	DEPARTMENT OF GENERAL SERVICES	Schedule No. M363				
REC	RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE	Page 1 of 8				
Agency		sion/Unit				
C	City of College Park	Administration				
ltem No.	Description	Retention				
1.	Agreements Agreements, Contracts, Memoranda of Understanding, Declarations of Covenants, Property Use Agreements between the City of College Park and various individuals/entities/businesses. Includes Letter Agreements and Letter Amendments.	<u>Non-Permanent</u> : Retain for life of agreement/contract, plus 12 years, then destroy.				
2.	<u>Annexations</u> Annexation resolutions adopted by the City Council including supporting and background documents.	<u>Permanent</u> : Scan to MSA standards, send images to MSA every four (4) years (in non-election years). All paper copies can be destroyed after 30 years.				
3.	Boards, Committees, Authorities, and Task Forces 3.1(a) General Records: Resolutions/by-laws, policies, procedures, correspondence, case files and/or hearings.	<u>Permanent</u> : Scan to MSA standards and send images to MSA every four (4) years. All paper copies can be destroyed after seven (7) years.				
	3.1(b) Miscellaneous Records : These files may include appointment letter, member contact information, and committee rosters. (Includes defunct committees).	Non-Permanent: Retain for seven (7) years and then destroy.				
	pproved by Department, Agency, Schedule Authorized by S Representative.	tate Archivist				
		5.17				
Signature:	Signature	& D.B.d				
Typed Name: Janeen S. Miller						
Title: City C	lerk	DGS 550-1				

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. M363Page 2 of 8				
RE	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)					
Agency	Divis City of College Park	sion/Unit Administration				
ltem No.	Description	Retention				
	3.2 Audio Recordings: Audio recordings of meetings.	Non-Permanent: Retain seven (7) years after approval of transcribed minutes, then destroy.				
	3.3 Minutes : Approved minutes of Boards, Committees, Authorities, and Task Forces	Permanent : Retain for seven (7) years, scan to MSA standards, send images to MSA. All paper copies can be destroyed after seven (7) years.				
2	Bonds Special Improvement loan for Capital Improvement Projects, projects, General Obligation Bonds, State Bond Bills etc.	<u>Non-Permanent</u> : Retain for life of bond and all audit requirements have been met, plus seven (7) years, then destroy.				
4	5. <u>Chrono [Chronological]</u> Reference copies of outgoing correspondence signed by the City Clerk, City Manager, Mayor, or Mayor and Council. (Correspondence having administrative, legal or historical value that serves to document the origin, development, functions, and accomplishments of the city have been placed in the General A-Z files. See item #19.)	<u>Non-Permanent</u> : Retain for seven (7) years, then destroy.				
(<u>City Clerk's Office</u> <u>6.1 Confidential Attorney-Client Correspondence:</u> Confidential/restricted. Legal opinions from the City Attorney. Files contain memoranda and letters from the City Attorney to the Mayor and Council marked "Confidential" that were not made part of the public record. 	Non-Permanent: Confidential/restricted. After 10 year retention, material will be screened annually and all material no longer having administrative value will be destroyed with the following exception: records that have historical value or document the origin, development, and functioning of a City program or law will be transferred to the Maryland State Archives.				
	6.2 City Clerk's Budget Files: Background documents for budget preparation and working files/notes used for reference.	Non-Permanent: Retain for four (4) years, then review annually and destroy all material no longer having administrative value.				

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. M363				
RE	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 3 of 8				
Agency	Divis City of College Park	ion/Unit Administration				
ltem No.	Description	Retention				
	6.3 Contract Secretaries/Staff: Files related to City Clerk's Office Contract Workers.	Non-Permanent: Retain for duration of engagement, plus four (4) years, then destroy.				
	6.4 Credit Card Records: Copy of credit card statements and expenses allocation form used for reference.	<u>Non-Permanent:</u> Retain for four (4) fiscal years for reference, then destroy.				
	6.5 Special Events: Clerk's working/reference files containing notes, correspondence, invitations, venue agreements, discussion material and reservation confirmations for a variety of Special Events.	<u>Non-Permanent</u> : Retain for four (4) years, then review annually and destroy all material no longer having administrative value.				
	6.6 City Code Supplements: Reference copies of individual updates made to the City Code book. The City sends a copy to the Department of Legislative Services, which then forwards a copy to the Maryland State Archives.	<u>Non-Permanent:</u> Keep until the next codification of the City Charter and City Code, then destroy.				
	6.7 Travel Files: Reference files relating to attendance at conferences (Mayor, Council, and staff) including reservations, registrations, and travel expense vouchers.	Non-Permanent: Retain for four (4) years, then review annually and destroy all material no longer having administrative value.				
7	. <u>Council Meetings</u>					
	7.1 Audio and Video Tapes and Digital Recordings: Audio and video tapes and digital recordings of City Council Regular Meetings, Public Hearings, Worksessions. Audio tapes were used to prepare draft minutes. Video tapes are used to rebroadcast the meeting on the City cable channel.	Non-Permanent: Retain seven (7) years after approval of minutes, then destroy.				
	7.2 Executive Sessions: These files contain Executive session meeting documents including closing statement, minutes, audio tapes (the City stopped recording Executive Session in 2008) and backup documents, if any.	Permanent: Confidential/restricted. Scan to MSA standards, send images to MSA every four (4) years (in non- election years). Destroy all paper copies after seven (7) years. Non-Permanent: Destroy				

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. M363

of

8

Page 4

Division/Unit Agency **City of College Park** Administration Item Description Retention No. 7.3 Regular Business Meetings, Special Sessions and Permanent: Scan to MSA Public Hearings: Meeting agenda, approved minutes, standards, send images to MSA every four (4) years (in letters, memorandum, studies, reports, background non-election years). All documents and other material related to the items on the paper copies can be agenda. destroyed after 30 years. Non-Permanent: Scan to 7.4 Worksessions: Material presented at Mayor and MSA standards, paper copy Council Worksession meetings. May include: meeting can be destroyed after ten agenda, worksession record, staff memoranda, background (10) years. Retain scanned documents and other material related to the items on the copies for fifty (50) years, agenda. then destroy. **Deeds and Easements** Permanent: Scan to MSA 8. Records of fee simple and right-of-way acquisition, utility and standards, send scanned miscellaneous easements attributed to the City. images to MSA every four (4) years (in non-election years). All paper copies can be destroyed after 30 years. 9. Election 9.1 Candidate Completed Election Packet: Non-Permanent: Retain four Completed/submitted Candidacy forms required for running (4) years, then destroy. (City Code Chapter 38-15(E) requires for office. Financial Disclosure Statements retention for four (4) years). 9.2 Certified Election Results: Permanent: Scan to MSA The City's official record of the signed Certified Election standards, send images to results, master list of Mayors and Councilmembers MSA every four (4) years (in including years of service and districts from which they non-election years). All served, Municipal Election Official Tally Sheet, Signed paper copies can be Oath of Office Certificates and Voting Credit Listing from destroyed after 30 years. Prince George's County. 9.3 Poll Books: **<u>Permanent</u>**: This record Composition books with hand written names of voters from series is no longer generated 1967 to 1987. The City used this manual record keeping by this office. All material method before PG County took over voter registration and will be transferred to MSA at voting history. This is no longer an active series. See C-393 the first available date. Board of Elections Records Retention Schedule.

	DEPARTMENT OF GENERAL SERVICES	Schedule No. M363				
REC	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 5 of 8				
Agency	Divis City of College Park	ion/Unit Administration				
ltem No.	Description	Retention				
	9.4 Record of Election: Original election material provided to candidates and the public for each election. May also include general correspondence, Street File Report, Notices, Newspaper Articles, Staff Check List, and Candidates Night Information.	<u>Non-Permanent:</u> Retain eight (8) years after the date of the election to which it pertains, then destroy.				
	9.5 Voter Registration Cards: Voter Registration Cards from 1983 to 1989 showing the date they registered to vote, voter history, signature, address, date of birth, sex and occupation. This is no longer an active series. See C-393 Board of Elections Records Retention Schedule.	<u>Permanent</u>: This record series is no longer generated by this office. All material will be transferred to MSA at the first available date.				
	9.6 Voted Ballots and Authorization Cards: Voted ballots, includes absentee ballots and applications, signed voter authorization cards, Records of Challenges, Voter Assistance Forms, and Poll Watcher/Challenger Form.	<u>Non-Permanent</u> : Retain two (2) years after the date of the election to which it pertains, then destroy.				
10.	Financial Disclosure Statements/Conflict of Interest Statement Disclosure statements filed annually by elected officials, board and committee members and certain employees.	<u>Non-Permanent:</u> Retain four (4) years, then destroy. (City Code Chapter 38-15(E) requires Financial Disclosure Statements retention or four (4) years).				
11.	<u>Grants</u> Community Development Block Grants, Maryland Heritage Area Grants, Governor's Office of Crime Control grants, Maryland Energy Administration, etc. Some are reference copies (where another Department is the agency of record) and some are record copies.	<u>Non-Permanent</u> : Retain for life of grant plus six (6) years and all audit requirements have been fulfilled, then destroy.				
12.	The Founding of College Park Historical documents, photos and memorabilia related to the City's History. (See inventory list)	<u>Permanent</u> : Scan to MSA standards, after 50 years offer to MSA any material that has administrative, legal or historical value that serves to document the origin, development, functions, and accomplishments of the City. City to retain scanned copies and all items not wanted by MSA permanently.				

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. M363				
REC	ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 6 of 8				
Agency	Divis City of College Park	ion/Unit Administration				
ltem No.	Description	Retention				
13.	Legislation 13.1 Charter Amendment Resolutions: Original charter amendments adopted by the City Council. (See Md. Local Government Code Annotated Code of Maryland § 4-109 (a) and § 4-109 (c).	Permanent : Scan to MSA standards and retain permanently. Per Local Government Article §4- 109(c) Department of Legislative Services will forward to MSA.				
	13.2 Ordinances: Original Ordinances adopted by the City Council.	Permanent: Scan to MSA standards, send scanned images to MSA every four (4) years (in non-election years). All paper copies can be destroyed after 30 years.				
	13.3 Resolutions: Original Resolutions adopted by the City.	<u>Permanent</u> : Scan to MSA standards, send scanned images to MSA every four (4) years (in non-election years). All paper copies can be destroyed after 30 years.				
	13.4 Urban Renewal Resolutions : Original Urban Renewal Resolutions adopted by the City Council.	<u>Permanent</u> : Scan to MSA standards, send scanned images to MSA every four (4) years (in non-election years). All paper copies can be destroyed after 30 years.				
14.	Maryland Public Information Act Records 14.1 - MPIA Log: Requests submitted by the public to any City department for access to public records. Log includes date requested, Requestor information, information requested, Department, and date information was given to requestor; may also include the City's response.	<u>Non-Permanent</u> : Retain the electronic log for seven (7) years, then destroy.				
	14.2 – MPIA requests and responses: copies of paper requests received and responses sent.	Non-Permanent: Retain paper copy for three years, then destroy.				
DGS 550-1	Α	· · · · · · · · · · · · · · · · · · ·				

DEPARTMENT OF GENERAL SERVICES **RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE** (Continuation Sheet)

Schedule No. M363

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8

Division/Unit

ltem No.	Description	Retention
15.	<u>Petitions</u> 15.1- Permit Parking : Permit Parking Petition Form or Withdrawal of Permit Parking Request Form (check-off sheet), Petitions, staff recommendation, Public Hearing Notice, Notice of Outcome, and letter of how to obtain a permit. May also include map of the area, minutes and staff correspondence.	<u>Non-Permanent</u> : Once scanned to MSA standards, paper copy can be destroyed one (1) year after Mayor and Council approval. City to retain scanned copies for fifteen (15) years, then destroy.
	15.2 – Traffic Calming: Traffic Calming Device Petition Request Form (check-off sheet), Petition (s), Staff recommendation, Staff Report or Study, Public Hearing Notice, and Notice of Outcome. May also contain map of the area, minutes and miscellaneous staff correspondence.	<u>Non-Permanent</u> : Once scanned to MSA standards, paper copy can be destroyed after one (1) year of implementation. City to retain scanned copies for fifteen (15) years, then destroy.
	15.3 – Miscellaneous Petitions: Petitions submitted by residents and/or groups on various matters not included elsewhere in Section 15 of this schedule. May include Staff or Committee Reports, Correspondence, Withdrawal of Signature forms, Petition Receipt, Legal Opinion, Resolutions, Notices, Publications and Outcome.	Non-Permanent: 1. A record documenting the submission will be created and scanned to MSA standards and kept for thirty (30) years, then the images and all paper copies will be destroyed. 2. The original petition signatures pages will be destroyed one year after the petition has been ruled valid or invalid.
	15.4 – Charter Amendment Petitions/Referendum Petitions: Petitions submitted by residents and/or groups to add or change a provision of the City Charter through a referendum. May include Staff or Committee Reports, Correspondence, Withdrawal of Signature forms, Petition Receipt, Legal Opinion, Resolutions, Notices, Publications and Outcome. Signature pages are included in 15.4.1.	Permanent: A record documenting the submission will be created and scanned to MSA standards and kept permanently. The scanned copy will be sent to MSA every four (4) years in non- election years; paper will be destroyed after four (4) years.
DGS 550-	15.4.1- Charter Amendment Petitions/Referendum Petitions: Petitions submitted by residents and/or groups to add or change a provision of the City Charter through a referendum. This series includes petition signature pages only.	Non-Permanent: The original petition signatures pages will be destroyed one year after the petition has been ruled valid or invalid.

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. M363				
REC	ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 8 of 8				
Agency	Divis	sion/Unit				
ltem No.	Description	Retention				
16.	Procedures/Policies: Procedures and Policies established by the Mayor and Council or City Manager.	<u>Permanent:</u> Scan to MSA standards and send all current, obsolete or superseded policies to MSA every four (4) years (in non-election years) and destroy paper. City to permanently retain scanned images.				
17.	<u>Proclamations:</u> Proclamations issued by the City of College Park Mayor and Council.	<u>Permanent</u> : Scan to MSA standards, send images to MSA every four (4) years (in non-election years). All paper copies can be destroyed after 7 years.				
18.	<u>Reports/Bulletins/Publications</u> Semi-monthly and/or Monthly reports, Municipal Scene and Weekly Bulletins. Information from each department which are compiled in to one report and emailed to Mayor and Council, staff and some residents.	<u>Non-Permanent</u> : Retain four (4) years, then destroy.				
19.	General A-Z Subject Files An assortment of correspondence, memoranda, reports, studies, and other material related to City Business that has been saved over the years.	Review every four years to separate permanent from non-permanent records based on administrative, legal or historical value that serves to document the origin, development, functions and accomplishments of the city. <u>Permanent</u> records will be scanned to MSA standards. Images will be sent to MSA every four(4) years. All paper copies can be destroyed after 4 years. <u>Non-permanent</u> papers will be destroyed after ten (10) years.				
DGS 550-1	A					

	<u> </u>		<u>.</u>	·		
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	ORDS MANA 5 Waterloo R Jessup, Ma	GENERAL SERVICES GEMENT DIVISION oad, P.O. Box 275 ryland 20794 99-1930		AGENCY RECORDS INVENTORY Page 1 of 44 1	
1. Department/Agency	2. Divisi					
					3. Unit	
City of College Park	Admii	nistration				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Agreements				194	5 (varies) to Current	
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms			
series.)	,,					
Agreements, Contracts, Memoranda	of Unde	erstanding	, Declarati	ons of C	Covenants, Property Use Agreements	
between the City of College Park an						
and Letter Amendments.						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
X Letter Size 🔲 Microfilm		v		3		
		X Alphabetic	al	Number		
X Legal Size Computer Tape		Numerical				
					wer(s) (3 file drawers)	
🔲 Audio Tape 🔄 Floppy Disk			Chronological Microfi		ter Tape(s)	
🔲 Bound Book 🛛 Video Tape		Geographic	cal	Other (specify)		
Other (specify)		Other (specify) 10. Annu		10. Annual	Accumulation	
				Number		
				X File Drawer(s) ¼ Of a file drawer		
				Microfilm Reel(s)		
				Computer Tape(s)		
				Other (s	specify)	
11. File is Used			12. File Becomes Inactive After			
Daily 🗋 Weekly 🚺 Monthly 门 Anr	wally		Number	12	□ Month(s) X Year(s)	
X When needed						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administration File Room		N N			X No	
			Yes	∧ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u> </u>		16. Audit Requirements			
🗖 Yes 🛛 🗙 No						
			X None 🔲 State 🔲 Federal 🔲 Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
□ Yes X No			Non-Perr	nanent: I	Retain for life of agreement/contract,	
		plus 12 years, th		•		
			l			
	19. Name and Title of Preparer 20. Teleph			none Number 21. Date		
Janeen S. Miller, City Clerk		240-487	87-3501 Janua		ary 3, 2017	
DCS 550.4 (Boy 1/02)						

	<u></u>		· .			
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAG 7275 Waterloo Ro Jessup, Man		GENERAL SERVICES GEMENT DIVISION Road, P.O. Box 275 aryland 20794 799-1930		AGENCY RECORDS INVENTORY Page 2 of 44 2	
1. Department/Agency	2. Divisio	<u></u>			3. Unit	
City of College Park	Admir	nistration	1		Annexations	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Annexations				196	8 to Current	
6. Record Series Description (Briefly describe the	types of info	ormation/doc	uments/forms	I found in th	e series. Include the purpose or function of the	
series.)						
Annexation resolutions adopted b	by the C	ity Coun	cil includi	ng sup	porting and background	
documents.					-	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
X Letter Size 🔲 Microfilm		Alphabetica	I	.5		
				Number		
X Legal Size Computer Tape		Numerical				
		X Chronological			X File Drawer(s) (1/2 drawer)	
🔲 Audio Tape 🛛 Floppy Disk		-		Microfil		
Bound Book 🗍 Video Tape		Geographic	al	al Other (specify)		
		Olher (specify) 10 An		10, Annual	Accumulation	
Other (specify)					ies, depending on annexation activity.	
				Number		
		File Dra		Eile Dra	wer(c)	
	ĺ			Microfile		
				Computer Tape(s)		
11. File is Used			12. File Becomes Inactive After			
🗋 Daily 🗌 Weekly 🗌 Monthly 🗌 Anr	nually		N/A			
X When needed			Number		lonth(s) 🔲 Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administration File Room			□ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
			XNone		Fodoral 💭 Independent	
			X None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
□ Yes X No			Permanent: Scan to MSA standards, send images to			
			MSA every four (4) years (in non-election years). All			
			paper co	pies can	be destroyed after 30 years.	
19. Name and Title of Preparer		20. Telepho	ephone Number 21. Date			
Janeen S. Miller, City Clerk		240-487	487-3501 January 3, 2017		ary 3, 2017	
					-	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	ORDS MANAG 5 Waterloo Ro	GENERAL SERVICES GEMENT DIVISION Dad, P.O. Box 275 Ivland 20794		AGENCY RECORDS INVENTORY Page 3 of 44	
	Jessup, Maryland 20794 410-799-1930				3.1	
1. Department/Agency	2. Divisio	on			3. Unit	
City of College Park	Admir	histration			Board, Committees, Authorities and	
DEFINITION: RECORD SERIES: A group of related purposes.	records no	mally filed and	d used as a u	nit for refer	Task Forces ence as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
General Records				198	7 (Varies) to Current	
6. Record Series Description (Briefly describe the typ	es of inforr	mation/docum	ents/forms fou	and in the s	series. Include the purpose or function of the	
series.) Resolutions/by-laws, policies	, proce	dures, co	rrespond	ence, c	ase files and/or hearings.	
(Includes defunct committees).						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
X Letter Size 🔲 Microfilm		Alphabetica	I	_	3	
—		Numerical		Number		
X Legal Size Computer Tape				X File Dra		
🗌 Audio Tape 🔄 Floppy Disk		X Chronologica	al	Compu	ter Tape(s)	
🔲 Audio Tape 📋 Floppy Disk		Geographic	al	Dther (specity)	
🔲 Bound Book 🔲 Video Tape		Other (spec	ifv)	10. Annual	nual Accumulation	
Other (specify)			1/4 +/			
				Number		
					X File Drawer(s)	
			Compu		ter Tape(s)	
11. File is Used			12. File Becom	Other (international content of the other other of the other		
🗌 Daily 🔲 Weekly 🔲 Monthly 🗌 Annua	11.		See Re	comme	ended Retention	
			Number			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Etsewhere? (If yes, specify agency or office.)			
Administration File Room/Lower Le	evel File	Room				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
			X None	State	Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe req	uirements		18. Recom	mended F	Retention	
Thes X No			Perman	<u>ent:</u> Sc	an to MSA standards and send	
			images	to MSA	every four (4) years. All paper	
			copies can be destroyed after seven (7) years.			
19. Name and Title of Preparer	19. Name and Title of Preparer 20. Telepho			21. Date	· · · · · · · · · · · · · · · · · · ·	
Janeen S. Miller, City Clerk 240-487		7-3501 January 3, 2017		ary 3, 2017		
			· · · • • •			

Instructions – Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with		ORDS MANAC					
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				Page 4 of 44		
					3.1a		
1. Department/Agency	2. Divisio	on			3. Unit		
City of College Park	Admir	nistration			Board, Committees, Authorities and		
		. <u> </u>			Task Forces		
DEFINITION: RECORD SERIES: A group of related purposes.	records no	rmally filed an	d used as a u	nit for refer	ence as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Miscellaneous Records				198	7 (Varies) to Current		
6. Record Series Description (Briefly describe the typ							
series.) Records are filed by Commit and rosters. (Includes defunct com			member	contact	information, appointment letters,		
7. Record Series Format(s) List all	millees	8. Record Serie	s Sequence	9. Volume			
×		Alphabetica	I	3			
X Letter Size 🔲 Microfilm				Number			
X Legal Size Computer Tape		Numerical		X File Dra			
			al	_	rofilm Reel(s) mputer Tape(s)		
🔲 Audio Tape 🛛 Floppy Disk		Geographic	al	Other ((specify)		
🔲 Bound Book 🔄 Video Tape				10. Annual	Accumulation		
Other (specify)		Other (spec	pecify) 1/4 +/-				
				Number			
				X File Drav	Drawer(s)		
				Compu	ter Tape(s)		
11. File is Used			12. File Becon		ther (specify)		
Daily 🗍 Weekly 🍈 Monthly 🗍 Annua	llv		See Re	comme	ended Retention		
X When needed			Number		Aonth(s) Tear(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
Administration File Room/Lower Le	evel File	e Room	Yes	X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
			X None	State	Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe req	uirements		18. Recom	nmended R	Retention		
TYes X No			Non-Pe	rmanent	: Retain for seven (7) years and		
			then des	stroy.			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Janeen S. Miller, City Clerk		240-487	7-3501	Janua	ary 3, 2017		
				·			

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with	RECORDS MANAGEMENT DIVISION					
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			275	Page 5 of 44	
		Jessup, Mar 410-79	-		3.2	
1. Department/Agency	2. Division				3. Unit	
City of College Park	Admir	nistration			Boards, Committees,	
					Authorities, and Task Forces	
DEFINITION: RECORD SERIES: A group of related r	ecords nor	mally filed and	l used as a ur	nit for refere		
4. Record Series Title:					st Year/Latest Year	
Audio Recordings					0 (Varies) to Current	
6. Record Series Description (Briefly describe the type						
series.) Audio recordings of meetings	s prima	rily used t	to transcr	ibe mir	nutes.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
Letter Size 🔲 Microfilm		Alphabetica	ł	2		
Legal Size 🔲 Computer Tape		Numerical		Number X File Dra		
X Audio Tape 🔲 Floppy Disk				Microfil		
Bound Book 🔲 Video Tape			cal Compu		ter Tape(s)	
X Other (specify) Digital Audio CD		Geographic	al		· · · · · · · · · · · · · · · · · · ·	
		Other (spec			Accumulation	
				Number		
				X File Dra	awer(s)	
				Microfil		
					Computer Tape(s) Other (specify) Approximately 40 – 60 CDs.	
				/ Other (s		
11. File is Used			12. File Becon	nes Inactive At	fier	
Daily 🗋 Weekly 🗋 Monthly 🗌 Annual	у		7			
When transcribing minutes.			Number	Number Month(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administration File Room/Lower Le	vel File	Room.	□ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
			X None	State	Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	irements		18. Recorr	nmended F	Retention	
□ Yes X No					nt: Retain seven (7) years after	
				nscribed minutes, then destroy.		
					leansed minutes, then desuby.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Janeen S. Miller, City Clerk		240-487	7-3501	January	3, 2017	
DGS 550-4 (Bay 1/03)		•				

Instructions –Type or Print a separate form for	DEPAR		ENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV				Page 6 of 44	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	-	
	Jessup, Maryland 20794 410-799-1930				3.3	
1. Department/Agency	2. Divisio	on			3. Unit	
City of College Park	Admi	nistration			Boards, Committees, Authorities, and	
					Task Forces	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title:				5. Earlie	st Year/Latest Year	
Minutes (Also includes defunct c	ommitte	ees)		198	7 (Varies) to Current	
6. Record Series Description (Briefly describe the						
series.) Approved minutes of Board	ls, Corr	nmittees,	Authoritie	es, and	Task Forces.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
X Letter Size 🔲 Microfilm		Alphabetica	ı	2 and	1/2	
A Letter Size 🔲 Microfilm				Number		
Legal Size 🛛 Computer Tape		_		X File Dra	wer(s)	
🗋 Audio Tape 🔄 Floppy Disk			cal	Microfil		
Bound Book 🔲 Video Tape		Geographic	al	Other (puter Tape(s) er (specify)	
Other (specify)		Other (spec	:ify)	10. Annual	Accumulation	
				1/4		
				Number		
				X File Dra		
				Microfil		
				Other (specify)	
11. File is Used			12. File Becom	ies Inactive Af	ter	
Daily Weekly Monthly Anr	ually		N/A Number	D 1	lonth(s) Vear(s)	
When needed.			Number	U*	lonth(s) 🔲 Year(s)	
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record S	Series Duplica	led Elsewhere? (If yes, specify agency or office.)	
Lower level and Administration Fi	le Roo	m	🗋 Yes	X No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
□ Yes X No			X None	State	Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements	· · · · · · · · · · · · · · · · · · ·	18. Recom	mended R	etention	
□ Yes X No			Permar	nent: Re	etain for seven (7) years, scan to	
			MSA st	andard	s, send images to MSA. All	
					an be destroyed after seven (7)	
			years.	•	,	
19. Name and Title of Preparer		20. Telepho	L	21. Date		
Janeen S. Miller, City Clerk		240-487	7-350	January	3, 2017	

Instructions –Type or Print a separate form for	DEPARTMEN		ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			EMENT DIVI		Page 7 of 44		
with Records Retention Schedule (DGS 550-1)			ad, P.O. Box /land 20794	275	4		
1. Department/Agency	410-799-1930 2. Division						
City of College Park	Administra	ration			3. Unit		
	7.011111011						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norma	ally filed a	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Bonds					5 to Current		
 Record Series Description (Briefly describe the testing) series.) 	ypes of informati	tion/docu	ments/forms	found in the	e series. Include the purpose or function of the		
Special Improvement Loan for CI	P projects,	Gene	ral Oblig	ation B	onds. State Bond Bills etc.		
7. Record Series Format(s) List all	8. Re	ecord Series	s Sequence	9. Volume			
X Letter Size 🔲 Microfilm		Alphabeticat		1/4			
X Legal Size Computer Tape		Numerical		Number	wer(s) (1/4 of a file drawer)		
🗋 Audio Tape 🔄 Floppy Disk		Chronological	t		rofilm Reel(s)		
	G	Geographica	ıl .	Comput			
Bound Book Video Tape		Other (specif	fv)	10 Annual	10. Annual Accumulation		
Other (specify)					depends on activity.		
				Number	-		
				Microfilm	n Reel(s)		
				Comput			
11. File is Used	<u>l</u>		12. File Becom	es Inactive Aft	er		
🗌 Daily 🗋 Weekly 📋 Monthly 🗌 Ann	ually		Life of t	he bon	d plus seven years.		
X When needed			Number	D M	onth(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S		ed Elsewhere? (If yes, specify agency or office.)		
Administration File Room			Yes	X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
□ Yes X No			X Non	e 🔲 State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended Re	etention		
Tes X No			Non-Pe	rmaner	t: Retain for life of bond and all		
			audit re	quireme	ents have been met, plus seven		
				s, then	destroy.		
10 Name and Title of Deserver				0 4 -			
19. Name and Title of Preparer			ne Number	21. Date January 3	3, 2017		
Janeen S. Miller, City Clerk		0-487	-5501				

Instructions – Type or Print a separate form for each	DEPAR	RTMENT OF G	ENERAL SE	NERAL SERVICES AGENCY RECORDS INVENTORY			
new or revised record series. Forward with	RECORDS MANAGEMENT				_		
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27 Jessup, Maryland 20794			275	Page 8 of 44		
1 Department/Access	410-799-1930				5		
1. Department/Agency City of College Park	2. Divisio	nistration			3. Unit Chrono (Chronologial)		
		Istration					
DEFINITION: RECORD SERIES: A group of related re	ecords norr	nally filed and	used as a uni	t for refere	nce as well as retention and disposition purposes		
4. Record Series Title		nung mou unu	used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year				
Chrono (Chronologial)				200	1 – Current		
6. Record Series Description (Briefly describe the type							
Reference copies of outgoing corresponder							
(Correspondence having administrative, leg							
functions, and accomplishments of the city 7. Record Series Format(s) List all	have bee	1			es. See item #19.)		
		8. Record Serie	es Sequence	9. Volume			
X Letter Size 🔲 Microfilm		Alphabetica	1	A.O Number			
🔲 Legal Size 🛛 Computer Tape		Numerical		V			
🔲 Audio Tape 🔲 Floppy Disk		X Chronologi	cal	X File Drawer(s)			
Bound Book 🔲 Video Tape		Geographic	al		Computer Tape(s) Other (specify)		
Dther (specify)		Other (spec	;ify)	10. Annual	Annual Accumulation		
				1/4			
				Number			
				X File Drav			
				Microfilr			
				Other (specify)			
11. File is Used			12. File Becomes Inactive After				
Daily 🗌 Weekly 🗌 Monthly 🗌 Annually	,		Number: 7	Г] Month(s) X Year(s)		
X When needed for reference.							
13. Current Location(s) (Bidg., Floor, Room) Administration File Room / Lower Le	oval Eil	- Poom			ted Elsewhere? (If yes, specify agency or office.)		
			X Yes □No May have record copies elsewhere.				
			iviay nav				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No			16. Audit Req	uirements			
☐ Yes ス No				ne 🔲 State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention		
□ Yes X No			Non-Pe	ermanei	nt: Retain for seven (7) years,		
			then de	stroy.			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Janeen S. Miller, City Clerk		240-487	7-3501	Janua	iry 3, 2017		

Instructions –Type or Print a separate form for	DEP	ARTMENT OF O	SENERAL SERV	ICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION					
with Records Retention Schedule (DGS 550-1)	7		oad, P.O. Box 27	'5	Page 9 of 44	
			ryland 20794 99-1930	6.1		
1. Department/Agency	2. Divisio	n			3. Unit	
City of College Park	Admir	nistration			City Clerk's Office	
DEFINITION: RECORD SERIES: A group of related 4. Record Series Title	records r	normally filed an	d used as a unit			
Confidential Attorney-Client Corres	sponde	ence			st Year/Latest Year Current	
6. Record Series Description (Briefly describe the typ	pes of info	ormation/docum	ents/forms found	in the serie	es. Include the purpose or function of the series.	
Legal opinions from the City Attorney. File	es conta	ain memoran	da and letters	s from the	e City Attorney to the Mayor and Council	
marked "Confidential" that were not made	e part of	the public re	ecord.			
7. Record Series Format(s) List all		8. Record Series S	equence	9. Volume		
X Letter Size 🔲 Microfilm		Alphabetical		1/8		
Legal Size 🔲 Computer Tape		Numerical		Number X File Dra	wer(s)	
🗋 Audio Tape 🛛 Floppy Disk		X Chronological		Microfil		
Bound Book 🔲 Video Tape		Geographical		Other (1 10. Annual	specify) Accumulation	
Other (specify)		Other (specify)			· less (Varies)	
				Number X File Drawer(s		
				Microfilm Reel(s)		
				Computer Tape(s) Other (specify)		
11. File is Used			12. File Becomes Inactive After			
Daily Weekly Monthly Annua	aliv		12. File Becomes inactive After 10			
X When needed			Number 🔲 Month(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
City Clerk's Office			🗆 Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
X Yes 🗆 No Common Lav	w			State 🗖 Fe	deral 🔲 Independent	
Confidential Attorney-Client Files 17. Is an Index System used? If yes, explain briefly and describe req	quirements		18. Recomm			
□ Yes X No					Confidential/restricted. After 10 year	
					will be screened annually and all	
				-	having administrative value will be	
					following exception: records that	
					ue or document the origin,	
					functioning of a City program or law	
19. Name and Title of Preparer		20 Tolopha		21. Date	to the Maryland State Archives.	
Janeen S. Miller, City Clerk		20. Telepho 240-487-35			ary 3, 2017	
DGS 550-4 (Rev. 1/93)		2-10-407-33				

Instructions – Type or Print a separate form for	DEPARI		SENERAL SEI	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			ISION	Page 10 of 44	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		6.0
	Jessup, Maryland 20794 410-799-1930					6.2
1. Department/Agency	2. Division	n			3. Unit	
City of College Park	Admin	istration			City Clerk's Office	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	ormally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earliest Year/Latest Year		
City Clerk's Budget Files				2006	- Current	
6. Record Series Description (Briefly describe the t	types of info	ormation/docu	uments/forms	found in the	e series. Include the purpose or function of th	ne
series.)				.		
Background documents for budge	et prepa	ration ar	nd workin	g files/r	notes used for reference.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
X Letter Size 🔲 Microfilm		Alphabetica	l I	1/8 Number		
🔲 Legal Size 🔄 Computer Tape		Numerical		X File Dra	wer(s)	
		Y al la la		Microfitr	Microfilm Reel(s)	
🗋 Audio Tape 🔄 Floppy Disk		X Chronologic	ai		Computer Tape(s) Other (specify)	
🔲 Bound Book 🔲 Video Tape		Geographic	al	10. Annual Accumulation		
Other (specify)		Other (spec	ify)	1/3 or less (Varies)		
				Number		
				X File Drawer(s Microfilm Reel(s) Computer Tape(s)		
				Other (specify)		
11. File is Used			12. File Becomes Inactive After			
🔲 Daily 🗌 Weekly 🔲 Monthly 🔲 Ann	nually		N/A			
X When needed			Number Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
City Clerk's Office			Yes 🔲 No X			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements		
□ Yes X No			X None	State	Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recor	nmended F	Retention	
					Retain for four (4) years, then	
				review annually and destroy all material no longer having administrative value.		
			naving a	ummou		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Janeen S. Miller, City Clerk		240-487	-3501	Janua	ry 3, 2017	
DGS 550-4 (Rev. 1/93)						

Instructions –Type or Print a separate form for	DEPARTMENT OF	SENERAL SEL	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R		275	Page 11 of 44		
		ryland 20794 99-1930			6.3	
1. Department/Agency	2. Division			3. Unit		
City of College Park	Administration	Ì		City Clerk's Office		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title:				st Year/Latest Year		
Contract Secretaries/Staff			(Vai	ries) to Current		
6. Record Series Description (Briefly describe the t	vpes of information/doc	uments/forms	found in th	e series Include the purpose or function of th		
series.)	ypes of information/doc	anentanorma		e series. Include the purpose of function of th	e	
Files related to City's Clerk's Office						
Building Caretaker: Engagement Ag forms are sent to Human Resources).		City prope	rty agree	ement, resumes, test scores, etc. (t	ax	
forms are sent to ruman (cesources).						
7. Record Series Format(s) List all	8. Record Ser	es Sequence	9. Volume			
X Letter Size 🔲 Microfilm	X Alphabetic		1/8			
_	Aphabelic	aı	Number			
X Legal Size 🛛 Computer Tape	Numerical		X File Drawer(s)			
Audio Tape 🛛 Floppy Disk		lical				
Bound Book 🔲 Video Tape	🔲 Geographi	cal	Computer Tape(s)			
Other (specify)	Other (spe	cify)	10. Annual	Annual Accumulation		
			Number			
			File Dra			
			Compu			
			X Other (s	specify) Several sheets of paper, if ar	ıy.	
11. File is Used		12. File Becom	es Inactive Af	er		
🗌 Daily 🔲 Weekly 🗌 Monthly 🗌 Ann	ually	5				
When needed.		Number		ionth(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	Series Duplicat	ed Elsewhere? (If yes, specify agency or office.)		
City Clerk's Office		☐ Yes	X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u>, ,</u>	16. Audit Requ	uirements			
□ Yes X No		X None	State	Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe r	18. Recom	mended R	etention			
□ Yes X No				Retain for duration of engagement	nt,	
19. Name and Title of Preparer	20 Toloch	plus four		rs, then destroy.		
Janeen S. Miller, City Clerk	20. Teleph 240-48		21. Date	an/3 - 2017		
	240-48	1-3301	Janua	ary 3, 2017		
DGS 550-4 (Rev. 1/93)						

Instructions – Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	Page 12 of 44		
	Jessup, Maryland 20794 410-799-1930				6.4		
1. Department/Agency	2. Divisio	on		3. Unit			
City of College Park	Admir	nistration			City Clerk's Office		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records i	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earliest Year/Latest Year			
Credit Card Records				(Vari	es) – Current		
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.) Copy of credit card statements ar	nd evne	neo alloc	ation for	musod	for reference		
copy of credit card statements a	iu expe		alion ion	ii useu	tor reference.		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
Yes a Rest		Alphabetica	ı	1/8			
X Letter Size 🔲 Microfilm				Number			
🔲 Legal Size 🔄 Computer Tape				X File Dra			
🔲 Audio Tape 🛛 🗌 Floppy Disk		X Chronologica	al	Compu	Computer Tape(s)		
Bound Book 🔲 Video Tape		Geographic	al	10. Annual Accumulation			
Other (specify)		Other (spec	ify)	1/3 or less (Varies)			
				X File Dra	•		
				Computer Tape(s) Other (specify)			
11. File is Used							
			12. File Becomes Inactive After N/A				
Daily Delivekly Monthly Anr X When needed	nually		N/A Number Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Room)							
City Clerk's Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No Originals and receipts are sent to finance for payment.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		- - 	16. Audit Requ	uirements			
□ Yes X No			X None	State	Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements						
Yes X No	requirements		18. Recor				
				<u>Non-Permanent</u> : Retain for four (4) fiscal years for reference, then destroy.			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Janeen S. Miller, City Clerk		240-487	7-3501	Janua	ary 3, 2017		
DGS 550-4 (Rev. 1/93)							

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 SEI RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division Administration			ISION	AGENCY RECORDS INVENTORY Page 13 of 44 6.5 3. Unit City Clerk's Office	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title	· · ·			5 Earlie	st Year/Latest Year	
Special Events					es) – Current	
6. Record Series Description (Briefly describe the t	ypes of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Clerk's working/reference files conta	ining no	otes, corre	spondence	e, invitat	tions, venue agreements, discussion	
material and reservation confirmation		-	-			
(Receptions, Legislative Dinners, Fo 7. Record Series Format(s) List all	ur Cities	8. Record Serie		9. Volume	ents)	
		o. Record Sene	es Sequence	3/4		
X Letter Size 🔲 Microfilm		Alphabetica	al	0/4 Number		
Legal Size 🛄 Computer Tape		Numerical		X File Drawer(s)		
🗌 Audio Tape 🔄 Floppy Disk		X Chronologic	al	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
🔲 Bound Book 🔄 Video Tape		Geographic	al	Other (specify)		
Other (specify)		Other (spec		¼ (Varies)		
				Number		
				X File Drav	ver(s	
				Microfilm Reel(s) Computer Tape(s)		
				Other (s		
11. File is Used			12. File Becom	es Inactive After		
🗌 Daily 🔲 Weekly 📋 Monthly 🗍 Ann	ually		4			
X When needed	·		Number	Пм	onth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
City Clerk's office						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
□ Yes X No						
			X None	State	Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recor	nmended F	Retention	
□ Yes X No			Non-Per	manent:	Retain for four (4) years, then	
					and destroy all material no longer	
				-	rative value.	
10 Name and Title of Deserves	T					
19. Name and Title of Preparer		20. Telepho		21. Date		
Janeen S. Miller, City Clerk		240-487	/-3501	Janua	iry 3, 2017	

Instructions –Type or Print a separate form for			ENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			GEMERAL SE				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	Page 14 of 44		
	Jessup, Maryland 20794 410-799-1930				6.6		
1. Department/Agency	2. Divisio	'n			3. Unit		
City of College Park	Admin	nistration			City Clerk's Office		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earliest Year/Latest Year			
City Code Supplements				(Vari	es) – Current		
6. Record Series Description (Briefly describe the t	ypes of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.) Reference copies of individual updates n	nade to ti	he Citv Co	de book.				
7. Record Series Format(s) List all		8. Record Serie		9. Volume			
		Alphabetica	ıl	2/3			
X Letter Size 🔲 Microfilm		Numerical		Number			
🔲 Legal Size 🔄 Computer Tape				X File Dra	.,		
🗋 Audio Tape 🔄 Floppy Disk		X Chronologic	al	Computer Tape(s)			
🗋 Bound Book 📋 Video Tape		Geographic	al	10. Annual Accumulation			
Other (specify)		Other (spec	ify)	¼ (Varies)			
				Number X File Dra	undo		
			ĺ	Microfilm Reel(s)			
				Compu			
11. File is Used			12. File Becomes Inactive After				
Daily Weekly Monthly Ann	mally		Number Month(s) Year(s)				
X When needed	luuiij		See bel	low: #1	8		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
City Clerk's Office							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
□Yes X No							
			X None	State	Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recor	nmended f	Retention		
□ Yes X No					: Keep until the next codification of		
				and City Code, then destroy. The y to the Department of Legislative			
			-	-	then forwards a copy to the		
					Archives.		
19. Name and Title of Preparer	T	20. Telepho	ne Number	21. Date			
Janeen S. Miller, City Clerk		240-487			ary 3, 2017		
DGS 550-4 (Rev. 1/93)							

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 Administration			ISION	AGENCY RECORDS INVENTORY Page 15 of 44 6. 3. Unit City Clerk's Office			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition			
4. Record Series Title				5. Earlie	5. Earliest Year/Latest Year			
Travel Files				(Varies) – Current				
6. Record Series Description (Briefly describe the series.) Files relating to attendance at cor registrations, and travel expenses	nferenc	es (Mayo						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume				
X Letter Size 🔲 Microfilm		Alphabetica	al	1/4				
Legal Size Computer Tape		Numerical		Number X File Dra	wer(s)			
Audio Tape Ti Floppy Disk		X Chronologic	al					
		_		Other (Computer Tape(s) Other (specify)			
Bound Book Dideo Tape		Geographic	ai		0. Annual Accumulation /4 (Varies)			
Other (specify).		Other (spec	лу) <u> </u>	Number X File Dra Microfil Compu	wer(s m Reel(s) ter Tape(s)			
11. File is Used			12. File Becom	l les Inactive Af	ter			
🗋 Daily 🗌 Weekly 🔲 Monthly 🗌 Anr	nually		4					
X When needed			Number Month(s) X Year(s)					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S		ted Etsewhere? (If yes, specify agency or office.)			
City Clerk's Office			Yes	X NO F	inance Department keeps original travel vouchers.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements	<u>.</u>			
□ Yes X No	Tyes X No			State	Federal 🔲 Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recor	mmended f	Retention			
□ Yes X No			review a	nnually	Retain for four (4) years, then and destroy all material no longer rative value.			
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	······································			
Janeen S. Miller, City Clerk		240-487	7-3501	Janua	ary 3, 2017			
DGS 550-4 (Rev. 1/93)								

Instructions – Type or Print a separate form for	DEPAR		ENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with	RECORDS MANAGEMENT DIV				Page 16 of 44	
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			275	7.1	
1. Department/Agency	2. Divisio		9-1930		3. Unit	
City of College Park		nistration			Council Meetings	
DEFINITION: RECORD SERIES: A group of related			nd used as a	unit for refe	•	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Audio and Video Tapes and Digital Record	dings			Audio: T	apes - 1990 – 9/2010 Digital 9/2010 – Current HS – 1992 – 2010 Digital (CD) 2010 - Current	
6. Record Series Description (Briefly describe the type)	pes of info	rmation/docu	ments/forms fo	ound in the	series. Include the purpose or function of the	
series.) Audio and video tapes and d	igital re	ecordings	of City C	Council	Regular Meetings, Public	
Hearings, Worksessions. Audio ta				e draft	minutes. Video tapes are used	
to rebroadcast the meeting on the	City ca	r				
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume 5		
Letter Size 🔲 Microfilm		Alphabetica	I	C Number		
Legal Size 🔲 Computer Tape		Numerical		X File Dra	wer(s)	
X Audio Tape 🔲 Floppy Disk		X Chronologi	cal	Microfili	n Reel(s)	
		y comonologi		Comput	er Tape(s) ;pecify)	
Bound Book X Video Tape		Geographic	at	10. Annual	Accumulation	
Dther (specify)		D Other (spec	ify)	6		
				Number		
				File Dra		
				Computer Tape(s)		
				X Other (specify) – CD's stored in a 2" binder.		
11. File is Used			12. File Becomes Inactive After			
🗌 Daily 📋 Weekly 🔲 Monthly 🗍 Annua	ally		1			
X When needed			Number Month(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Floor	Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administration File Room / Lower I	evel fil	e room	□ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
□ Yes X No			X None 🔲 State 🔲 Federal 🛄 Independent			
17. Is an Index System used? If yes, explain briefly and describe req	uirements		18. Recom	mended R	etention	
□ Yes X No					Retain seven (7) years after	
19. Name and Title of Preparer		20. Telepho		of min 21. Date	utes, then destroy.	
Janeen S. Miller		20. Telepho 240-487			ny 3 2017	
		240-401	-5501	Janua	iry 3, 2017	
DGS 550-4 (Rev. 1/93)				· <u></u>		

Instructions – Type or Print a separate form for each	DEPAR	TMENT OF G	ENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVI				Page 17 of 44	
	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			2/5	7.2	
1. Department/Agency	410-799-1930 2. Division				3. Unit	
City of College Park					Council Meetings	
DEFINITION: RECORD SERIES: A group of related reco			ed as a unit f	for referenc	v	
4. Record Series Title				5. Earliest Year/Latest Year		
Executive Sessions				1	7 to Current	
6. Record Series Description (Briefly describe the types of These files contain Executive consistent mass						
These files contain Executive session mee City stopped recording Executive Session	in 2008	and back	cluding c cup docur	nents, if	attement, minutes, audio tapes (the	
7. Record Series Format(s) List all		8. Record Serie		9. Volume		
X Letter Size 🔲 Microfilm		Alphabetical		1		
		Numerical		Number		
X Legal Size Computer Tape				X File Dra		
× -		X Chronologi	cal	Seven	3" binders and approx 50 audio tapes	
🗙 Audio Tape 🛛 Floppy Disk		Geographical		Comput	ler Tape(s) specify)	
🗋 Bound Book 🔄 Video Tape		Other (spec				
Other (specify)				10. Annual	Accumulation	
				Number		
				File Dra		
				Comput	,	
				X Other (s	_{pecify)} 1 inch of a 3 inch binder	
11. File is Used				mes Inactive A	fler	
Daily Weekly Monthly Annually			N/A Number Monih(s) Year(s)			
X When needed						
13. Current Location(s) (Bldg., Floor, Room) Administration File Room			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			
X ves □ № Annotated Code of Maryl General Provisions Article §3-306. College Park	•		X None State Federal Independent			
	-					
17. Is an Index System used? If yes, explain briefly and describe requirem	ents			mmended F		
□ Yes X No			Permanent: Confidential/restricted. Scan to MSA			
			standards, send images to MSA every four (4) years (in			
				non-election years). Destroy all paper copies after seven (7) years.		
			Non-Permanent: Destroy audio tapes (1988-2008)			
19. Name and Title of Preparer		20. Telephon	e Number	21. Date		
Janeen S. Miller, City Clerk		240-487	-3301	Janua	ıry , 2017	
DGS 550-4 (Rev. 1/93)						

		<u></u>				
Instructions – Type or Print a separate form for	DE	EPARTMENT	OF GENERAL		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with	SERVICES					
Records Retention Schedule (DGS 550-1)			GEMENT DIVI		Page 18 of 44	
	/2/5		pad, P.O. Box yland 20794	275	7.3	
		•	9-1930		7.5	
1. Department/Agency	2. Divi	sion			3. Unit	
City of College Park		ninistratio			Council Meeting	
DEFINITION: RECORD SERIES: A group of related re purposes.	cords no	ormally filed a	ind used as a	unit for	reference as well as retention and disposition	
4. Record Series Title City Council Regular	r Busi	ness Me	etings,	5. Ea	rliest Year/Latest Year	
Special Sessions and Public Hearing	gs		-	6	6/19/1945 to Current	
6. Record Series Description (Briefly describe the type: series.)	s of infor	mation/docu	ments/forms fo	ound in	the series. Include the purpose or function of the	
Meetings of the Mayor and Council. Ma	av inclu	ide: mee	ting agend	ta ar	proved minutes, letters	
memorandum, studies, reports, backgro	buna a	ocuments	s and othe	r mate	erial related to the items on the	
agenda.						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volu	me	
X Letter Size 🔲 Microfilm		Alphabetica	il .	13 Numbe		
X Legal Size 🔲 Computer Tape		Numerical				
		V			K File Drawer(s)	
🗋 Audio Tape 🔲 Floppy Disk		X Chronolog	ical		mputer Tape(s) ner (specify)	
🔲 Bound Book 🔲 Video Tape		Geographic	al			
Other (specify)		Other (spec	cify)		nual Accumulation	
				4		
	[Numbe	r I Drawer(s)	
					crofilm Reel(s)	
					^{mputer Tape(s)} er (specify) Four 3'' binders = 3/4 file drawer	
11. File is Used			12. File Becom	es Inactiv	e After	
🗌 Daily 🗌 Weekly 🗌 Monthly 🗌 Annually			N/A		-	
X When needed			Number		Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administration File Room / Lower lev	vel file	e room				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements		
Tes X No			X None	State	🗖 Federat 🔄 Independent	
17. Is an Index System used? If yes, explain briefly and describe require	ements		18. Recom			
□ Yes X No						
—		Permanent: Scan to MSA standards, send images to MSA every four (4) years (in non-				
		_				
			election years after 30 years.		 All paper copies can be destroyed 	
19. Name and Title of Preparer	1	20. Telepho	one Number	21. D	ate	
Janeen S. Miller, City Clerk		City Cle			uary 3, 2017	
DGS 550-4 (Rev. 1/93)						

Instructions - Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275						
	Jessup, Maryland 20794			215	Page 19 of 44		
	410-799-1930				7.4		
1. Department/Agency	2. Divisio				3. Unit		
City of College Park		nistration			Council Meetings		
DEFINITION: RECORD SERIES: A group of related purposes.	records noi	rmally filed an	d used as a u	d used as a unit for reference as well as retention and disposition			
4. Record Series Title				5. Earlie	st Year/Latest Year		
City Council Worksessions				197	0 to Current		
6. Record Series Description (Briefly describe the typ	es of inforr	mation/docum	ents/forms for	und in the s	eries. Include the purpose or function of the		
series.)							
Material presented at Mayor and Counc							
staff memoranda, and background docu 7. Record Series Format(s) List all	iments a	nd Other ma		ed to the	items on the agenda.		
		o. Record Selle	s Sequence	10			
X Letter Size 🔲 Microfilm		Alphabetical		Number			
×		Numerical		X File Dra	wer(s)		
X Legal Size 🔲 Computer Tape		X		Microfili			
🔲 Audio Tape 🛛 Floppy Disk	X Chronological		:a i	Comput			
Bound Book 🔄 Video Tape		Geographical		10. 00000	Annual talan		
Other (specify)		Other (spec	ify)	10. Annual Accumulation - 4			
				Number	ber		
				File Dra			
				Microfilr			
				X Other (specify) Approx four 3" binders= 3/4 file			
				drawer			
11. File is Used			12. File Becom	nes Inactive Afr	ler		
🗌 Daily 🔲 Weekly 🗌 Monthly 🔲 Annual	hu		N/A				
X When needed	'		Number I Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Administration File Room/Lower Le	evel File	Room					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
□Yes XNo				X None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requ	uirements		18. Recom	mended R	etention		
🗆 Yes 🛛 🗙 No	□ Yes X No		Non-Permanent: Scan to MSA standards, paper				
			copy can be destroyed after ten (10) years. Retain				
					for fifty (50) years, then destroy.		
19. Name and Title of Preparer		20. Telepho		21. Date			
Janeen S. Miller, City Clerk		240-487	-3501	Janua	ıry 3, 2017		
DGS 550-4 (Rev. 1/93)							

Instructions – Type or Print a separate form for	DEPART	TMENT OF G	GENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			ISION	Page 20 of 44		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794			275	8		
		-	99-1930		_		
1. Department/Agency	2. Divisior				3. Unit		
City of College Park	Admin	nistration			Deeds and Easements		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records no	ormally filed	and used as a	a unit for re	L ference as well as retention and disposition		
4. Record Series Title					st Year/Latest Year		
Deeds and Easements				٤	5 (Varies) to Current		
6. Record Series Description (Briefly describe the t							
series.) Records of fee simple and r	ight-of-v	way acqu	uisition, u	tility an	d miscellaneous easements		
attributed to the City.							
7. Record Series Format(s) List all		8. Record Serie	is Sequence	9. Volume			
X Letter Size 🔲 Microfilm		X Alphabetical	a	1/4 Number			
v		Numerical		X File Dra	awer(s)		
X Legal Size 🔲 Computer Tape				Microfitr	Microfilm Reel(s)		
Audio Tape 🔄 Floppy Disk	Chronological			Comput			
Bound Book 🔲 Video Tape		Geographical		10. Annual	Accumulation		
Other (specify)		Other (spec	ify)	Number			
					File Drawer(s)		
				Microfilm	Microfilm Reel(s) Computer Tape(s)		
				X other (specify): Two or three a year, if any.			
				Approximately, 1/8" of paper.			
11. File is Used	I	I	12. File Become				
🗌 Daily 🔲 Weekly 🗌 Monthly 🔲 Ann	ually	l	N/A				
X When needed	,		Number				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Administration File Room			X Yes No (May have a copy in the Planning or Public Works Department)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
□ Yes X No			X Non		Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe n	equirements		18. Recom				
□ Yes X No			Permanent: Scan to MSA standards, send scanned				
			images to MSA every four (4) years (in non-election				
			· · · · · · · · · · · · · · · · · · ·		copies can be destroyed after 30 years.		
19. Name and Title of Preparer		20. Telephor		21. Date			
Janeen S. Miller, City Clerk		240-487	-3501	Janua	ary 3,2017		

Instructions – Type or Print a separate form for		T OF GENERAL SEF		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward		MANAGEMENT DIVI				
with Records Retention Schedule (DGS 550-1)		rloo Road, P.O. Box	275	Page 21 of 44		
	Jessu	ip, Maryland 20794 410-799-1930		9.1		
1. Department/Agency	2. Division			3. Unit		
City of College Park	Administra	ation		Election		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally	y filed and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
Candidate Completed Election Pa	acket		197	5 to 2013		
6. Record Series Description (Briefly describe the t series.) Completed/submitted Candidacy for Filing, Candidate's Petitions, Authorization Acceptance of Political Committee, Camp Treasurer, Challenger's and Watchers Compaid.	orms required t on of Candidac paign Finance	for running for o cy, Appointment Reports, Financ	ffice. Ma and Acce ial Disclo	ay include: Authorization of Electronic eptance of Treasurer, Appointment and		
7. Record Series Format(s) List all	8. Reco	ord Series Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·		
X Letter Size 🔲 Microfilm		habetical	2			
		merical	Number			
X Legal Size 🛛 Computer Tape			X File Drawer(s)			
🗌 Audio Tape 🔄 Floppy Disk	A Chi	nronological	Comput			
Bound Book Video Tape	Geo	ographical	10. Annual Accumulation 1/4 Number			
	C Oth	ner (specify)				
Other (specify)						
			X File Dra	awer(s)		
			Computer Tape(s)			
11. File is Used	I	12. File Becom	es Inactive Aft	er		
🗋 Daily 🔲 Weekly 🗌 Monthly 🗌 Ann	ually	4				
X When needed		Number		ionth(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administration and Lower Level F	ile Room	T Yes	TYes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	-	16. Audit Requ	irements			
		X None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recommended Retention			
		(City Code	<u>Non-Permanent</u> : Retain four (4) years, then des (City Code Chapter 38-15(E) requires Financial Dise Statements retention for four (4) years).			
19. Name and Title of Preparer	20. Te	elephone Number	21. Date	-		
Janeen S. Miller, City Clerk	240	-487-3501	Janua	ıry 3, 2017		

InstructionsType or Print a separate form for	DEPARI		GENERAL SEI	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794			275	Page 22 of 44	
	410-799-1930				9.2	
1. Department/Agency	2. Divisio	n			3. Unit	
City of College Park		istration			Election	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie:	st Year/Latest Year	
Certified Election Results				194	5 to Current	
6. Record Series Description (Briefly describe the t	ypes of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)	a atifica al Et					
The City's official record of the signed Co					-	
years of service and districts from which				n Oπicia	Tally Sheet, Signed Oath of Office	
Certificates and Voting Credit Listing from 7. Record Series Format(s) List all		8. Record Serie		9. Volume		
		_	·			
X Letter Size 🔲 Microfilm		Alphabetica	al	Number		
🔲 Legal Size 🔄 Computer Tape		Numerical	1	=] File Drawer(s)] Microfilm Reel(s)	
Audio Tape 🛛 Floppy Disk		X Chronologic	al		Computer Tape(s)	
		_		X Other (specify)_2" BINDER		
D Bound Book Video Tape		Geographic	al	10. Annual	Accumulation	
Other (specify)		Other (spec	cify)	Number		
				 File Drawer(s) Microfilm Reel(s) Computer Tape(s) 		
				X Other (specify)- Approx 6 -12 sheets of paper.		
11. File is Used	-----		12. File Becom	es Inactive Aft	er	
🗋 Daily 🗌 Weekly 🗌 Monthly 🔲 Ann	ually		Number	Шм	onth(s) Tear(s)	
X When needed						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administration – City Clerk's Offic	e					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
□Yes XNo			X None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended Re	etention	
□ Yes X No			Permanent: Scan to MSA standards, send images			
			to MSA	every fo	ur (4) years (in non-election years).	
			All paper	All paper copies can be destroyed after 30 years.		
19. Name and Title of Preparer		20. Telepho	one Number	21. Date		
Janeen S. Miller, City Clerk		240-487	7-3501	Janua	ıry 3, 2017	
L DGS 550-4 (Rev. 1/93)	L					

Instructions –Type or Print a separate form for	DEPAR			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	Page 23 of 44		
	Jessup, Maryland 20794 410-799-1930				9.3		
1. Department/Agency	2. Divisio	n			3. Unit		
City of College Park	Admir	nistration			Election		
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	normally filed	and used as a	nd used as a unit for reference as well as retention and disposition			
4. Record Series Title					st Year/Latest Year		
Poll Books				196	7 – 1987		
6. Record Series Description (Briefly describe the ty	pes of inf	ormation/doci	uments/forms	found in th	e series. Include the purpose or function of the		
series.)		. .	5 40				
Composition books with hand writte					•		
record keeping method before PG C							
longer an active series. See C-393	Board				ntion Schedule.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
Letter Size 🔲 Microfilm		Alphabetica	al	Number			
🔲 Legal Size 🔄 Computer Tape		Numerical		_	X File Drawer(s) - $\frac{3}{4}$ Of a file drawer		
Audio Tape 🔲 Floppy Disk		X Chronologi	cal	Compu	Microfilm Reel(s) Computer Tape(s)		
🗋 Bound Book 🔲 Video Tape		2 Chronologi	loai	Other (specify)			
X Other (specify) 3" X 8" binder (8)		Geographic	al	10. Annual	Accumulation		
		Other (spec	cify)	None			
				Number			
			i	Computer Tape(s)			
11. File is Used			12. File Becom	Becomes Inactive After			
🗍 Daily 🗌 Weekly 🔲 Monthly 🔲 Annu	ally		1987				
Haven't been used since the 1987	7 electi	ion.	Number Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Lower Level File Room			□ Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
TYes X No				_			
			X Non	e 🔲 State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	quirements		18. Recom	mended R	etention		
Tes X No			Permanent: This record series is no longer				
			generate	ed by thi	s office. All material will be		
			transferr	ed to M	SA at the first available date.		
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Janeen S. Miller, City Clerk		240-487	7-3501	Janua	iry 3, 2017		
DGS 550-4 (Rev. 1/93)		· · · · · · · · · · · · · · · · · · ·					

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 relater purposes. 4. Record Series Title Record of Election 6. Record Series Description (Briefly describe the tr series.)	2. Division Administration d records normally file	AGEMENT DIV Road, P.O. Box aryland 20794 .799-1930 Cuments/forms	ISION 275 a unit for re 5. Earlie 200 found in th	st Year/Latest Year 0 - 2013 e series. Include the purpose or function of the		
Original election material provided to correspondence, Street File Report, N Information.						
7. Record Series Formal(s) List all	8. Record Se	ries Sequence	9. Volume			
× -	Alphabet	cal	Number			
X Letter Size 🗋 Microfilm			NUMBER			
X Legal Size Computer Tape	Numerica	11	X File Dra	wer(s) - 1 (9 2" binders)		
	X Chronold	gical		Microfilm Reel(s) Computer Tape(s)		
🔲 Audio Tape 🔲 Floppy Disk		-it	Other (
🔲 Bound Book 🔲 Video Tape	Geograp	nical	10. Annual	Accumulation		
Other (specify)	Other (sp	ecify)	Number	Number		
			File Dra			
				Computer Tape(s)		
			X Other (s	specify) - One 2" binder every two years.		
11. File is Used		12. File Becom	les Inactive Af	ler		
Daily 🛄 Weekly 🛄 Monthly 📋 Ann	ually	4				
X When needed		Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Room)	<u> </u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Administration File Room						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	uirements			
Tres X No		X None 🔲 State 📋 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recorr	mended R	etention		
□ Yes X No						
			<u>Non-Permanent:</u> Retain eight (8) years after the date of the election to which it pertains, then			
		destroy.				
19. Name and Title of Preparer	20 Telon	none Number	21. Date			
Janeen S. Miller, City Clerk		37-3501		ary 3, 2017		
Sancer S. Willer, Oily Clerk	240-40	-550T		ary 5, 2017		
DGS 550-4 (Rev. 1/93)			l			

Instructions – Type or Print a separate form for	DEPAR		ENERAL SEI	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			GEMENT DIV			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			275	Page 25 of 44	
	Jessup, Maryland 20794 410-799-1930				9.5	
1. Department/Agency	2. Divisio	n			3. Unit	
City of College Park	Admir	nistration			Election	
DEFINITION: RECORD SERIES: A group of related purposes.	records r	ormally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Voter Registration Cards					- 1989	
 Record Series Description (Briefly describe the ty series.) 	pes of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
Voter Registration Cards from 1983 to 19	89 show	ving the da	te they reg	istered to	o vote, voter history, signature, address,	
date of birth, sex and occupation. This is	no long	er an activ	e series.	See C-39	3 Board of Elections Records Retention	
Schedule.						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
Letter Size Microfilm		Alphabetica	1	Number		
🗋 Legal Size 🛛 Computer Tape		Numerical		X File Dra	$_{wer(s)}$ - $\frac{3}{4}$ of a file drawer 2 boxes	
🗌 Audio Tape 🛛 Floppy Disk		V		Microfil	.,	
🗌 Bound Book 🔄 Video Tape		X Chronologi	cat	Other (
X Other (specify) 3" X 8" Cards		Geographic	al	10. Annual	Accumulation	
		Other (spec	None			
			<i>,,</i>	Number		
				File Dra	wer(s)	
				Microfilm Reel(s) Computer Tape(s)		
		···		Other (s	pecify)	
11. File is Used			12. File Becom	ies Inactive Af	ler	
Daily Weekly Monthly Annu	-		1989 Number (Month(s) Year(s)			
Haven't been used since the 1989	electi	on.				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Lower Level File Room						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
□ Yes X No			Y	-		
			∧ Nor	ie 📋 State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	quirements		18. Recom	mended R	etention	
TYes X No			Perman	ent: Th	is record series is no longer	
				generated by this office. All material will be		
			transferr	red to M	SA at the first available date.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	· · · · · · · · · · · · · · · · · · ·	
Janeen S. Miller, City Clerk		240-487	7-3501	Janua	ary 3, 2017	

Instructions –Type or Print a separate form for	D	EPARTMENT OF (SENERAL SERVICE	S	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794				Page 26 of 44		
	410-799-1930				9.6		
1. Department/Agency	2. Divisio				3. Unit		
City of College Park	Admir	nistration			Election		
DEFINITION: RECORD SERIES: A group of relate 4. Record Series Title	d records r	normally filed and u	sed as a unit for refe				
Voted Ballots and Authorization C	Cards				st Year/Latest Year ent/Most recent election		
6. Record Series Description (Briefly describe the t					· · ·		
Voted ballots, includes absentee ballo sent to Prince George's County Board							
Watcher/Challenger Form.			us of chancing		rissistance i onnis, and i on		
7. Record Series Format(s) List all		8. Record Series Seque	ence	9. Volume			
Letter Size 🔲 Microfilm		Alphabetical		1/3 Number			
Legal Size 📋 Computer Tape		Numerical		X File Dra	wer(s)		
Audio Tape 🛛 Floppy Disk	ĺ	Chronological		Microfil	Microfilm Reel(s) Computer Tape(s)		
Bound Book 🔲 Video Tape		Geographical		=			
X Other (specify) 3" X 8" cards		X Other (specify) No	o specific	10. Annual	Accumulation		
		order		Number			
				File Drawer(s)			
				Compu	ler Tape(s)		
				X Other (specify) Approximately 1,600 cards each			
				election	election year.		
11. File is Used			12. File Becomes Inact	ive After 2			
	ually		Number	Month(s)	X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Administration – Administration Fi	ile Rooi	m	□ Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Tes X No			X None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recommend	ed Retentio	n		
□Yes X №			Non-Perman	ent: Ref	ain two (2) years after the date of		
			the election t	o which	it pertains, then destroy.		
19. Name and Title of Preparer		20. Telephone Nu	imber	21. Date			
Janeen S. Miller, City Clerk		240-487-35	01	Janua	ary 3, 2016		

Instructions – Type or Print a separate form for	DEPARTME	INT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward with		S MANAGEMENT DIVISION	
Records Retention Schedule (DGS 550-1)	7275 Wa	terloo Road, P.O. Box 275	Page 27 of 44
	Jes	sup, Maryland 20794 410-799-1930	10
1. Department/Agency	2. Division		3. Unit
City of College Park	Administrat	ion	Financial Disclosure Statement
			Conflict of Interest Statement
DEFINITION: RECORD SERIES: A group of related I	ecords normally file	ad and used as a unit for reference a	s well as ratestics and disperiition purposes
4. Record Series Title	ecolds normally me	and used as a drift for relefence as	5. Earliest Year/Latest Year
Financial Disclosure Statements Al Statement	ND/OR Confl	ict of Interest	1983 - current
6. Record Series Description (Briefly describe the typ	es of information/do	ocuments/forms found in the series.	I Include the purpose or function of the series.)
Disclosure statements filed annual			
employees. AKA "Conflict of Interest statements which are housed with	st" and "Finai	ncial Disclosure" stateme	ent. (Does not include candidate
7 Record Series Format(s) List all		8. Record Series Sequence	9. Volume
			1
X Letter Size 🔲 Microfilm			Number
Legal Size Computer Tape		Numerical	
Audio Tape 🔄 Floppy Disk		X Chronological	X File Drawer(s) ☐ Microfilm Reel(s)
Bound Book Video Tape		Geographical	Computer Tape(s)
		Other (specify)	Other (specify)
Other (specify)			10. Annual Accumulation
			¹ / ₄ File drawer
			X File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
dd File is been			
11. File is Used		12. File Becomes Inactive After	
Daily Weekly Monthly Annual	ly	Number 4 🔲 Month(s) 💙	(Year(s)
X When needed 13. Current Location(s) (Bidg., Floor, Room)			
Administration File Room & Lower	l ovol Filo	14. Is Record Series Duplicated Elsewhere?	(If yes, specify agency or office.)
Room		☐ Yes 👗 No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u> </u>	16. Audit Requirements	······································
🗆 Yes 🛛 🗙 No			
		X None 🗌 State 🔲 Federal [Independent
17. Is an Index System used? If yes, explain briefly and describe requ	uirements	18. Recommended Retention	
🗆 Yes 🛛 🗙 No			four (4) years, then destroy. (City Code
		(4) years).	ancial Disclosure Statements retention or four
19. Name and Title of Preparer		20. Telephone Number	21. Date
Janeen S. Miller, City Clerk		240-487-3501	January 3,2017

Instructions – Type or Print a separate form for	DEPARTMENT OF GENERAL SER			RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI			· ·	Page 28 of 44
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794			275	11
	410-799-1930				
1. Department/Agency	2. Division				3. Unit
City of College Park	Administration				Grants
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				5. Earliest Year/Latest Year	
Grants				1975 to Current	
	cuments/forms found in the series. Include the purpose or function of the				
series.) Community Development Block Grants, Maryland Heritage Area Grants, Governor's Office of Crime					
Control grants, Maryland Energy Administration, etc. Some are reference copies (where another Department					
is the agency of record) and some are record copies.					
7. Record Series Format(s) List all 8. Record Serie			as Sequence 9. Volume		
				1/3	
X Letter Size 🔲 Microfilm		K Alphabetica	I	Number	
X Legal Size Computer Tape		Numerical		X File Drawer(s)	
		Chronological		Microfilm Reel(s)	
Audio Tape Floppy Disk Chronological		arronological		Computer Tape(s) Other (specify)	
Bound Book Uideo Tape Geographical				10. Annual Accumulation	
Other (specify)			ify)	Number	
				Number	
				File Dra	
				Comput	er Tape(s)
				X Other (s	_{pecify)} Two or three a year, if any.
				Approximately, 1/8" of paper	
11. File is Used			12. File Becomes Inactive After		
Daily Weekly Monthly Annually					
X When needed			Number Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Administration File Room			☐ Yes X No (May have copies in our Planning Department)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
🗆 Yes 🛛 🗙 No					
			X None 🔲 State 🔲 Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
			Non-Permanent: Retain for life of grant plus six (6) years		
			and all audit requirements have been fulfilled, then		
			destroy.		
19. Name and Title of Preparer 20. Telepho			ne Number 21. Date		
Janeen S. Miller 240-487					
				Janua	., 0, 2011

Instructions – Type or Print a separate form for	DEPAR		ENERAL SEI	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	ORDS MANA		SION	Page 29 of 44	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	C .	
	Jessup, Maryland 20794 410-799-1930				12	
1. Department/Agency	2. Divisio	on			3. Unit	
City of College Park		nistration			The Founding of College Park	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
The Founding of College Park				194	15 (Varies) to Current	
6. Record Series Description (Briefly describe the I						
series.) Historical documents, photos and	memora	ibilia relate	d to the Cit	y's Histo	ry. See Inventory List.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
X Letter Size 🏾 Microfilm		Alphabetica	ı	1		
		Numerical		Number		
X Legal Size Computer Tape		_	1	File Dra		
Audio Tape 🔲 Floppy Disk 🗌 Video Tape		Chronologi	281	Microfili		
Other (specify)		Geographic	al	X Other (s	specify) 1 display cabinet with. 4 files	
		X Other (spec	ify)	drawe	ers and 5 display shelves.	
				10. Annual	Accumulation	
				Number		
				_		
				File Dra		
				Comput		
11. File is Used			12. File Becom	an Innetius Aff		
			N/A	es maçiive An	er	
	iually		Number Month(s) Year(s)			
X When needed.						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
City Hall Council Chambers						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
□Yes XNo			X None	State	Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recom	mended R	etention	
Tes X No			Permane	nt: Scar	n to MSA standards, after 50 years	
			offer to N	ISA any i	material that has administrative, legal or	
			historical value that serves to document the origin,			
			developm	nent, fund	ctions, and accomplishments of the	
			City. City to retain scanned copies and all items not			
	r		1	- •	ermanently.	
19. Name and Title of Preparer		20. Telepho		21. Date	0.0017	
Janeen S. Miller, City Clerk		240-487	/-3501	Janua	ary 3, 2017	

Inventory of items in the History Cabinet in the Council Chambers (2012) The Founding of College Park

Bottom shelf on right side of history cabinet:

Records Retention Item Number		Item Description
12	1.	Documents that lead to the City's incorporation in 1945 – two brown accordion folders. Correspondence, P.G. County Court Opinion, House Bills
12	2	Documents related to the City's incorporation in 1945, and newspaper clippings through 1952. In a four inch green three ring binder. Correspondence (most hand written) and notices.
12	3	Early Letters about road improvements(1920s), Maps, Airport (1950s), College Park's 25 th anniversary (1970) and Municipal Building Dedication in a two inch green covered three ring binder
9.3	4	Five "Analysis Pads" with City's original voter registration records
19	5	Summary Network of the Transportation Planning Program, National Capital Region (1966 – 1971) on a large fold-out (2' x 8')
Newspaper	6	College Park Local News issues June 1996 – November 1998 in large brown tie folder. The College Park Local New is no longer in business.
12/19	7	Two manila file folder containing the personal files and records of Charles Davis dating from 1922 – 1946 (he later became the Mayor of College Park.) – Documents about College Park before it was a City.
17	8	Proclamations from the State for the 40 th and 50 th anniversaries of the City of College Park in a black folder
15.4	9	Proposed City Charter and Charter Amendments dated 1962 in a spiral bound notebook and an 11 x 14 file folder
12	10	Master Sepia Projections – College Park Map, October 1965
12	11	Negative of College Park City Seal
Newspaper	12	Blue binder of newspaper, <u>Citizens Call</u> , 1973 – 1983 – This paper is no longer in business.
12	13	Newspaper clippings 1950s – 1960s.
12	14	1953-August 1969 Binder of Old News Paper Clippings
13	15	1978 – 1983 Binder of Legal Advertisements
Newspaper	16	1963 – 1967 Binder of Newspaper Clippings
Newspaper	17	1968 – 1970 Binder of Newspaper Clippings
Newspaper	18	1971 – 1977 Binder of Newspaper Clippings
18	19	Aug. 1955 – Dec. 1969 Binder of Municipal Scenes – Prepared by the City
18	20	1970 – 1983 Binder of Municipal Scenes – Prepared by the City
18	21	1984 – 1982 Binder of Municipal Scenes – Prepared by the City

12	22.	College Park paperweight
7.3	23.	Small File Box of Agenda Items

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Large 18 X 30 White Box Bottom Left Side History Cabinet Documents:

12	1.	PG County Beautification awards – various years
19	2.	Recertification from HUD - Workable Program for Community Improvement: 1966, 1968 and 1969
12	3.	American Revolution Bicentennial Certificate of Official Recognition 1976
12	4.	1985 Proclamations from State of Maryland and Maryland House of Delegates on anniversary of HB 754 City Incorporation Resolution
17	5.	1975 City Proclamation for 30 th year of City
12	6.	Original Sketch of the College Park Veterans Memorial
12	7.	US Postmaster Designations from 1926 President Calvin Coolidge 1916 President Woodrow Wilson 1922 President Warren Harding 1930 President Herbert Hoover 1935 President Franklin Roosevelt
12	8.	Reprint of the US Declaration of Independence
12	9.	Matted photograph of Mayor and Council 1953-1955
12	10.	Matted photograph of First Town Council 1945
12	11.	Large photograph of Mayor ?????
12	12.	Certificate of Commendation by PG County -1968
12	13.	Certificate – The American Legion – Citation for Meritorious Service 1974
12	14.	Certificate – Department of Defense – Certificate of Commendation -1963
12	15.	Certificate – National Traffic Safety Contest
19	16.	Two College Park maps
12	17.	Statue of Liberty – Thank you for your donation letter.
12	18.	Certificate – Statue of Liberty
12	19.	Proclamation – Prince Georges County 1995
3	20.	College Park Airport Folder "Save College Park Airport"
3	21.	Historic College Park Airport Pamphlet
12	22.	Pamphlet – Atlas of Washington- 1975
3	23.	Soft cover book – American Aviation by Ken Beatty – 1976
12	24.	1 st Living in College Park Booklet 1988

Instructions - Type or Pint a separate form for each new revealed record series. Forward with Records Retention Schedule (DSS 550-1) DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DUNSION 727 Waterion Read, P.O. 802.27 Jessay, Maryland 2074 ************************************		r					
Records Relention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 Jassup, Maryland 20704 (a. Schemanning) Page 30 of 44 1. Department/Agency 2. Division 3. Unit Legislation 1. Legislation City of College Park Administration Legislation 2. Division 5. Earliest VearLakest Year 1968 to Current 4. Record Series Trile 5. Earliest VearLakest Year 1968 to Current 6. Record Series Description (Briely describe the types of Informatovidocument/Biforms tound in the series. of Maryland § 4-109 (c). 8. None 1968 to Current 7. Meeord Beries Description (Briely describe the types of Informatovidocument/Biforms tound in the series. of Maryland § 4-109 (c). 8. None 1968 to Current 7. Meeord Beries Description (Briely describe the types of Informatovidocument/Biforms tound in the series. of Maryland § 4-109 (c). 8. None 19. None 7. Meeord Beries Description (Briely describe the types of Informatovidocument/Biforms tound in the series. of Maryland § 4-109 (c). 8. None 19. None 7. Meeord Beries Description (Briely describe the types of Informatovidocument/Biform temport) 10. None 19. None 7. Meeord Beries Description (Briely describe the types of Informatovidocument/Biform temport) 10. None 10. None 7. Legislation 11. Earlie Used 11. None 11. None 7. Legislation 12. Pretected Secistation 12. None <	Instructions – Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
1. Department/Agency 2. Division 1. Department/Agency 2. Division 2. Division 2. Division Administration 2. Division Administration 2. Division Administration 2. Division 3. Unit Legislation 2. Division 4. Record Series Description (Briefly describe the types of information/document/biforms found in the series. Include the purpose of function of the series.) Original charter amendments adopted by the City Council. (See Md. Local Government Code Annotated Code of Maryland § 4-109 (c). 7. Meered Beres Teament List at Auster Teament List at List List at List at							
 Department/Agency Division Division J. Unit Legislation Legislation DEFINITION: RECORD SERIES: A proup of related records normally filed ang used as a unit for reference as well as reterining and disposition purposes. Record Series Title Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Original charter amendments adopted by the City Council. (See Md. Local Government Code Annotated Code of Maryland § 4-109 (a) and § 4-109 (c). Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series. Include the purpose of the purpose of the purpose of	Records Retention Schedule (DGS 550-1)	/2/			275	Page 30 of 44	
City of College Park Administration Legislation DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes 5. Earliest Year: Latest Year 4. Record Series Trile 5. Earliest Year: Latest Year 1968 to Current 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Original charter amendments adopted by the City Council. (See Md. Local Government Code Annotated Code of Maryland § 4-109 (a) and § 4-109 (c). 7. Record Series Formation List at the series of computer Tape X Legier Size Decoder X Legier Size Computer Tape Audit Tage Playpo Dak. Bound Soci Order (search) Other (search) Computer Tape Other (search) Computer Tape Audit Tage Playpo Dak. Bound Soci Order (search) Control (search) Computer Tape) Other (search) Computer Tape)			410-7 9	9-1930		13.1	
DEFINITION: RECORD SERIES: A group of related records normally fied and used as a unit for reference is well as retention and disposition purposes. 4. Record Series Title S. Earliest Year/Latest Year Charter Amendment Resolutions S. Earliest Year/Latest Year Charter Amendment Resolutions S. Earliest Year/Latest Year Charter Amendment Resolutions S. Earliest Year/Latest Year Charter Amendments adopted by the City Council. (See Md. Local Government Code Annotated Code of Maryland § 4-109 (a) and § 4-109 (c). Name:a 7. Record Series formation Latent R Record Series Generation (Marking Series Formation) Name:a X usine Star R Record Series Generation 9. Values Autor Tape Antentica Name:a X usine Star R Record Series Generation 9. Values Autor Tape Antentica Name:a Y usine Star Computer Tape Name:a Other (passity) ID Record Series of paper. N/A Interver Name:a Name:a Name:a Other (passity) ID Record Series Computer Tape N/A N/A Number Data (Start Tape) ID Record Series Computer Tape) ID Record Series Computer Tape) Start (passity)		l					
4. Record Series Title 5. Earliest Year/Latest Year Charter Amendment Resolutions 1968 to Current 6. Record Series Description (Briefly describe the types of information/documentsforms found in the series. Include the purpose or function of the series. Toriginal charter amendments adopted by the City Council. (See Md. Local Government Code Annotated Code of Maryland § 4-109 (a) and § 4-109 (c). 7. Record Series Format(s) List at 8. Record Series Format(s) List at 8. Record Series Sequence 8. Value X Legis Size Computer Tage Auto Tage 1 Number Auto Tage Computer Tage Number 1. Number Auto Tage Computer Tage 1. Number Other (uppedy)		-				, e	
 6. Record Series Description (direfly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Original charter amendments adopted by the City Council. (See Md. Local Government Code Annotated Code of Maryland § 4-109 (c). 7. Record Series Format(s) Lat all 8. Record Series Sequence 4. Volume 1. Record Series Computer Tape Auto Tape Chronological <l< td=""><td></td><td>ecords nor</td><td>mally filed and</td><td>used as a ur</td><td>1</td><td></td></l<>		ecords nor	mally filed and	used as a ur	1		
series.) Original charter amendments adopted by the City Council. (See Md. Local Government Code Annotated Code of Maryland § 4-109 (a) and § 4-109 (c). ?. Record Series Format(c) Lat at 8. Record Series Sequence 9. Volume X Legies Size Microfilm Audio Tape 1 Audio Tape Computer Tape Numerical 1 Audio Tape Propholetical Xinumerical 1 Bound Book Video Tape Other (specify) 0 Antrodim Recto) Other (specify) Other (specify) 0 10. Antrodim Recto) Other (specify) Other (specify) 10. Antrodim Recto) 0 Other (specify) Other (specify) 10. Antrodi Recto) 0 Other (specify) Other (specify) 10. Antrodi Recto) 0 Other (specify) Morofilm Recto) 0 0 0 Other (specify) Morofilm Recto) Note Note Note 11. File is Used 12. File Bocome Level File Room/ Note Note Note 12. Units Morofilm Recto) 14. Is Record Series Diglicated Elsewher? (If yos, specify sigensy or office.) 14. Units Record	Charter Amendment Resolutions				196	8 to Current	
of Maryland § 4-109 (a) and § 4-109 (c). 7. Record Series Format(s) List all X Letter Size Audo Tape Audo Tape Concret(spoply)	6. Record Series Description (Briefly describe the	types of inf	ormation/docu	iments/forms	found in the	e series. Include the purpose or function of the	
7. Record Series Formul(i) List at X Letter Size Microfin X Letter Size Computer Tage Autio Tage Ploopy Disk. Beind Book Velace Tage Other (specify) Instruction Other (specify) Instruction In right Size Computer Tage(s) Other (specify) Interdem Rec(s) Conter (specify) Interview In right Size Ploopy Disk. Bound Book Velace Tage Other (specify) Interview In right Size Interview Other (specify) Interview In right Size Computer Tage(s) Content (specify) Interview In right Size Annually Note Note In right Size Month(s) Vear(s) Vear(s) In right Size Interview In right Size Month(s) In right Size Month(s) In right Size Month(s) In Record Series Deploted Elsewhere? (If yes, specify agency or office.) In Size No <td>series.) Original charter amendments add</td> <td>opted by f</td> <td>the City Co</td> <td>uncil. (See</td> <td>e Md. Loo</td> <td>cal Government Code Annotated Code</td>	series.) Original charter amendments add	opted by f	the City Co	uncil. (See	e Md. Loo	cal Government Code Annotated Code	
X Letter Size Microfin Aphabelical 1 X Letter Size Computer Tape Number X Legal Size Computer Tape Microfin Audio Tape Floopy Disk Bound Book Urdeo Tape Omer (specify) Image: Size Size Size Size Size Size Size Size	of Maryland § 4-109 (a) and § 4-109 (c).						
X Legel Size Incodition Number X Legel Size Computer Tape X Number Audio Tape Flop Zyone Mercetin Reset(a) Bound Book Velow Tape Other (specify) Other (specify)	7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
X Legal Size Computer Tape X Numerical X Kincefer Rect(s) Audio Tape Flop Opput Size Computer Tape(s) Computer Tape(s) Computer Tape(s) Bound Book Vedeo Tape 0 other (specify) 10. Annual Accountation 11/8" or less of paper. Other (specify)	X Letter Size 🔲 Microfilm		Alphabetical				
X togal Size Composition Audio Tape Poppy Dick Bound Book Video Tape Omer (specify) 0 Ther (specify) Omer (specify) 0 Ther (specify) Image: Size 0 Ther (specify) Approx. 12 sheets of paper. Image: Size 0 Month(s) Image: Size <t< td=""><td></td><td></td><td>X Numerical</td><td></td><td></td><td></td></t<>			X Numerical				
Audio Tape Piopry Disk Bound Book Video Tape Other (specify) 0 Other (specify) 10. Annual Accumulation 1/8" or less of paper. Number Biology 11. File is Used 11. File is Used 12. File Becomes Inactive After N/A Number Daily Weekly Number 13. Current Location(s) (Bdg, Floor, Room) Administration File Room/Lower Level File Room/ Administration set(s) & Regulation(s) Yes X No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No 17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No 16. Audit Requirements Yes X No 17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No 17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No 18. Recommended Retention Permanent: Scan to MSA standards and retain <td>X Legal Size Computer Tape</td> <td></td> <td>/ Numerical</td> <td></td> <td></td> <td></td>	X Legal Size Computer Tape		/ Numerical				
Bound Book Video Tape Other (specify) 10. Annual Accumulation Diher (specify) 1/8" or less of paper. Number File Drawn(s) Bound Book Wideolfine Resits) Diher (specify) File Drawn(s) Bound Book I. File is Used Daily Weekly Daily Monthly Annually N/A X When needed N/A Administration File Room/Lower Level File Room/ Administrations (If Yes, cite Law(s) & Regulation(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Is Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Aud! Requirements Yes X No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Permanent: Scan to MSA standards and retain permanently. Per Local Government Article §4-1 109(c) Department of Legislative Services will forward to MSA. 19. Name and Title of Preparer 20. Telephone Number 21. Date	Audio Tape 🔲 Floppy Disk		Chronological				
Other (specify) I/8" or less of paper. Number File Drawer(s) I. File is Used File Drawer(s) Daily Menthy Daily Menthy Administration File Room/Lower Level File Room/ Administration File Room/Lower Level File Room/ Clerk's Office 15. Access Restrictions (If Yes, explain briefly and describe requirements I ves X No 17. Is an index System used? If yes, explain briefly and describe requirements I ves X No 18. Recommended Retention Permanent: Scan to MSA standards and retain permanently. Per Local Government Article §4-109(c) Department of Legislative Services will forward to MSA. 19. Name and Title of Preparer 20. Telephore Number 21. Date	Bound Book 🔲 Video Tape		Geographical		10 Annual	nual Accumulation	
Number File Drawer(s) File Drawer(s) Computer Tape(s) X Other (specify) Approx. 12 sheets of paper. 11. File is Used 2. File Becomes Inactive After Daily Weekly Daily Month(s) X When needed 1. File Becomes Inactive After N/A Number Administration File Room/Lower Level File Room/ Clerk's Office 1. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 1. State Yes X No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Yes X No 19. Name and Title of Preparer 20. Telephone Number 21. Date	Other (specify)		Other (spec	ify)			
11. File is Used □ Computer Tape(s) Computer Tape(s) Xother (specify) Approx. 12 sheets of paper. 11. File is Used 12. File Becomes Inactive After N/A Number 13. Current Location(s) (Bidg., Floor, Room) Administration File Room/Lower Level File Room/ 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 □ Yes X No 17. Is an Index System used? If yes, exptain briefly and describe requirements 18. Recommended Retention □ Yes X No 17. Is an Index System used? If yes, exptain briefly and describe requirements 18. Recommended Retention □ Yes X No 19. Name and Title of Preparer 20. Telephore Number 21. Date							
Image: Second							
11. File is Used 12. File Becomes Inactive After Daily Weekly Monthly Annually X When needed N/A 13. Current Location(s) (Bidg., Floor. Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Administration File Room/Lower Level File Room/ Pres X No Clerk's Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements Yes X No X None State Federal 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Permanent: Scan to MSA standards and retain permanently. Per Local Government Article §4- 109(c) Department of Legislative Services will forward to MSA. 19. Name and Title of Preparer 20. Telephone Number 21. Date							
Daily Weekly Annually N/A X When needed Number Month(s) Year(s) 13. Current Location(s) (Bidg., Floor, Room) Administration File Room/Lower Level File Room/ 14. Is Record Saries Duplicated Elsewhere? (If yes, specify agency or office.) Administration File Room/Lower Level File Room/ Yes X No Clerk's Office 16. Audit Requirements Yes 15. Access Restrictions (If Yes, eite Law(s) & Regulation(s) 16. Audit Requirements X None Yes X No 18. Recommended Retention Permanent: Scan to MSA standards and retain permanently. Per Local Government Article §4-109(c) Department of Legislative Services will forward to MSA. 19. Name and Title of Preparer 20. Telephone Number 21. Date					X Other (s	_{pecify)} Approx. 12 sheets of paper.	
X When needed Number Month(s) Year(s) 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Administration File Room/Lower Level File Room/ Pres X No Clerk's Office 16. Audit Requirements 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements Yes X No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Yes X No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Permanent: Scan to MSA standards and retain permanently. Per Local Government Article §4-109(c) Department of Legislative Services will forward to MSA. 19. Name and Title of Preparer 20. Telephone Number 21. Date	11. File is Used			12. File Becon	I nes Inactive A	fter	
X When needed Image: Constraint of the second series of the second s	🗋 Daily 📄 Weekly 📄 Monthly 🚺 Annual	ly		N/A		_	
Administration File Room/Lower Level File Room/ □ Yes X No Clerk's Office 16. Audit Requirements 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes X No X None □ State □ Federal □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention □ Yes X No Permanent: Scan to MSA standards and retain □ Yes X No Permanent! Scan to MSA standards and retain □ Yes X No Permanent! Scan to MSA standards and retain □ Yes X No Permanent! Scan to MSA standards and retain 19. Name and Title of Preparer 20. Telephone Number 21. Date	X When needed			Number	▲□	Month(s)	
Clerk's Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes X No 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes X No 18. Recommended Retention Permanent: Scan to MSA standards and retain permanently. Per Local Government Article §4- 109(c) Department of Legislative Services will forward to MSA. 19. Name and Title of Preparer 20. Telephone Number 21. Date							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes X No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention □ Yes X No Permanent: Scan to MSA standards and retain permanently. Per Local Government Article §4-109(c) Department of Legislative Services will forward to MSA. 19. Name and Title of Preparer 20. Telephone Number 21. Date			Room/				
Yes X None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Yes X No Permanent: Scan to MSA standards and retain permanently. Per Local Government Article §4- 109(c) Department of Legislative Services will forward to MSA. 19. Name and Title of Preparer 20. Telephone Number 21. Date		,		16 Audit Reg	uirements		
 17. Is an Index System used? If yes, explain briefly and describe requirements I Yes X No 18. Recommended Retention Permanent: Scan to MSA standards and retain permanently. Per Local Government Article §4-109(c) Department of Legislative Services will forward to MSA. 19. Name and Title of Preparer 20. Telephone Number 21. Date 	×					Federal 🔲 Independent	
Image: Non-organization Permanent: Scan to MSA standards and retain permanently. Per Local Government Article §4-109(c) Department of Legislative Services will forward to MSA. 19. Name and Title of Preparer 20. Telephone Number 21. Date							
19. Name and Title of Preparer 20. Telephone Number 21. Date	17. Is an Index System used? If yes, explain briefly and describe requ	irements		18. Recom	nmended F	Retention	
109(c) Department of Legislative Services will forward to MSA. 19. Name and Title of Preparer 20. Telephone Number 21. Date	□ Yes X No	es X _{No}					
forward to MSA. 19. Name and Title of Preparer 20. Telephone Number 21. Date					ently. P	er Local Government Article §4-	
19. Name and Title of Preparer 20. Telephone Number 21. Date							
				forward	to MSA		
Janeen S. Miller, City Clerk 240-487-3501 January 3, 2017							
	Janeen S. Miller, City Clerk		240-487	7-3501	Janua	ary 3, 2017	

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Instructions – Type or Print a separate form for	DEPART	MENT OF G	ENERAL SEI	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward					Page 21 of 44	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794			275	Page 31 of 44	
	410-799-1930				13.2	
1. Department/Agency	2. Division				3. Unit	
City of College Park DEFINITION: RECORD SERIES: A group of related		istration	and wood oo d	- unit far ro	Legislation	
purposes.						
4. Record Series Title					st Year/Latest Year	
Ordinances				1	5 to Current	
 Record Series Description (Briefly describe the ty series.) 	ypes of info	rmation/docu	iments/forms	found in th	e series. Include the purpose or function of the	
Original Ordinances adopted by the C	City Cour	ncil. May	zalso cont	tain sum	porting background General Code	
submissions, correspondence, legal ad						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
X Letter Size 🔲 Microfilm		Alphabetical		1		
				Number		
X Legal Size 🛛 Computer Tape		X Numerical		X File Dra		
Audio Tape 🛛 Floppy Disk		Chronological		Microfili		
		Geographical		Other (s	specify)	
Bound Book 🔲 Video Tape		_		10. Annual	Accumulation	
Other (specify)		Other (spec	ity)	Number		
				File Dra	wer(s)	
				Microfitr	m Reel(s)	
				Comput	pecify) Approx. 3" of paper.	
11. File is Used			12. File Becom	es Inactive Aft	ler	
Daily Weekly Monthly Annu	ually		N/A Number	Пм	lonth(s) Tear(s)	
X When needed						
13. Current Location(s) (Bldg., Floor, Room) Administration File Room / Lower le	vel file r	room/	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
City Clerk's Office		00111	Yes	X No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
□ Yes X No						
			X None	🗋 State 🔲	Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention	
□ Yes X No	□ Yes X No			ent: Sca	an to MSA standards, send scanned	
			images t	to MSA	every four (4) years (in non-election	
					copies can be destroyed after 30	
		years.				
19. Name and Title of Preparer		20. Telepho		21. Date		
Janeen S. Miller, City Clerk		240-487-	3501	Janua	iry 3, 2017	
DCS 550.4 (Pour 1/03)						

Instructions – Type or Print a separate form for each new	ons – Type or Print a separate form for each new DEPARTMENT OF GE				AGENCY RECORDS INVENTORY	
or revised record series. Forward with Records Retention Schedule (DGS 550-1)		RDS MANAG Waterloo Ro		-	Page 32 of 44	
		Jessup, Mary	land 20794	215	13.3	
1. Department/Agency	2. Divisior	410-799 1	-1930		3. Unit	
City of College Park	Admin	istration			Legislation	
DEFINITION: RECORD SERIES: A group of related records n	ormally filed	and used as	a unit for refe	erence as v	vell as retention and disposition purposes.	
4. Record Series Title					st Year/Latest Year	
Resolutions				196	1 to Current	
6. Record Series Description (Briefly describe the types of info						
Original resolutions adopted by the City Cour	ncil. May	also cont	ain suppo	rting ba	ckground documents.	
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		
X Letter Size 🔲 Microfilm		Alphabetical		1/2		
				Number		
X Legal Size Computer Tape		X Numerical		X File Dra	wer(s)	
Audio Tape 🔲 Floppy Disk		Chronological		Microfil		
Bound Book 🔲 Video Tape		Geographical		Compu	ter Tape(s) specify)	
		Other (spe	ify) 10. Annual Accumulation			
Other (specify) These are stored in 9 x 12 green ledger	r					
binders				Number		
			File Drawer(S)			
				Compu	ter Tape(s)	
				X Other (s	_{pecify}) 3.5 inches of paper	
11. File is Used			12. File Becor	nes Inactive A	tter	
🗋 Daily 🔲 Weekly 🚺 Monthly 🔲 Annually			N/A			
X When needed			Number Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administration File Room / Lower level file	e room		Tes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
□ Yes X No			×			
			▲ None	State L	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recon	nmended F	Retention	
□ Yes X No			Perman	ient: So	an to MSA standards, send	
			scanned images to MSA every four (4) years (in			
			non-ele	ction ye	ars). All paper copies can be	
				destroyed after 30 years.		
19. Name and Title of Preparer		20. Telepho	one	21. Date		
Janeen S. Miller, City Clerk		Number				
		240-48	7-3501 January 3, 2017			

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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)	REC	ORDS MANA	GENERAL SEI GEMENT DIV oad, P.O. Box	ISION	AGENCY RECORDS INVENTORY Page 33 of 44		
	Jessup, Maryland 20794 410-799-1930				13.4		
1. Department/Agency	2. Divisi	on			3. Unit		
City of College Park	Admi	nistration			Legislation		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Urban Renewal Resolutions ("UR")				197	3 to 1987		
6. Record Series Description (Briefly describe the t	ypes of inf	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.) Original Urban Renewal Resolutions adopted by the City Council. May also contain supporting background documents, if any.							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
X Letter Size 🔲 Microfilm		Alphabetical		1/8 of Number	a file drawer		
X Legal Size Computer Tape		X Numerical		File Dr.	m Reel(s)		
Audio Tape 🛛 Floppy Disk		Chronological		X Other (s	specify) Two 9 x 12 ledger binders		
Bound Book 🔲 Video Tape		Geographical		10. Annual Accumulation			
Other (specify) 9 x 12 Green Ledger Bin	ders	Other (spec	;ify)	None			
				File Dra File Dra Comput	n Reel(s) ler Tape(s)		
11. File is Used			12. File Becom	es Inactive Aft	er		
Daily 🔲 Weekly 🔲 Monthly 🔲 Ann	ually		N/A				
X When needed			Number				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Lower level file room			□ Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
□Yes XNo			X None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe r	7. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
🗆 Yes 🛛 X No			Permanent: Scan to MSA standards, send scanned				
				images to MSA every four (4) years (in non-election			
		years). All paper copies can be destroyed after 30					
			years.				
19. Name and Title of Preparer		20. Telepho		21. Date			
Janeen S. Miller, City Clerk		240-487	7-3501	Janua	iry 3, 2017		

Instructions – Type or Print a separate form for each	DEPAR	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
new or revised record series. Forward with Records	RECORDS MANAGEMENT DIVISION				Page 34 of 44		
Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			275	14.1		
		410-799					
1. Department/Agency	2. Divisio				3. Unit Maryland Public Information Act		
City of College Park	Aamir	histration			Records		
DEFINITION: RECORD SERIES: A group of related rec	cords norm	ally filed and u	ised as a unit				
4. Record Series Title					st Year/Latest Year		
MPIA Log					2004 – Current		
6. Record Series Description (Briefly describe the types							
Requests submitted by the public to any	City de	partment f	or access	to publi	c records. Log includes date		
requested, Requestor information, inforr	mation re	equested,	Departme	nt, and	date information was given to		
requestor; may also include the City's re	esponse						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
X Letter Size 🔲 Microfilm		Alphabetica	al	Number			
Legal Size Computer Tape		Numerical		File Dra			
Audio Tape 🔄 Floppy Disk				Compu			
		X Chronologic	al	X Other (s	pecify) Three 2" binders and one box =		
Bound Book Video Tape		Geographic	al	one fil	file drawer.		
Other (specify)		Other (spec	ify)	10. Annual			
X Electronic log				Number			
				File Dra	awer(s		
				Microfili			
					pecify) 1 - 3 inch binder or less.		
	_						
11. File is Used			12. File Becon	nes Inactive A	fler		
🗋 Daily 📄 Weekly 📄 Monthly 📄 Annually			7				
X When needed			Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Room)	.						
13. Current Location(s) (Bidg., Floor, Room) Administration File Room & Lower L	ovol Fil	a Poom	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
			Yes	X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u> </u>		16. Audit Requirements				
🗆 Yes 🗙 No			×		Federal 🔲 Independent		
			∧ None	State L	Federal [] Independent		
17. Is an Index System used? If yes, explain briefly and describe require	sed? If yes, explain briefly and describe requirements			18. Recommended Retention			
□Yes XNo			Non-Per	manent:	Retain the electronic log for seven (7)		
			years, th	en destro	oy.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Janeen S. Miller, City Clerk		240-487	-3501	Janua	ary 3, 2017		
· •							
DGS 550-4 (Rev. 1/93)				<u> </u>			

Instructions –Type or Print a separate form for each	DEPAR	TMENT OF G	ENERAL SEF	RVICES AGENCY RECORDS INVENTORY			
new or revised record series. Forward with Records	RECO	ORDS MANAG	EMENT DIVI	SION	Page 25 of 44		
Retention Schedule (DGS 550-1)	727	5 Waterloo Ro		275	Page 35 of 44		
		Jessup, Mary 410-799			14.2		
1. Department/Agency	2. Divisio	n			3. Unit		
City of College Park		nistration			Maryland Public Information Act Records		
DEFINITION: RECORD SERIES: A group of related rec	cords norm	ally filed and u	sed as a unit				
4. Record Series Title					st Year/Latest Year Current		
MPIA Request and Response							
6. Record Series Description (Briefly describe the types				l in the seri	es. Include the purpose or function of the series.)		
Paper copy of request received and pape	г сору о	response	5.				
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
X Letter Size 🔲 Microfilm		Alphabetica	al	Number			
Legal Size Computer Tape		Numerical		File Dra			
🗌 Audio Tape 🔲 Floppy Disk				Comput			
		X Chronologic	al	X Other (s	$_{\text{pecify}}$ Three 2" binders and one box =		
Bound Book DVideo Tape		Geographic	al	one file	file drawer.		
Other (specify)		Other (spec	ifu)	10. Annual Accumulation			
				Number			
				File Drawer(s			
				Microfili			
					pecify) 1 - 3 inch binder or less.		
				A Other (s	pecify) 1 - 3 ITCH DITUEL OF less:		
11. File is Used			12. File Becor	nes Inactive Al	fter		
🗋 Daily 🔲 Weekly 🗌 Monthly 📋 Annually			7				
X When needed			Number		Nonth(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		_	14. Is Record		ted Elsewhere? (If yes, specify agency or office.)		
Administration File Room & Lower L	evel Fil	e Room	Yes	X _{N0}			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
TYes X No							
			X None	State	Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe require	ements		18. Recon	nmended R	Retention		
🗋 Yes 🛛 X No			Non-Per	manent:	Retain paper copy for three years, then		
			destroy.				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Janeen S. Miller, City Clerk		240-487	-3501	Janua	ıry 3, 2017		
-							
DGS 550-4 (Rev. 1/93)	-						

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS 7275 Wa	S MANAG aterloo Ro ssup, Mary	ENERAL SERVICES EMENT DIVISION ad, P.O. Box 275 Iland 20794		AGENCY RECORDS INVENTORY Page 36 of 44 15.1	
1. Department/Agency	2. Division	410-799	9-1930		3. Unit	
City of College Park	Administ	ration			Petitions	
DEFINITION: RECORD SERIES: A group of relate			and used as a	unit for re	ference as well as retention and disposition	
purposes. 4. Record Series Title						
					st Year/Latest Year es – Current	
Permit Parking						
 Record Series Description (Briefly describe the t series.) 	ypes of information	ation/docu	ments/forms	found in th	e series. Include the purpose or function of the	
Permit Parking Petition Request Form Petition (s), Staff's recommendation,						
a permit. May also include map of the						
7. Record Series Format(s) List all	8. R	Record Series	s Sequence	9. Volume		
X Letter Size 🔲 Microfilm		Alphabetica	ł	1/3		
🔲 Legal Size 🛛 Computer Tape	י ם	Numerical		Number X File Dra		
🔲 Audio Tape 🔛 Floppy Disk		_		Microfil		
🔲 Bound Book 🔲 Video Tape		Chronologica	31	Comput		
Other (specify)		Geographica	al		Accumulation	
		Other (speci	fy)	Possi	bly two (2) file folders	
			Number File Drawer(s		awer(s	
			Computer Tape(s) X Other (specify)			
11. File is Used			12. File Becom			
🗌 Daily 🔲 Weekly 🗌 Monthly 🗌 Ann	uallu		15 Number ☐ Month(s) X Year(s)			
X When needed	uany					
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administration File Room			□ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
∏Yes XNo			X None I State Federal I Independent			
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention	
□ Yes X No	Tes X No			manent	Once scanned to MSA standards,	
			paper co	py can	be destroyed one (1) year after	
			Mayor a	nd Cour	ncil approval. City to retain scanned	
					(15) years, then destroy.	
19. Name and Title of Preparer	20.	. Telephor	ne Number	21. Date		
Janeen S. Miller, City Clerk	24	40-487	-3501	Janua	ıry 3, 2017	
			·			
L DGS 550-4 (Rev. 1/93)	L					

Instructions –Type or Print a separate form for	DEPAR	TMENT OF (GENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			GEMENT DIVI		Page 37 of 44	
with Records Retention Schedule (DGS 550-1)	7275		load, P.O. Box	275	Page 37 of 44	
	Jessup, Maryland 20794 410-799-1930				IV.L	
1. Department/Agency	2. Divisio				3. Unit Petitions	
City of College Park		nistration				
DEFINITION: RECORD SERIES: A group of related purposes.	d records n	ormally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title					est Year/Latest Year	
Traffic Calming				·	irrent	
6. Record Series Description (Briefly describe the ty series.) Traffic Calming Device Petition						
Staff Report or Study, Public Hearing						
minutes and miscellaneous staff corre		nce.		· · · · ·		
7. Record Series Format(s) List all		8. Record Serie	as Sequence	9. Volume		
X Letter Size D Microfilm		Alphabetic	al	1/3 Number		
Legat Size Computer Tape		Numerical		X File Dra	awer(s)	
🗌 Audio Tape 🔄 Floppy Disk		X Chronologic	cal	Microfile	lm Reel(s) ıter Tape(s)	
🔲 Bound Book 📋 Video Tape		Geographic		Other (s		
Other (specify)	ļ			Possibly tw	Accumulation vo file folders	
		Other (spec	;ify)	Number		
			1	Microfili	im Reel(s) iter Tape(s)	
			X Other (specify)			
						
11. File is Used			12. File Becomes Inactive After 15 Number Month(s) X Year(s)			
	ually		15 Number \Box Month(s) X Year(s)			
X When needed 13. Current Location(s) (Bldg., Floor, Room)			14 Is Record Series Dunlicated Elsewhere? (If yes specify agency or office)			
Administration File Room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
			Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
□ Yes X No			X None	State	Federal 🔲 Independent	
17. Is as Index Sustem used? If use surplain briefly and describer.						
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes X No	aquiremenis		18. Recom			
					: Once scanned to MSA standards,	
					be destroyed after one (1) year of	
					City to retain scanned copies for	
	T		<u>и </u>	· · ·	s, then destroy.	
19. Name and Title of Preparer			one Number	21. Date		
Janeen S. Miller, City Clerk		240-487	/-3501	Janua	ary 3, 2017	
			ļ	I		

Instructions – Type or Print a separate form for	DEPARTMENT OF GENERAL SEF			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box				Page 38 of 44		
	Jessup, Maryland 20794			215	15.3		
1. Department/Agency	410-799-1930 2. Division				3. Unit		
City of College Park	Admii	nistration			Petitions		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed and used as a			unit for reference as well as retention and disposition			
4. Record Series Title				5. Earliest Year/Latest Year			
Miscellaneous Petitions				Varies			
6. Record Series Description (Briefly describe the types of information/documents series.) Petitions submitted by residents and/or groups on var of this schedule. May include Staff or Committee Reports, Petition Receipt, Legal Opinion, Resolutions, Notices, Publ				various matters not included elsewhere in Section 15 rts, Correspondence, Withdrawal of Signature forms, Publications and Outcome.			
7. Record Series Format(s) List all		8. Record Serie	·	9. Volume			
X Letter Size		Alphabetic	al	Number			
		Numerical		X File Dra	()		
Audio Tape Floppy Disk		X Chronologie	al		 Microfilm Reel(s) Computer Tape(s) 		
Bound Book DVideo Tape		Geographic	al	Other (specify) 10. Annual Accumulation			
Other (specify)		Other (spec	;ify)	Possibly two file folders Number			
				File Drawer(s Kicrofilm Reel(s)			
				Computer Tape(s) X Other (specify)			
11. File is Used			12. File Becom	` <u>`</u>			
Daily 🚺 Weekly 🔲 Monthly 🔲 Annually			0 Number		×		
X When needed				_			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplicat	ed Elsewhere? (If yes, specify agency or office.)		
Administration File Room			Yes	X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes X No			X None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe r ☐ Yes X No	equirements		18. Recommended Retention				
☐ Yes 👗 No			Non-Permanent:				
			1. A record documenting the submission will be created				
			and scanned to MSA standards and kept for thirty (30)				
			years, then the images and all paper copies will be destroyed.				
			2. The original petition signatures pages will be destroyed				
			one year after the petition has been ruled valid or invalid.				
19. Name and Title of Preparer	20. Telephone Number 240-487-3501			21. Date			
Janeen S. Miller, City Clerk		240-4ŏ <i>i</i>	-3501	Janua	iry 3, 2017		
DGS 550-4 (Rev. 1/93)							

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 39 of 44 15.4	
1. Department/Agency	2. Division			3. Unit Petitions	
City of College Park	Administration			•	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally fi	ed and used as	a unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year		
Charter Amendment Petitions/Refere			Varies		
(Backup paperwork, not including signal of the second Series Description (Briefly describe the second Series De	<u> </u>	ocuments/forms	found in th	e series Include the purpose or function of the	
series.) Back-up paperwork for petition					
the City Charter through a referendur					
Withdrawal of Signature forms, Petit	ion Receipt, Le	gal Opinion	, Resolu	tions, Notices, Publications and	
Outcome. Signature pages are includ	led in 15.4.1.				
7. Record Series Format(s) List all	8. Record	eries Sequence	9. Volume		
X Letter Size 🔲 Microfilm		etical	1/3		
Legal Size Computer Tape	Numer		Number		
🗌 Audio Tape 🔄 Floppy Disk		Jai	X File Dra	.,	
	X Chrono	ogical	Microfili		
🔲 Bound Book 🔲 Video Tape	Geogra	ohical	Other (s	pecify) Accumulation	
Other (specify)				o file folders	
	Olher (pecify)	Number	Number File Drawer(s Microfilm Reel(s) Computer Tape(s)	
			X Other (s		
11. File is Used		12 File Becon	nes Inactive Aff	· · · · · · · · · · · · · · · · · · ·	
		0 Number		N N	
13. Current Location(s) (Bldg., Floor, Room)		14 ls Boord	Sorias Duplicat	od Elandora (M	
Administration File Room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes X No		
		Yes			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	16. Audit Requirements		
□ Yes X No		X None	X None 🔲 State 🔲 Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe r	equirements	18. Recom	18. Recommended Retention		
Tes X No		Perman	Permanent:		
			A record documenting the submission will be		
		created	created and scanned to MSA standards and kept		
			permanently. The scanned copy will be sent to		
		MSA every four (4) years in non-election years;			
			paper will be destroyed after four (4) years.		
19. Name and Title of Preparer			1	Siroyeu aller iour (4) years.	
•		hone Number	21. Date		
Janeen S. Miller, City Clerk	240-4	87-3501	Janua	iry 3,2017	

Instructions –Type or Print a separate form for			SENERAL SEL	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	Page 40 of 44		
	Jessup, Maryland 20794 410-799-1930				15.4.1		
1. Department/Agency	2. Divisio	on			3. Unit		
City of College Park		nistration			Petitions		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	as a unit for reference as well as retention and disposition			
4. Record Series Title				5. Earliest Year/Latest Year			
Charter Amendment Petitions/Ref	erendu	m Petition	15	2015			
6. Record Series Description (Briefly describe the t							
series.) Petitions (signature pages) subr							
City Charter through a referendum.	This ser	ies include	es petition	signatu	re pages only.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
X Letter Size 🔲 Microfilm		Alphabetic	al	2			
Legal Size Computer Tape		Numerical		Number	Number File Drawer(s)		
🗌 Audio Tape 🔄 Floppy Disk					Microfilm Reel(s)		
	X Chronological			Computer Tape(s)			
Bound Book Video Tape	Geographical		al	X Other (specify) 2 - 18 X 9 Boxes 10. Annual Accumulation			
Other (specify)	Other (specify)			Number			
			:ify)	File Dra			
				Compu	Computer Tape(s)		
				X Other (specify) - Unknown			
11. File is Used			12. File Becom	es Inactive Afr	er		
Daily 🗍 Weekly 📋 Monthly 🔲 Annually			1 to 10 N	lumber	\square Month(s) X Year(s)		
X When needed	,						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Clerk's Office		□Yes X No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
			X None 🔲 State 🔲 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
□ Yes X No		Non-Permanent:					
		The original petition signatures pages will be destroyed					
or			one year after the petition has been ruled valid or invalid.				
19. Name and Title of Preparer	20. Telephone Number		one Number	21. Date			
Janeen S. Miller, City Clerk	240-487-3501		7-3501	January 3, 2017			

Instructions – Type or Print a separate form for each new or revised record series. Forward	RECORDS M	OF GENERAL SE	ISION	AGENCY RECORDS INVENTORY Page 41 of 44		
with Records Retention Schedule (DGS 550-1)	Jessup	oo Road, P.O. Box Maryland 20794	275	16		
1. Department/Agency	2. Division	410-799-1930	 .	3. Unit		
City of College Park	Administrat	ion				
DEFINITION: RECORD SERIES: A group of related purposes.	records normally	filed and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year			
Procedures/Policies			Varies to Current			
6. Record Series Description (Briefly describe the ty series.)	pes of information	documents/forms	found in th	e series. Include the purpose or function of the		
Procedures and Policies establish	ed by the M	ayor and Co	uncil or	City Manager.		
7. Record Series Format(s) List all	8. Record	I Series Sequence	9. Volume			
X Letter Size 🔲 Microfilm	X Alph	abetical	1 Number			
🗌 Legal Size 🛛 Computer Tape	Num	erical	File Dra	wer(s)		
🗌 Audio Tape 📋 Floppy Disk	Chror	ological	Microfil			
🗋 Bound Book 🛛 Video Tape	Geog	raphical	X Other (specify) 4 inch binder		
Other (specify)	Cthe	(specify)	10. Annual	Accumulation		
			Number			
			File Dra	wer(s)		
			Microfili	.,		
			X Other (s	pecify) Approximately 1/4" of paper.		
11. File is Used		12. File Becon	I nes Inactive Afr	er		
🗌 Daily 📋 Weekly 🔲 Monthly 🗌 Annually						
When needed.				onth(s) 🔲 Year(s)		
13. Current Location(s) (Bldg., Floor, Room)	<i></i>	14. Is Record	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administration offices		T Yes	🗋 Yes 🗙 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	16. Audit Requirements			
□ Yes X No		XNone	X None 🔲 State 🔲 Federal 🔲 Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention:			
□ Yes X No			Permanent: Scan to MSA standards and send all current,			
		obsolete	obsolete or superseded policies to MSA every four (4)			
		years (in	years (in non-election years) and destroy paper. City to			
				n scanned images.		
19. Name and Title of Preparer		ephone Number	21. Date			
Janeen S. Miller, City Clerk	487-3501	Janua	iry 3, 2017			

<u>Instructions</u> – Type or Print a separate form for	DEPARTMENT O	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	Jessup, I	IAGEMENT DIV Road, P.O. Box Aaryland 20794 0-799-1930		Page 42 of 44 17		
1. Department/Agency	2. Division			3. Unit		
City of College Park	Administratio	n				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally fil	ed and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year			
Proclamations			1964 to Current			
6. Record Series Description (Briefly describe the	ypes of information/d	ocuments/forms	found in th	e series. Include the purpose or function of the		
series.) Proclamations issued by the	e City of Colle	ge Park Ma	iyor and	d Council.		
7. Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume			
X	Alphabetica	1	5			
X Letter Size 🔲 Microfilm	Numerical		Number			
X Legal Size Computer Tape	Numerca		File Dra	File Drawer(s)		
	X Chrono	ogical	Microfilm Reel(s) Computer Tape(s)			
Audio Tape 🔲 Floppy Disk			— ·	X other (specify) - 8 X 12 ledger binders		
Bound Book 🛛 Video Tape	Geographic	al				
Other (specify)	Diher (pecify)	10. Annual	Accumulation		
			Number	Number File Drawer(s) Microfilm Reel(s)		
			-			
			Computer Tape(s)			
			X Other (s	specify) 10 sheets of 8 X 12 paper		
11. File is Used		12. File Becom	es Inactive Afr	er		
🗋 Daily 📄 Weekly 📄 Monthly 📄 Anr	Number	4 [] Monlh(s) X Year(s)			
X When needed						
13. Current Location(s) (Bldg., Floor, Room)	- 1.51	14. Is Record S	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administration file room / Lower le	evel file room	☐ Yes	X NO			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
🗋 Yes 🗙 No						
	X None	X None 🔲 State 📋 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
□ Yes X No			Permanent: Scan to MSA standards, send images to			
	MSA ev	MSA every four (4) years (in non-election years). All				
		paper co	paper copies can be destroyed after 7 years.			
19. Name and Title of Preparer	20. Tele	hone Number	21. Date			
Janeen S. Miller, City Clerk	240-4	87-3501	Janua	nry 3, 2017		
L <u></u>				- · ·		

Instructions – Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			ISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	Page 43 of 44		
	Jessup, Maryland 20794 410-799-1930				18		
1. Department/Agency	2. Divisio	on			3. Unit		
City of College Park	۵dmir	nistration			Reports/Bulletins/Publications		
	Admin	istration			Treports/Dulletins/Fubilcations		
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Reports/Bulletins/Publications			1993 (varies) to Current				
				F	``´		
6. Record Series Description (Briefly describe the ty	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Semi-monthly and/or Monthly reports		-		•			
department which are compiled in to	one rep	ort and en	nailed to N	Aayor ar	nd Council, staff and some residents.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
				2&3/4			
X Letter Size 🔲 Microfilm		Alphabetica	al	Number			
		Numerical					
Legal Size Computer Tape		X		X File Drawer(s)			
🗋 Audio Tape 🛛 Floppy Disk	X Chronological			Microfilm Reel(s) Computer Tage(s)			
🗋 Bound Book 🔄 Video Tape	Geographical			Computer Tape(s) Other (specify)			
Other (specify)		Other (spec	cify)	10. Annual	Accumulation		
			12 issues p	er year - 0 paper accumulations (digital)			
				Number			
				File Drawer(s) Microfilm Reel(s) Computer Tape(s)			
					Other (specify)		
11. File is Used		<u> </u>	12. File Becom	es Inactive Aft	ler		
🗌 Daily 🔲 Weekly 🔲 Monthly 🗍 Annu	ally		3				
X When needed.			Number Month(s) X Year(s)				
			Number I Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Lower level and Administration of	fices		X Yes No Each department submits their information for this report.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
□ Yes X No			X None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
			Non-Perr	Non-Permanent: Retain four (4) years, then des			
19. Name and Title of Preparer	T	20. Telephone Number		21. Date			
Janeen S. Miller, City Clerk	240-487-350		7-3501	Janua	ary 3, 2017		
				L			

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			ISION	Page 44 of 44	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	Page 44 of 44	
	Jessup, Maryland 20794 410-799-1930				19	
1. Department/Agency	2. Division				3. Unit	
City of College Park	Admi	nistration			General A-Z Subject Files	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as purposes.				a unit for reference as well as retention and disposition		
4. Record Series Title				5. Earliest Year/Latest Year		
General A-Z Subject Files				1945	5 (Varies) – Current	
6. Record Series Description (Briefly describe the t	types of inf	formation/doc	uments/forms found in the series. Include the purpose or function of the			
series.) An assortment of correspondence	, memora	anda, repor	ts, studies,	and othe	r material related to City Business that	
has been saved over the years. 7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	·······	
, , , , , , , , , , , , , , , , , , ,			oo ooquonee	20		
X Letter Size 🔲 Microfilm		X Alphabetica	1	Number		
🔲 Legal Size 🛛 Computer Tape		Numerical		X File Dra	wer(s)	
🔲 Audio Tape 🛛 Floppy Disk			al	Microfit		
Bound Book Video Tape				Other (specify)	
		Geographic				
Other (specify)		Other (spec	cify)		eximately 3.5" of paper	
				File Dra	-	
				Comput		
11. File is Used					· · · · · · · · · · · · · · · · · · ·	
			12. File Becom		ed Retention	
Daily Weekly Monthly Annually			Number		Ionth(s) Year(s)	
X When needed						
13. Current Location(s) (Bldg., Floor, Room) Administration File Room					ed Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	X No		
∏ Yes X No			X None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe r	requirements					
			18. Recommended Retention			
			Review every four years to separate permanent from			
			non-permanent records based on administrative, legal or			
			historical value that serves to document the origin,			
			development, functions and accomplishments of the city.			
			Permanent records will be scanned to MSA standards.			
			Images will be sent to MSA every four(4) years. All paper			
			copies can be destroyed after 4 years.			
	-			Non-permanent papers will be destroyed after ten (10) years.		
19. Name and Title of Preparer 20. Telephone Num						
Janeen S. Miller, City Clerk						
					, _, _, _, _, _, _, _, _, _, _, _, _, _,	