5 Years per City of Frederick Code Section 7-3 (attached)						
19. Name and Title of Preparer Phyllis Hane, Legislative Clerk 20. Telepho 301-600-25		none Number 575	21. Date January	e / 17, 2014			

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division		N				
The City of Frederick	Legal Department		Elections				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a uni	it for reference as well as retention and disposition				
Record Series Title Absentee Voting Documentation		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.) 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							
7. Record Series Format(s) List all	8. Record Serie	es Sequence 9.	Volume				
□ Letter Size □ Microfilm	☐ Alphabetica	al Nu	mber 3				
Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape	☐ Numerical ☐ Chronologi	cal	e Drawer(s) crofilm Reel(s) mputer Tape(s) her (specify) <u>Boxes</u>				
Other (specify)	Other (spec	10 No	D. Annual Accumulation umber 1 (Each 4 year election cycle) File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Box				
11. File is Used Daily Weekly Monthly An	inually	12. File Becomes In Number Once Election Resu	☐ Month(s) ☐ Year(s)				
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.) □ Yes □ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		16. Audit Requirements None State Federal Independent					
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☐ No	requirements	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. Teleph 301-600-2		ORGANICAL MODERNIA (CARACILLA)	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) 1. Department/Agency The City of Frederick	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Legal Department		SION 275	AGENCY RECORDS INVENTORY PAGE 5 OF 6 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 Election Result Documentation 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.) Poll Closing Reports From Voting System, Write-In Summary, Precinct Result Reports, Certified Results					
□ Legal Size		pecify) Micro Comp Other Number Micro Comp Comp			
11. File is Used Daily Weekly Monthly Annually Four year election cycle 13. Current Location(s) (Bldg., Floor, Room) City Hall, Third Floor, Legal Department Storage City Hall, Second Floor, Office of Legislative Clerk 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		Number Once Election I 14. Is Record S Yes 16. Audit Requ	Once Election Results Are Certified 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
19. Name and Title of Preparer 20. Telep Phyllis Hane, Legislative Clerk 301-600-		one Number 575	21. Dat	e y 17, 2014	

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 The City of Frederick DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Voted Ballots	RECORDS MANAC 7275 Waterloo Ro Jessup, Mar 410-79 2. Division Legal Department	mally filed and used as a unit for re		AGENCY RECORDS INVENTORY PAGE 6 OF 6 3. Unit Elections ference as well as retention and disposition st Year/Latest Year to 2013				
series.)	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)							
7 Possed States Secretary List of	9. Decord Sorte	e Company	0 Volume					
7. Record Series Format(s) List all	8. Record Serie	s sequence	9. Volume					
□ Letter Size	☐ Alphabetica	betical Nu		Number 9				
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Charlengife)	Other (spec	rifu)	10. Annua	Accumulation				
Other (specify)Oth				(Each 4 year election cycle)				
				File Drawer(s) Microfilm Reel(s)				
			Computer Tape(s)					
		⊠ Othe		(specify) Boxes				
A Challed		10 File Beens	ann Innetius A	flor.				
11. File is Used		12. File Becomes Inactive After						
Daily Weekly Monthly An	nually	Number Month(s) Year(s)						
Once per four year election cycle		Once election results are certified and deadline to petition for recount has passed						
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.) ☐ Yes ☑ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
⊠ Yes	⊠ None ☐ State ☐ Federal ☐ Independent							
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No			18. Recommended Retention 2 years per City of Frederick Code Section 7-3 (attached)					
19. Name and Title of Preparer 20. Telepho Phyllis Hane, Legislative Clerk 301-600-25		one Number 575	21. Dat	e / 17, 2014				