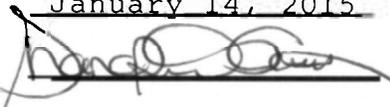


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M307A
		Page 1 of 1
Agency Chevy Chase Village		Division/Unit Administration/General Government
Item No.	Description	Retention
	Amends Schedule M307	
100F	<p>ELECTIONS -Financial Disclosures</p> <p>(A) Successful and incumbent candidates</p> <p>(B) Unsuccessful, non-incumbent candidates" with retention statement "Retain for 60 days after election, then destroy.</p>	<p>Retain for four years from date of filing, then destroy</p> <p>Retain for 60 days after election, then destroy.</p>
Schedule Approved by Department, Agency, or Division Representative. Date <u>January 14, 2015</u> Signature <u></u> Typed Name <u>Shana R. Davis-Cook</u> Title <u>Village Manager</u>		Schedule Authorized by State Archivist Date <u>2-5-15</u> Signature <u></u>

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 <u>1</u> OF <u>1</u>	
1. Department/Agency Chevy Chase Village		2. Division Administration/General Government		3. Unit Administration/General Government	
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 Elections			5. Earliest Year/Latest Year <u>March 23, 2011</u> to <u>April 30, 2014</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Item No. 100F: Financial Disclosure Statements filed by candidates/sitting members to/on the Chevy Chase Village Board of Managers.					
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number <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> _____	
		10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) 4 <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Basement Archives in the Village Hall			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Chevy Chase Village Code Sec. 2-6 (g)			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		
19. Name and Title of Preparer Shana R. Davis-Cook, Village Manager		20. Telephone Number 301-654-7300		21. Date January 9, 2015	