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

Schedule No. M364

1 of 3 Page

Agency: City of College Park

Division/Unit: Planning, Community & Economic Development

			& Economic Development
Item No.	Descript	tion	Retention
1	General A-Z Subject Files General administrative corresponde purchase orders, vendor files, credimiscellaneous materials related to agency.	it card backup and	Screen annually and destroy material that is no longer needed for current business. Transfer to Maryland State Archive (MSA) for permanent retention any material that serves to document the origin, development, and accomplishment of the office and has continuing administrative, fiscal, legal, or historical value.
2	Advisory Planning Commission Original applications, exhibits, cor Planning Commission findings and action on Variances, Departures, F Nonconforming Use (CNU) applic	respondence, staff reports, d City Council resolution ence and Certification of	Permanent. Scan materials to Maryland State Archive Standards (MSA). Retain images for ten (10) years, then transfer paper and images to MSA.
3	Advisory Planning Commission Meeting agenda and approved min		Non-Permanent. Reference copy only. Scan paper copy to MSA standards, then destroy. Retain electronic copy for ten (10) years, then destroy. Record copy retained in City Clerk's office.
or Division Date Signature Typed Nar	Approved by Department, Agency, Representative. Tury Schum Inning Director	Schedule Authorized by S Date 3 11-1	

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

(Continuation Sheet)

Schedule No. M364

Page 2 of 3

Agency: City of College Park

Division/Unit: Planning, Community & Economic Development

Idama N.	Description	Detention
Item No.	Description	Retention
4		Non-Permanent. Retain for ten (10) years after approval of minutes, then destroy. Retained in the Planning Department.
5	staff and issued by Department of Public Services, which	Non-Permanent. Reference copy only. Scan paper copy to MSA standards, then destroy. Retain electronic copy for ten (10) years, then destroy. Record copy retained in Department of Public Services.
6	Agreements Executed Agreements, Contracts, Memoranda of Understanding, Declarations of Covenants, letters and Property Use Agreements between the City of College Park and various individuals/entities/businesses.	
7	Ongoing Development Review Files Preliminary Plans, Detailed Site Plans (DSP), Special Exception Certification of Nonconforming Use (CNU) and Zoning Map Amendment (ZMA).	Permanent. Scan materials to Maryland State Archive Standards (MSA). Retain images for ten (10) years, then transfer paper and images to MSA.

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

(Continuation Sheet)

Schedule No. M364

Page 3 of 3

Agency: City of College Park

Division/Unit: Planning, Community

	& Economic Development
Description	Retention
Site Plans and Zoning Maps Aerial maps, Premise Address maps, floodplain maps, topographical surveys, streetscape plans, city property plans.	Permanent. Transfer to the Maryland State Archives for permanent retention after ten (10) years.
City of College Park Administered Grants and City Funded Grants Correspondence, copies of invoices, financial status reports, request for funds and reimbursements, project report, contract and other data reflecting the expenditures of grant funds for the following programs: Community Legacy Community Development Block Grant (CDBG) Maryland Heritage Areas Authority (MHAA) Program Open Space (POS) New Neighbor Grant Program Commercial Tenant Improvement Grant Retail Business Improvement Fund Business Sign Grant	Non-Permanent. Retain for life of grant plus six (6) years and all audit requirements have been fulfilled, then destroy.
Consultant Studies Reports containing consultant studies and reports about the City of College Park, which include, but are not limited to Housing, Market and Transportation studies.	Permanent. Transfer to the Maryland State Archives for permanent retention after ten (10) years.
	Site Plans and Zoning Maps Aerial maps, Premise Address maps, floodplain maps, topographical surveys, streetscape plans, city property plans. City of College Park Administered Grants and City Funded Grants Correspondence, copies of invoices, financial status reports, request for funds and reimbursements, project report, contract and other data reflecting the expenditures of grant funds for the following programs: Community Legacy Community Development Block Grant (CDBG) Maryland Heritage Areas Authority (MHAA) Program Open Space (POS) New Neighbor Grant Program Commercial Tenant Improvement Grant Retail Business Improvement Fund Business Sign Grant Consultant Studies Reports containing consultant studies and reports about the City of College Park, which include, but are not limited to Housing,

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 City of College Park	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Department of Planning, Commun Economic Development				Page 1 of 1() 3. Unit		
4. Record Series Title General A-Z Subject Files	5. Earliest Year/Latest Year						
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) General administrative correspondence, memos, letters, purchase orders, vendor files, credit card backup and miscellaneous materials related to the administration of the agency.							
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape	8. Record Series Se Alphabetical Numerical Chronological Geographical		quence	9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)			
Other (specify)		Other (specify))	Microfilm Reel(s) Computer Tape(s) Number Other (specify)			
11. File is Used			12. File Becomes Inactive After				
13. Current Location(s) (Bidg., Floor, Room) Planning Department – Library and sta	ff file dra	wers	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				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			Screen annually and destroy material that is no longe needed for current business. Transfer to Maryland State Archive (MSA) for permanent retention any material that serves to document the origin, development, and accomplishment of the office and has continuing administrative, fiscal, legal, or historical value.				
19. Name and Title of Preparer Theresheia Williams, Administrative As	ssistant	20. Telephone Num		21. Date 2/25/	16		

Instructions – Type or Print a separate form for	DEPA	ARTMENT OF G	GENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RE	CORDS MANAG	SEMENT DIVISION		7-	
with Records Retention Schedule (DGS 550-1)	72	275 Waterloo Ro	ad, P.O. Box 27	5	Page1 _ of10	
		Jessup, Man	yland 20794			
Department/Agency	2. Division	410-79	9-1930		3. Unit	
City of College Park	Taking securities	ment of Plan	ning, Commu	ınitv &	Advisory Planning Commission	
City of College Falk	1			iiity &	Advisory Flamming Commission	
DEFINITION - RECORD SERIES: A group of relati		mic Developr		t for refere	process well as retention and disposition purposes	
4. Record Series Title	eu records	normally liled at	id used as a uni		ear/Latest Year	
Advisory Planning Commission (APC) V	ariance/	Appeal Cases	3			
				_19	98 to Present	
Record Series Description (Briefly describe the types of information/do	cuments/forms f	ound in the series. Incl	ude the purpose or fund	ction of the seri	es.)	
Original applications, exhibits, correspondence, staff reports, Planning Commission findings and City Council resolution						
action on Variances, Departures, Fence and Certification of Nonconforming Use (CNU) applications.						
				9. Volume	,,	
7. Record Series Format(s) List all		8. Record Series Se	quence	9. Volume	File Drawer(s)	
☑ Letter Size ☐ Microfilm					Microfilm Reel(s)	
Legal Size Computer Tape		Alphabetical			Computer Tape(s)	
[] Audio Tape [] Floppy Disk		Mumerical Numerical		Number	Other (specify)	
		[] Chronological			a canon (aposity)	
Bound Book Video Tape		Geographical		10. Annual	Accumulation [] File Drawer(s)	
Other (specify)		Other (specify)		Microfilm Reel(s)	
				Number	Computer Tape(s)	
					Other (specify)	
11. File is Used			12. File Become	s Inactive Afte	r	
□ Daily □ Weekly ☑ Monthly □ Ann	nually		[] Month(s) 🗹 Year(s)			
			Number			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Planning Department – Library file draw	er and		□ Yes ☑ No			
Basement file room.			1550 155040			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requi	rements		
□ Yes ☑ No			☑ None	☐ State	Federal	
u 165 🔛 110			La Hone	u otato	a record	
Is an Index System used? If yes, explain briefly and describe req	uirements		18. Recommend	ded Retention		
[] Yes [] No						
u 100 U 110			II .		materials to Maryland State Archive	
			II .). Retain images for ten (10) years,	
			then trans	fer pap	er and images to MSA.	
		Т				
19. Name and Title of Preparer		20. Telephone Num	nber	21. Date		
Theresheia Williams Administrative Assista	ent	240-487-35	38	2/25/1	6	

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 City of College Park DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Advisory Planning Commission Minutes 6. Record Series Description (Briefly describe the types of information/doc Meeting agenda and approved Minutes of	2. Division Depart Econor ed records	ound in the series. Incl	SEMENT DIVISIONAL, P.O. Box 27 yland 20794 9-1930 Pring, Communent and used as a uni	on inity & t for reference 5. Earliest Y	998_ to <u>Present</u>	
7. Record Series Format(s) List all 8. Record Series Sequence Computer Series Sequence Computer Tape 1. Legal Size				9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) Binders 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)		
11. File is Used Daily Weekly Monthly Annually 13. Current Location(s) (Bidg., Floor, Room) Planning Department — Library and Basement			12. File Becomes Inactive After			
file room 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) 1 Yes No 17. Is an Index System used? If yes, explain briefly and describe requirements 1 Yes No			16. Audit Requirements M None			
19. Name and Title of Preparer Theresheia Williams, Administrative Assista	nt	20. Telephone Num 240-487-35				

					ACENICY RECORDS INVENTORY			
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				Page 1 of 10			
Department/Agency City of College Park		ment of Plani	-	inity &	Advisory Planning Commission			
DEFINITION - RECORD SERIES: A group of relate				t for refere	or reference as well as retention and disposition purposes.			
Record Series Title Advisory Planning Commission Audio Ta	CD's	5. Earliest Year/Latest Year 1998 to Present						
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Recordings of Advisory Planning Commission public hearings and meetings from which minutes are prepared.								
7. Record Series Format(s) List all		8. Record Series Sec	quence	9. Volume	[] File Drawer(s)			
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☑ Audio Tape ☑ Floppy Disk		□ Alphabetical □ Numerical □ Chronological		Number	Microfilm Reel(s) Computer Tape(s) Other (specify)			
Bound Book Video Tape Other (specify)		Geographical Other (specify))	10. Annual Accumulation [] File Drawer(s) [] Microfilm Reel(s) [] Computer Tape(s) Number [] Other (specify)				
11. File is Used [] Daily [] Weeldy [] Monthly [] Annuall	ly		12. File Becomes Inactive After					
13. Current Location(s) (Bidg., Floor, Room) Planning Department – CD's – Binder ir Tapes – Lower level file room	Planning	g Library	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements ☑ None [] State [] Federal [] Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements [] Yes [] No			Non-Permanent. Retain for seven (7) years after approval of minutes, then destroy. Retained in the Planning Department.					
19. Name and Title of Preparer Theresheia Williams, Administrative Ass	sistant	20. Telephone Num						

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 City of College Park	72 2. Division Departi	CORDS MANAG 275 Waterloo Ro Jessup, Man 410-799	ning, Commu	ON 5	Page X of 10	
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title Building Permits — Residential and Comm 6. Record Series Description (Briefly describe the types of information/doc Residential and Commercial permits Services, which contain building, ele	nercial cuments/forms for reviewed ctrical, for the control of the	ound in the series. Included by the platere/life safe	ude the purpose or func	5. Earliest Y	998_ to Present es.) ued by Department of Public	
development, site work and Right of Way (R-O-W). 7. Record Series Format(s) List all 8. Record Series Sector Sec)	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify) Binders ☐ 10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)		
Daily Weekly Monthly Annually			Month(s) Year(s)			
19. Name and Title of Preparer Theresheia Williams, Administrative Assista	int	20. Telephone Num 240-487-35		6		

Instructions –Type or Print a separate form for DEPARTMENT OF G			NERAL SERVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	REC	CORDS MANAG	EMENT DIVISION	ON	6	
with Records Retention Schedule (DGS 550-1)	72	275 Waterloo Ro		5	Page1of10	
		Jessup, Mary				
Department/Agency	2. Division	410-750	-1930		3. Unit	
City of College Park	Departr	ment of Plani	ning, Commu	inity &		
	Econor	nic Developn	ment			
DESINITION DECORD SERIES: A group of rolet	ad records	normally flad or	ad used as a uni	t for refere	peop as well as retention and disposition purposes	
DEFINITION - RECORD SERIES: A group of relate 4. Record Series Title	ed records	normally liled at	iu useu as a uni		ear/Latest Year	
Agreements			-			
				_19	90 to Present	
Record Series Description (Briefly describe the types of information/do:	cuments/forms for	ound in the series. Incl	ude the purpose or fund	ction of the seri	es.)	
Executed Agreements, Contracts, Memora					1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
between the City of College Park and variou						
7. Record Series Format(s) List all		8. Record Series Series	quence	9. Volume		
					[] File Drawer(s)	
Letter Size Microfilm					Microfilm Reel(s)	
[] Legal Size [] Computer Tape		[] Alphabetical			Computer Tape(s)	
Audio Tape I Floppy Disk		Numerical		Number	Other (specify)	
100 A		☑ Chronological				
Bound Book Video Tape		Geographical		10. Annual	Accumulation [] File Drawer(s)	
Other (specify) scanned into Access Database		Other (specify			Microfilm Reel(s)	
		u Ollier (apacity	,			
				Number	Computer Tape(s)	
					Other (specify) Access Database	
11. File is Used			12. File Become	s Inactive Afte	r	
Daily Weekly Monthly Annuall	у					
Maria			Number			
Varies						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	es Duplicated E	Elsewhere? (If yes, specify agency or office.)	
Planning Department – Access Databas	se		☑ Yes □ No			
			City Clerk's office			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requi			
∏ Yes ☑ No			☑ None	State	Federal Independent	
L 165			LI NOIS	u otate	u redefai u independent	
Is an Index System used? If yes, explain briefly and describe req	wiremente		18. Recommen	ded Retention		
17. Is an Index System used? If yes, explain briefly and describe req	unomonio	7.			Reference copy only. Scan paper	
I Yes I No					ndards. Retain electronic copy for ten	
					lestroy. Record copy retained in City	
			Clerk's of		•	
19. Name and Title of Preparer		20. Telephone Num	ber	21. Date		
1 500 March 100					_	
Theresheia Williams, Administrative Assista	int	240-487-35	38	2/25/1	6	
		I		I		

Instructions –Type or Print a separate form for	RTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	REC	CORDS MANAG	EMENT DIVISION	ON	7		
with Records Retention Schedule (DGS 550-1)	72	75 Waterloo Ro	ad, P.O. Box 27	5	Page of1		
		Jessup, Mary					
Department/Agency	2. Division	410-798	-1930		3. Unit		
City of College Park	Depart	ment of Plan	ning, Comm	unity			
1	& Ecor	nomic Develo	pment				
DEFINITION - RECORD SERIES: A group of relate	d records	normally filed ar	nd used as a un				
4. Record Series Title			* 1	5. Earliest	Year/Latest Year		
Ongoing Development Review Files					to Present		
				_			
6. Record Series Description (Briefly describe the types of information/docu					The second secon		
	(DSP)	, Special Ex	ception, Ce	ertifica	tion of Nonconforming Use (CNU) and		
Zoning Map Amendment (ZMA).							
7. Record Series Format(s) List all		8. Record Series Ser	quence	9. Volume	I File December		
					File Drawer(s)		
☑ Letter Size ☐ Microfilm		Alphabetical			Microfilm Reel(s)		
Legal Size Computer Tape				-	Computer Tape(s)		
Audio Tape Floppy Disk		Mumerical		Number	Polling files		
Bound Book		Chronological			Other (specify) Rolling files		
	- 1	Geographical	10. Annual Accumulation				
Other (specify)		Other (specify	File Drawer(s)				
	- 1				Microfilm Reel(s)		
	- 1				Computer Tape(s)		
			Number Other (specify)				
11. File is Used			12. File Become	s Inactive Af	ter		
Don't Sweets Daniel							
Daily			Number U Montal(s) U Teal(s)				
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Planning Department – Basement file roo	om and I	ibrary	₩ Yes □ No				
			EZ Yes u No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes ☑ No			☑ None	☐ State	Federal Independent		
Is an Index System used? If yes, explain briefly and describe requi	rements		18. Recommend	ded Retention	1		
			Permanen	t. Sca	n materials to Maryland State Archive		
[] Yes [] No					a). Retain images for ten (10) years, then		
					nd images to MSA.		
				•			
v							
19. Name and Title of Preparer		20. Telephone Num	ber	21. Date			
	.	,					
Theresheia Williams, Administrative Assistan	IL I	240-487-35	30	2/25/	10		

Record Series Title Site Plans and Zoning Maps	Jessup, Maryland 2079 410-799-1930 2. Division Department of Planning, Co Economic Development lated records normally filed and used as			Page of 1 0 3. Unit Inity & It for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year to Present			
Record Series Description (Briefly describe the types of information/doc							
Aerial maps, premise address maps, floo	odplain m	naps, topogra	aphical surve	ys, stree	etscape plans and city property plans.		
7. Record Series Format(s) List all [] Letter Size [] Microfilm				9. Volume	☑File Drawer(s) ☐ Microfilm Reel(s)		
[] Legal Size [] Computer Tape					Computer Tape(s) Number Other (specify) 10. Annual Accumulation File Drawer(s)		
Audio Tape I Floppy Disk		Numerical Chronological		Number			
Bound Book Video Tape		Geographical		10. Annual			
Other (specify)		b Goograpiilosi					
		Other (specify)		Microfilm Reel(s)		
			[] Compute		Computer Tape(s)		
				Number	D. Other (1991)		
					Other (specify)		
11. File is Used Daily Weekly Monthly Annualt	у		12. File Becomes Inactive After [] Month(s) [] Year(s) Number				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Planning Department – flat drawer fi	les		□ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
□ Yes ☑ No		10	☑ None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements [] Yes [] No			18. Recommended Retention Permanent. Transfer to the Maryland State Archives for permanent retention after ten (10) years.				
19. Name and Title of Preparer		20. Telephone Num	nber	21. Date			
Theresheia Williams, Administrative Assista	ent	240-487-35			16		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	CORDS MANAG	ENERAL SERVI EMENT DIVISION ad, P.O. Box 27 Vand 20794	ON	Page 2 of 10				
	410-799-1930								
1. Department/Agency	2. Division				3. Unit				
City of College Park			ning, Commu	nity &					
	Econon	nic Developm	nent						
DEFINITION - RECORD SERIES: A group of related	records no	rmally filed and	used as a unit f						
City of College Park Administered Grants	Record Series Title City of College Park Administered Grants and City Funded Grants				5. Earliest Year/Latest Year to Present				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)									
Correspondence, copies of invoices, finan	cial statu	s reports, red	quest for fund	ds and r	eimbursements, project report, contract				
and other data reflecting the expenditures	of grant	funds for the	following pro	ograms.	Community Legacy Community				
	-								
Development Block Grant (CDBG), Maryla	and Herit	age Areas Aı	uthority (MHA	AA), Pro	gram Open Space, New Neighbor Grant				
Program, Commercial Tenant Improveme	nt Grant,	Retail Busine	ess Improver	ment Fu	nd and Business Sign Grant.				
7. Record Series Format(s) List all		8. Record Series Series	quence	9. Volume					
					☑ File Drawer(s)				
☑ Letter Size ☐ Microfilm		Alphabetical	1		Microfilm Real(s)				
Legal Size Computer Tape		[] Numerical		[] Computer Tape(s)					
Audio Tape Floppy Disk		[] Chronological		Number	Other (specify)				
] Bound Book [] Video Tape		Geographical			40 April April 40				
[] Other (specify)		Other (specify)	10. Annual	Annual Accumulation [] File Drawer(s)				
				Microfilm Reel(s)					
				Computer Tape(s)					
				Number	Other (specify)				
11. File is Used			12. File Become	s Inactive Afte	r				
Daily Weekly Monthly Annually			[] Month(s) [] Year(s) Number						
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)						
Planning Department - Library and Admir	nistrative		☐ Yes ☑ No						
Assistant desk files.			U Yes BU NO						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requi	rements					
∏ Yes ☑ No			☑ None	Почин	D Fortunal D Indonesia de la				
☐ Yes ☑ No			None None	☐ State	☐ Federal ☐ Independent				
Is an Index System used? If yes, explain briefly and describe require	ements		18. Recommend	ded Retention					
			Non-Pern	nanent.	Retain for life of grant plus six (6)				
□ Yes ☑ No					it requirements have been fulfilled,				
			then destr		1				
-				1					
19. Name and Title of Preparer		20. Telephone Num	ber	21. Date					
Theresheia Williams, Administrative Assistan		240-487-35	38	2/25/	16				
Theresida Willams, Administrative Assistant		2-10-107-33		2/25/	10				

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	CORDS MANAG			Page 10 of 10
1. Department/Agency 2. Division					3. Unit
City of College Park	Department of Planning, Comm			nity &	
Economic Developr					
DEFINITION - RECORD SERIES: A group of related records normally filed and use					
4. Record Series Title Consultant Studies			5. Earliest Year/Latest Yearto <u>Present</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.)					
Reports containing consultant studies and reports about the City of College Park, which include, but are not limited to Housing,					
Market and Transportation studies.					
7. Record Series Format(s) List all	Т	8. Record Series Ser	quence	9. Volume	
					☐ File Drawer(s)
#					Microfilm Reel(s)
Letter Size					
Legal Size Computer Tape		Numerical		Number	Computer Tape(s)
					☑ Other (specify) Library
Audio Tape I Floppy Disk		[] Chronological			
Bound Book Video Tape		[] Geographical		40.4	
Other (specify)		Other (specify)	10. Annual Accumulation [] File Drawer(s)	
*				Microfilm Reel(s)	
				Computer Tape(s)	
				Number	
					Other (specify)
11. File is Used			12. File Becomes Inactive After		
□ Daily □ Weekly ☑ Monthly □ Annually					
			Number		
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Planning Department – Library shelf					
Training Dopartment Library on on			☐ Yes ☑ No		
			46 4 4 5 8 4 4 5 8 4 4 4 4 4 4 4 4 4 4 4 4		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
□ Yes ☑ No			☑ None [] State [] Federal [] Independent		
Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
			Permanent. Transfer to the Maryland State Archives		
□ Yes ☑ No			for permanent retention after ten (10) years.		
19. Name and Title of Preparer 20. Telephone Nu			Der 21. Date		
Theresheia Williams, Administrative Assistant 240-487-			3538 2/25/16		