

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

**Schedule No. M363**

Page 1 of 8

<b>Agency</b> City of College Park	<b>Division/Unit</b> Administration
---------------------------------------	--

Item No.	Description	Retention
1.	<b><u>Agreements</u></b> 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.	<b><u>Non-Permanent:</u></b> Retain for life of agreement/contract, plus 12 years, then destroy.
2.	<b><u>Annexations</u></b> Annexation resolutions adopted by the City Council including supporting and background documents.	<b><u>Permanent:</u></b> 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.	<b><u>Boards, Committees, Authorities, and Task Forces</u></b> <b>3.1(a) General Records:</b> Resolutions/by-laws, policies, procedures, correspondence, case files and/or hearings.  <b>3.1(b) Miscellaneous Records:</b> These files may include appointment letter, member contact information, and committee rosters. (Includes defunct committees).	<b><u>Permanent:</u></b> Scan to MSA standards and send images to MSA every four (4) years. All paper copies can be destroyed after seven (7) years.  <b><u>Non-Permanent:</u></b> Retain for seven (7) years and then destroy.

Schedule Approved by Department, Agency, or Division Representative.  
 Date: January 3, 2017  
 Signature: Janeen S. Miller  
 Typed Name: Janeen S. Miller  
 Title: City Clerk

Schedule Authorized by State Archivist  
 Date: 2.10.17  
 Signature: Timothy D. Boh

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

**Schedule No. M363**

Page 2 of 8

<b>Agency</b> City of College Park	<b>Division/Unit</b> Administration
---------------------------------------	--

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
	<p><b>3.2 Audio Recordings:</b> Audio recordings of meetings.</p> <p><b>3.3 Minutes:</b> Approved minutes of Boards, Committees, Authorities, and Task Forces</p>	<p><u>Non-Permanent:</u> Retain seven (7) years after approval of transcribed minutes, then destroy.</p> <p><u>Permanent:</u> Retain for seven (7) years, scan to MSA standards, send images to MSA. All paper copies can be destroyed after seven (7) years.</p>
4.	<p><b><u>Bonds</u></b> Special Improvement loan for Capital Improvement Projects, projects, General Obligation Bonds, State Bond Bills etc.</p>	<p><u>Non-Permanent:</u> Retain for life of bond and all audit requirements have been met, plus seven (7) years, then destroy.</p>
5.	<p><b><u>Chrono [Chronological]</u></b> 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.)</p>	<p><u>Non-Permanent:</u> Retain for seven (7) years, then destroy.</p>
6.	<p><b><u>City Clerk's Office</u></b></p> <p><b>6.1 Confidential Attorney-Client Correspondence:</b> <b>Confidential/restricted.</b> 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.</p> <p><b>6.2 City Clerk's Budget Files:</b> Background documents for budget preparation and working files/notes used for reference.</p>	<p><u>Non-Permanent:</u> <b>Confidential/restricted.</b> 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.</p> <p><u>Non-Permanent:</u> Retain for four (4) years, then review annually and destroy all material no longer having administrative value.</p>

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

**Schedule No. M363**

Page 3 of 8

<b>Agency</b>	<b>City of College Park</b>	<b>Division/Unit</b>	<b>Administration</b>
---------------	-----------------------------	----------------------	-----------------------

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
	<p><b>6.3 Contract Secretaries/Staff:</b> Files related to City Clerk's Office Contract Workers.</p> <p><b>6.4 Credit Card Records:</b> Copy of credit card statements and expenses allocation form used for reference.</p> <p><b>6.5 Special Events:</b> Clerk's working/reference files containing notes, correspondence, invitations, venue agreements, discussion material and reservation confirmations for a variety of Special Events.</p> <p><b>6.6 City Code Supplements:</b> 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.</p> <p><b>6.7 Travel Files:</b> Reference files relating to attendance at conferences (Mayor, Council, and staff) including reservations, registrations, and travel expense vouchers.</p>	<p><u>Non-Permanent:</u> Retain for duration of engagement, plus four (4) years, then destroy.</p> <p><u>Non-Permanent:</u> Retain for four (4) fiscal years for reference, then destroy.</p> <p><u>Non-Permanent:</u> Retain for four (4) years, then review annually and destroy all material no longer having administrative value.</p> <p><u>Non-Permanent:</u> Keep until the next codification of the City Charter and City Code, then destroy.</p> <p><u>Non-Permanent:</u> Retain for four (4) years, then review annually and destroy all material no longer having administrative value.</p>
7.	<p><b><u>Council Meetings</u></b></p> <p><b>7.1 Audio and Video Tapes and Digital Recordings:</b> 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.</p> <p><b>7.2 Executive Sessions:</b> 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.</p>	<p><u>Non-Permanent:</u> Retain seven (7) years after approval of minutes, then destroy.</p> <p><b><u>Permanent:</u></b> <b><u>Confidential/restricted.</u></b> Scan to MSA standards, send images to MSA every four (4) years (in non-election years). Destroy all paper copies after seven (7) years. <u>Non-Permanent:</u> Destroy audio tapes (1988-2008)</p>

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

Schedule No. M363

Page 4 of 8

**Agency**

City of College Park

**Division/Unit**

Administration

**Item No.**

**Description**

**Retention**

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

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

**Schedule No. M363**

Page 5 of 8

<b>Agency</b> City of College Park	<b>Division/Unit</b> Administration
---------------------------------------	--

Item 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.

Non-Permanent: 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.

Permanent: 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.

Non-Permanent: 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.

Non-Permanent: Retain four (4) years, then destroy. (City Code Chapter 38-15(E) requires Financial Disclosure Statements retention or four (4) years).

11. **Grants**

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.

Non-Permanent: 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)

Permanent: 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  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No. M363**

Page 6 of 8

<b>Agency</b> City of College Park	<b>Division/Unit</b> Administration
---------------------------------------	--

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
13.	<p><b><u>Legislation</u></b></p> <p><b>13.1 Charter Amendment Resolutions:</b> Original charter amendments adopted by the City Council. (See Md. Local Government Code Annotated Code of Maryland § 4-109 (a) and § 4-109 (c).</p> <p><b>13.2 Ordinances:</b> Original Ordinances adopted by the City Council.</p> <p><b>13.3 Resolutions:</b> Original Resolutions adopted by the City.</p> <p><b>13.4 Urban Renewal Resolutions:</b> Original Urban Renewal Resolutions adopted by the City Council.</p>	<p><b><u>Permanent:</u></b> Scan to MSA standards and retain permanently. Per Local Government Article §4-109(c) Department of Legislative Services will forward to MSA.</p> <p><b><u>Permanent:</u></b> 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.</p> <p><b><u>Permanent:</u></b> 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.</p> <p><b><u>Permanent:</u></b> 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.</p>
14.	<p><b><u>Maryland Public Information Act Records</u></b></p> <p><b>14.1 - MPIA Log:</b> 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.</p> <p><b>14.2 – MPIA requests and responses:</b> copies of paper requests received and responses sent.</p>	<p><b><u>Non-Permanent:</u></b> Retain the electronic log for seven (7) years, then destroy.</p> <p><b><u>Non-Permanent:</u></b> Retain paper copy for three years, then destroy.</p>

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

**Schedule No. M363**

Page 7 of 8

**Agency**

**Division/Unit**

**Item No.**

**Description**

**Retention**

15.

**Petitions**

**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.

**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.

**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.

**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.

**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: 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.

Non-Permanent: 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.

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.

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.

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  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No. M363**

Page 8 of 8

**Agency**

**Division/Unit**

Item No.	Description	Retention
16.	<p><b><u>Procedures/Policies:</u></b> Procedures and Policies established by the Mayor and Council or City Manager.</p>	<p><b><u>Permanent:</u></b> 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.</p>
17.	<p><b><u>Proclamations:</u></b> Proclamations issued by the City of College Park Mayor and Council.</p>	<p><b><u>Permanent:</u></b> 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.</p>
18.	<p><b><u>Reports/Bulletins/Publications</u></b> 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.</p>	<p><b><u>Non-Permanent:</u></b> Retain four (4) years, then destroy.</p>
19.	<p><b><u>General A-Z Subject Files</u></b> An assortment of correspondence, memoranda, reports, studies, and other material related to City Business that has been saved over the years.</p>	<p>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. <b><u>Permanent</u></b> 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. <b><u>Non-permanent</u></b> papers will be destroyed after ten (10) years.</p>



<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 1 of 44</p> <p style="text-align: right;">1</p>
<p>1. Department/Agency  City of College Park</p>	<p>2. Division  Administration</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Agreements</p>	<p>5. Earliest Year/Latest Year  1945 (varies) to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  3  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) (3 file drawers)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) 1/4 of a file drawer</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p>Number 12    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Administration File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><u>Non-Permanent</u>: Retain for life of agreement/contract, plus 12 years, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number</p> <p>240-487-3501</p>	<p>21. Date</p> <p>January 3, 2017</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  Page 2 of 44  2	
1. Department/Agency <b>City of College Park</b>		2. Division <b>Administration</b>		3. Unit <b>Annexations</b>	
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 <b>Annexations</b>			5. Earliest Year/Latest Year <b>1968 to Current</b>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Annexation resolutions adopted by the City Council including supporting and background documents.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  <b>.5</b> Number  <input checked="" type="checkbox"/> File Drawer(s) ( <b>1/2 drawer</b> ) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation <b>Varies, depending on annexation activity.</b> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed			12. File Becomes Inactive After <b>N/A</b> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>Administration File Room</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Permanent:</b> 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.		
19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b>		20. Telephone Number <b>240-487-3501</b>		21. Date <b>January 3, 2017</b>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p>	
				<p>Page 3 of 44</p>	
				<p>3.1</p>	
<p>1. Department/Agency City of College Park</p>		<p>2. Division Administration</p>		<p>3. Unit Board, Committees, Authorities and Task Forces</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title General Records</p>			<p>5. Earliest Year/Latest Year 1987 (Varies) to Current</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Resolutions/by-laws, policies, procedures, correspondence, case files and/or hearings. (Includes defunct committees).</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size   <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size   <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape   <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book   <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>3</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation</p> <p>1/4 +/-</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily   <input type="checkbox"/> Weekly   <input type="checkbox"/> Monthly   <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>			<p>12. File Becomes Inactive After</p> <p>See Recommended Retention</p> <p>Number   <input type="checkbox"/> Month(s)   <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Administration File Room/Lower Level File Room</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None   <input type="checkbox"/> State   <input type="checkbox"/> Federal   <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p><b>Permanent:</b> Scan to MSA standards and send images to MSA every four (4) years. All paper copies can be destroyed after seven (7) years.</p>		
<p>19. Name and Title of Preparer</p> <p>Janeen S. Miller, City Clerk</p>		<p>20. Telephone Number</p> <p>240-487-3501</p>		<p>21. Date</p> <p>January 3, 2017</p>	

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 4 of 44  3.1a	
1. Department/Agency <b>City of College Park</b>		2. Division <b>Administration</b>		3. Unit <b>Board, Committees, Authorities and Task Forces</b>	
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 <b>Miscellaneous Records</b>				5. Earliest Year/Latest Year <b>1987 (Varies) to Current</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Records are filed by Committee: Committee member contact information, appointment letters, and rosters. (Includes defunct committees).</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <b>3</b> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation <b>1/4 +/-</b> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed			12. File Becomes Inactive After <b>See Recommended Retention</b> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>Administration File Room/Lower Level File Room</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Non-Permanent: Retain for seven (7) years and then destroy.</b>		
19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b>		20. Telephone Number <b>240-487-3501</b>		21. Date <b>January 3, 2017</b>	

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 5 of 44  3.2	
1. Department/Agency City of College Park		2. Division Administration		3. Unit Boards, Committees, Authorities, and Task Forces	
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: Audio Recordings			5. Earliest Year/Latest Year 2000 (Varies) 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.) Audio recordings of meetings primarily used to transcribe minutes.					
7. Record Series Format(s) List all  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Digital Audio CD		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 2 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation 1/4 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Approximately 40 – 60 CDs.	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually When transcribing minutes.			12. File Becomes Inactive After 7 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Administration File Room/Lower Level File Room.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Non-Permanent: Retain seven (7) years after approval of transcribed minutes, then destroy.		
19. Name and Title of Preparer Janeen S. Miller, City Clerk		20. Telephone Number 240-487-3501		21. Date January 3, 2017	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 6 of 44</p> <p>3.3</p>
<p>1. Department/Agency City of College Park</p>	<p>2. Division Administration</p>	<p>3. Unit Boards, Committees, Authorities, and Task Forces</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title: Minutes (Also includes defunct committees)</p>	<p>5. Earliest Year/Latest Year 1987 (Varies) to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Approved minutes of Boards, Committees, Authorities, and Task Forces.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 2 and 1/2 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 1/4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p>When needed.</p>	<p>12. File Becomes Inactive After</p> <p>N/A Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Lower level and Administration File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><b>Permanent:</b> Retain for seven (7) years, scan to MSA standards, send images to MSA. All paper copies can be destroyed after seven (7) years.</p>	
<p>19. Name and Title of Preparer Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number 240-487-350</p>	<p>21. Date January 3, 2017</p>

<b>Instructions</b> –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 7 of 44  4	
1. Department/Agency <b>City of College Park</b>		2. Division <b>Administration</b>		3. Unit	
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 <b>Bonds</b>			5. Earliest Year/Latest Year <b>1965 to Current</b>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Special Improvement Loan for CIP projects, General Obligation Bonds, State Bond Bills etc.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <b>1/4</b> Number <input checked="" type="checkbox"/> File Drawer(s) ( <b>1/4 of a file drawer</b> ) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation <b>Varies, depends on activity.</b> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed			12. File Becomes Inactive After <b>Life of the bond plus seven years.</b>  Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>Administration File Room</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Non-Permanent: Retain for life of bond and all audit requirements have been met, plus seven (7) years, then destroy.</b>		
19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b>		20. Telephone Number <b>240-487-3501</b>		21. Date <b>January 3, 2017</b>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">Page 8 of 44</p> <p style="text-align: right;">5</p>
<p>1. Department/Agency  City of College Park</p>	<p>2. Division  Administration</p>	<p>3. Unit  Chrono (Chronological)</p>
<p><b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title  Chrono (Chronological)</p>	<p>5. Earliest Year/Latest Year  2001 – Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  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.)</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>2.5  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>1/4  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed for reference.</p>	<p>12. File Becomes Inactive After</p> <p>Number: 7    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Administration File Room / Lower Level File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>May have record copies elsewhere.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Non-Permanent: Retain for seven (7) years, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number</p> <p>240-487-3501</p>	<p>21. Date</p> <p>January 3, 2017</p>



<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 9 of 44</p> <p style="text-align: right;">6.1</p>
<p>1. Department/Agency  <b>City of College Park</b></p>	<p>2. Division  <b>Administration</b></p>	<p>3. Unit  <b>City Clerk's Office</b></p>
<p><b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title  <b>Confidential Attorney-Client Correspondence</b></p>	<p>5. Earliest Year/Latest Year  <b>2004 – Current</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. 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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><b>1/8</b></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p><b>1/3 or less (Varies)</b></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> <b>When needed</b></p>	<p>12. File Becomes Inactive After</p> <p><b>10</b></p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>City Clerk's Office</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <b>Common Law</b></p> <p>Confidential Attorney-Client Files</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><b>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.</b></p>	
<p>19. Name and Title of Preparer</p> <p><b>Janeen S. Miller, City Clerk</b></p>	<p>20. Telephone Number</p> <p><b>240-487-3501</b></p>	<p>21. Date</p> <p><b>January 3, 2017</b></p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">Page 10 of 44</p> <p style="text-align: right;">6.2</p>	
<p>1. Department/Agency <b>City of College Park</b></p>		<p>2. Division <b>Administration</b></p>		<p>3. Unit <b>City Clerk's Office</b></p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title <b>City Clerk's Budget Files</b></p>			<p>5. Earliest Year/Latest Year <b>2006 – Current</b></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Background documents for budget preparation and working files/notes used for reference.</b></p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><b>1/8</b></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>	
		<p>10. Annual Accumulation</p> <p><b>1/3 or less (Varies)</b></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>			
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>			<p>12. File Becomes Inactive After</p> <p><b>N/A</b></p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>City Clerk's Office</b></p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes    <input type="checkbox"/> No    <input checked="" type="checkbox"/></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p><b>Non-Permanent: Retain for four (4) years, then review annually and destroy all material no longer having administrative value.</b></p>		
<p>19. Name and Title of Preparer</p> <p><b>Janeen S. Miller, City Clerk</b></p>		<p>20. Telephone Number</p> <p><b>240-487-3501</b></p>		<p>21. Date</p> <p><b>January 3, 2017</b></p>	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY  Page 11 of 44  6.3</p>
<p>1. Department/Agency City of College Park</p>	<p>2. Division Administration</p>	<p>3. Unit City Clerk's Office</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title: Contract Secretaries/Staff</p>	<p>5. Earliest Year/Latest Year (Varies) to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files related to City's Clerk's Office Contract Workers: Contract Secretaries, Audio-Visual Operator, and Building Caretaker: Engagement Agreement, loan of City property agreement, resumes, test scores, etc. (tax forms are sent to Human Resources).</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1/8 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Several sheets of paper, if any.</p>
<p>11. File is Used <input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually When needed.</p>	<p>12. File Becomes Inactive After 5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) City Clerk's Office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention <u>Non-Permanent</u>: Retain for duration of engagement, plus four (4) years, then destroy.</p>	
<p>19. Name and Title of Preparer Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number 240-487-3501</p>	<p>21. Date January 3, 2017</p>

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 12 of 44  6.4	
1. Department/Agency <b>City of College Park</b>		2. Division <b>Administration</b>		3. Unit <b>City Clerk's Office</b>	
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 <b>Credit Card Records</b>			5. Earliest Year/Latest Year <b>(Varies) – Current</b>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Copy of credit card statements and expense allocation form used for reference.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <b>1/8</b> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation <b>1/3 or less (Varies)</b> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed			12. File Becomes Inactive After <b>N/A</b> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>City Clerk's Office</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Originals and receipts are sent to finance for payment.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Non-Permanent: Retain for four (4) fiscal years for reference, then destroy.</b>		
19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b>		20. Telephone Number <b>240-487-3501</b>		21. Date <b>January 3, 2017</b>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">Page 13 of 44</p> <p style="text-align: right;">6.5</p>
<p>1. Department/Agency  City of College Park</p>	<p>2. Division  Administration</p>	<p>3. Unit  City Clerk's Office</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Special Events</p>	<p>5. Earliest Year/Latest Year  (Varies) – Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Clerk's working/reference files containing notes, correspondence, invitations, venue agreements, discussion material and reservation confirmations for a variety of Special Events.  (Receptions, Legislative Dinners, Four Cities Meetings, other special events)</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  3/4  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation  1/4 (Varies)  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p>4  Number            <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>City Clerk's office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Non-Permanent: Retain for four (4) years, then review annually and destroy all material no longer having administrative value.</p>	
<p>19. Name and Title of Preparer</p> <p>Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number</p> <p>240-487-3501</p>	<p>21. Date</p> <p>January 3, 2017</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 14 of 44</p> <p>6.6</p>
<p>1. Department/Agency City of College Park</p>	<p>2. Division Administration</p>	<p>3. Unit City Clerk's Office</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title City Code Supplements</p>	<p>5. Earliest Year/Latest Year (Varies) – Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Reference copies of individual updates made to the City Code book.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 2/3 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation 1/4 (Varies) Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>See below: #18</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>City Clerk's Office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Non-Permanent: Keep until the next codification of the City Charter and City Code, then destroy. The City sends a copy to the Department of Legislative Services, which then forwards a copy to the Maryland State Archives.</p>	
<p>19. Name and Title of Preparer Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number 240-487-3501</p>	<p>21. Date January 3, 2017</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 15 of 44</p> <p>6.7</p>
<p>1. Department/Agency  City of College Park</p>	<p>2. Division  Administration</p>	<p>3. Unit  City Clerk's Office</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Travel Files</p>	<p>5. Earliest Year/Latest Year  (Varies) – Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Files relating to attendance at conferences (Mayor, Council and staff) including reservations, registrations, and travel expenses voucher.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>1/4</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p>1/4 (Varies)</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p>4</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>City Clerk's Office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    Finance Department keeps original travel vouchers.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Non-Permanent: Retain for four (4) years, then review annually and destroy all material no longer having administrative value.</p>	
<p>19. Name and Title of Preparer</p> <p>Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number</p> <p>240-487-3501</p>	<p>21. Date</p> <p>January 3, 2017</p>

<p><u>Instructions</u> – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p>	
				<p>Page 16 of 44</p>	
				<p>7.1</p>	
<p>1. Department/Agency City of College Park</p>		<p>2. Division Administration</p>		<p>3. Unit Council Meetings</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Audio and Video Tapes and Digital Recordings</p>			<p>5. Earliest Year/Latest Year Audio: Tapes - 1990 – 9/2010 Digital 9/2010 – Current Video: VHS – 1992 – 2010 Digital (CD) 2010 - Current</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>					
<p>7. Record Series Format(s) List all</p> <p>Letter Size <input type="checkbox"/> Microfilm</p> <p>Legal Size <input type="checkbox"/> Computer Tape</p> <p><input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>5</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation</p> <p>6</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) – CD's stored in a 2" binder.</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>			<p>12. File Becomes Inactive After</p> <p>1</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Administration File Room / Lower level file room</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Non-Permanent. Retain seven (7) years after approval of minutes, then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Janeen S. Miller</p>		<p>20. Telephone Number</p> <p>240-487-3501</p>		<p>21. Date</p> <p>January 3, 2017</p>	



<p><u>Instructions</u> – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p>	
				<p>Page 17 of 44</p>	
				<p>7.2</p>	
<p>1. Department/Agency <b>City of College Park</b></p>		<p>2. Division <b>Administration</b></p>		<p>3. Unit <b>Council Meetings</b></p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title <b>Executive Sessions</b></p>			<p>5. Earliest Year/Latest Year <b>1977 to Current</b></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>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.</b></p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size   <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size   <input type="checkbox"/> Computer Tape</p> <p><input checked="" type="checkbox"/> Audio Tape   <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book   <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p>Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><b>1</b></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><b>Seven 3" binders and approx 50 audio tapes</b></p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation</p> <p>_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <b>1 inch of a 3 inch binder</b></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily   <input type="checkbox"/> Weekly   <input type="checkbox"/> Monthly   <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>			<p>12. File Becomes Inactive After</p> <p><b>N/A</b></p> <p>Number   <input type="checkbox"/> Month(s)   <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>Administration File Room</b></p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes   <input type="checkbox"/> No   <b>Annotated Code of Maryland, State General Provisions Article §3-306. College Park City Charter: §C6-3</b></p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None   <input type="checkbox"/> State   <input type="checkbox"/> Federal   <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes   <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p><b>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.</b></p> <p><b>Non-Permanent: Destroy audio tapes (1988-2008)</b></p>		
<p>19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b></p>		<p>20. Telephone Number <b>240-487-3501</b></p>		<p>21. Date <b>January , 2017</b></p>	

<p><u>Instructions</u> – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 18 of 44</p> <p style="text-align: right;">7.3</p>
<p>1. Department/Agency <b>City of College Park</b></p>	<p>2. Division <b>Administration</b></p>	<p>3. Unit <b>Council Meeting</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>City Council Regular Business Meetings, Special Sessions and Public Hearings</b></p>		<p>5. Earliest Year/Latest Year <b>6/19/1945 to Current</b></p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Meetings of the Mayor and Council. May include: meeting agenda, approved minutes, letters, memorandum, studies, reports, background documents and other material related to the items on the agenda.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <b>13</b> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <b>4</b> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <b>Four 3" binders = 3/4 file drawer</b></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p><b>N/A</b></p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>Administration File Room / Lower level file room</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><b>Permanent: 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.</b></p>	
<p>19. Name and Title of Preparer</p> <p><b>Janeen S. Miller, City Clerk</b></p>	<p>20. Telephone Number</p> <p><b>City Clerk</b></p>	<p>21. Date</p> <p><b>January 3, 2017</b></p>

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 19 of 44  7.4	
1. Department/Agency <b>City of College Park</b>		2. Division <b>Administration</b>		3. Unit <b>Council Meetings</b>	
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 <b>City Council Worksessions</b>				5. Earliest Year/Latest Year <b>1970 to Current</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Material presented at Mayor and Council Worksession meetings. May include: meeting agenda, worksession record, staff memoranda, and background documents and other material related to the items on the agenda.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  Alphabetical  Numerical  <input checked="" type="checkbox"/> Chronological  Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <b>10</b> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation <b>4</b> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>Approx four 3" binders= ¾ file drawer</b>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed			12. File Becomes Inactive After <b>N/A</b> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>Administration File Room/Lower Level File Room</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Non-Permanent: Scan to MSA standards, paper copy can be destroyed after ten (10) years. Retain scanned copies for fifty (50) years, then destroy.</b>		
19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b>		20. Telephone Number <b>240-487-3501</b>		21. Date <b>January 3, 2017</b>	

<p><u>Instructions</u> – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>Page 20 of 44</p> <p>8</p>	
<p>1. Department/Agency City of College Park</p>		<p>2. Division Administration</p>		<p>3. Unit Deeds and Easements</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Deeds and Easements</p>				<p>5. Earliest Year/Latest Year 1945 (Varies) to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records of fee simple and right-of-way acquisition, utility and miscellaneous easements attributed to the City.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p>Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p>Bound Book    <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p>Numerical</p> <p>Chronological</p> <p>Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>1/4</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify): Two or three a year, if any. Approximately, 1/8" of paper.</p>			
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>			<p>12. File Becomes Inactive After</p> <p>N/A</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Administration File Room</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No (May have a copy in the Planning or Public Works Department)</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p><b>Permanent:</b> 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.</p>		
<p>19. Name and Title of Preparer</p> <p>Janeen S. Miller, City Clerk</p>		<p>20. Telephone Number</p> <p>240-487-3501</p>		<p>21. Date</p> <p>January 3, 2017</p>	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 21 of 44</p> <p>9.1</p>
<p>1. Department/Agency City of College Park</p>	<p>2. Division Administration</p>	<p>3. Unit Election</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Candidate Completed Election Packet</p>	<p>5. Earliest Year/Latest Year 1975 to 2013</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Completed/submitted Candidacy forms required for running for office. May include: Authorization of Electronic Filing, Candidate's Petitions, Authorization of Candidacy, Appointment and Acceptance of Treasurer, Appointment and Acceptance of Political Committee, Campaign Finance Reports, Financial Disclosure Statements, Resignation of Treasurer, Challenger's and Watchers Certificate, Judges Oath Cards. Absentee Ballot Application, receipts for any fees paid.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>2</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>1/4</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p>4</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Administration and Lower Level File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Non-Permanent: Retain four (4) years, then destroy. (City Code Chapter 38-15(E) requires Financial Disclosure Statements retention for four (4) years).</p>	
<p>19. Name and Title of Preparer</p> <p>Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number</p> <p>240-487-3501</p>	<p>21. Date</p> <p>January 3, 2017</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">Page 22 of 44</p> <p style="text-align: right;">9.2</p>
<p>1. Department/Agency  <b>City of College Park</b></p>	<p>2. Division  <b>Administration</b></p>	<p>3. Unit  <b>Election</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  <b>Certified Election Results</b></p>	<p>5. Earliest Year/Latest Year  <b>1945 to Current</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  The City's official record of the signed Certified Election results, master list of Mayors and Councilmembers including years of service and districts from which they served, Municipal Election Official Tally Sheet, Signed Oath of Office Certificates and Voting Credit Listing from Prince George's County.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <b>_2" BINDER</b></p> <hr/> <p>10. Annual Accumulation</p> <p>_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <b>- Approx 6 -12 sheets of paper.</b></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>Administration – City Clerk's Office</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><b>Permanent: 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.</b></p>	
<p>19. Name and Title of Preparer  <b>Janeen S. Miller, City Clerk</b></p>	<p>20. Telephone Number  <b>240-487-3501</b></p>	<p>21. Date  <b>January 3, 2017</b></p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">Page 23 of 44</p> <p style="text-align: right;">9.3</p>
<p>1. Department/Agency  <b>City of College Park</b></p>	<p>2. Division  <b>Administration</b></p>	<p>3. Unit  <b>Election</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  <b>Poll Books</b></p>	<p>5. Earliest Year/Latest Year  <b>1967 – 1987</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Composition books with hand written names of voters from 1967 to 1987. The City used this manual record keeping method before PG County took over voter registration and voting history. This is no longer an active series. See C-393 Board of Elections Records Retention Schedule.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <b>3" X 8" binder (8)</b></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>---  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) - <math>\frac{3}{4}</math> of a file drawer</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p><b>None</b></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><b>Haven't been used since the 1987 election.</b></p>	<p>12. File Becomes Inactive After</p> <p><b>1987</b></p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>Lower Level File Room</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><b><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.</b></p>	
<p>19. Name and Title of Preparer</p> <p><b>Janeen S. Miller, City Clerk</b></p>	<p>20. Telephone Number</p> <p><b>240-487-3501</b></p>	<p>21. Date</p> <p><b>January 3, 2017</b></p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">Page 24 of 44</p> <p style="text-align: right;">9.4</p>
<p>1. Department/Agency  City of College Park</p>	<p>2. Division  Administration</p>	<p>3. Unit  Election</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Record of Election</p>	<p>5. Earliest Year/Latest Year  2000 - 2013</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) - 1 (9 2" binders)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) - One 2" binder every two years.</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p>4</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Administration File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><u>Non-Permanent:</u> Retain eight (8) years after the date of the election to which it pertains, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number</p> <p>240-487-3501</p>	<p>21. Date</p> <p>January 3, 2017</p>



<p><b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">Page 25 of 44</p> <p style="text-align: right;">9.5</p>	
<p>1. Department/Agency <b>City of College Park</b></p>		<p>2. Division <b>Administration</b></p>		<p>3. Unit <b>Election</b></p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title <b>Voter Registration Cards</b></p>				<p>5. Earliest Year/Latest Year <b>1983 - 1989</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>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.</b></p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <b>3" X 8" Cards</b></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>_____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) – <sup>3</sup>/<sub>4</sub> of a file drawer 2 boxes</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation</p> <p><b>None</b></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>			
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><b>Haven't been used since the 1989 election.</b></p>			<p>12. File Becomes Inactive After</p> <p><b>1989</b></p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>Lower Level File Room</b></p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p><b><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.</b></p>		
<p>19. Name and Title of Preparer</p> <p><b>Janeen S. Miller, City Clerk</b></p>		<p>20. Telephone Number</p> <p><b>240-487-3501</b></p>		<p>21. Date</p> <p><b>January 3, 2017</b></p>	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="font-size: 24pt;">Page 26 of 44</p> <p style="font-size: 24pt;">9.6</p>
<p>1. Department/Agency  City of College Park</p>	<p>2. Division  Administration</p>	<p>3. Unit  Election</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Voted Ballots and Authorization Cards</p>		<p>5. Earliest Year/Latest Year  Current/Most recent election</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Voted ballots, includes absentee ballots and applications, signed voter authorization cards (un-voted election cards are sent to Prince George’s County Board of Elections), Records of Challenger, Voter Assistance Forms, and Poll Watcher/Challenger Form.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) 3” X 8” cards</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) No specific order</p>	<p>9. Volume</p> <p style="font-size: 24pt;">1/3</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Approximately 1,600 cards each election year.</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After 2</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Administration – Administration File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><u>Non-Permanent</u>: Retain two (2) years after the date of the election to which it pertains, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number</p> <p>240-487-3501</p>	<p>21. Date</p> <p>January 3, 2016</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 27 of 44</p> <p style="text-align: right;">10</p>
<p>1. Department/Agency  City of College Park</p>	<p>2. Division  Administration</p>	<p>3. Unit  Financial Disclosure Statement  Conflict of Interest Statement</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Financial Disclosure Statements AND/OR Conflict of Interest Statement</p>		<p>5. Earliest Year/Latest Year  1983 - current</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Disclosure statements filed annually by elected officials, board and committee members and certain employees. AKA "Conflict of Interest" and "Financial Disclosure" statement. (Does not include candidate statements which are housed with the election files.)</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>1</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>¼ File drawer</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p>Number 4    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Administration File Room &amp; Lower Level File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><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).</p>	
<p>19. Name and Title of Preparer</p> <p>Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number</p> <p>240-487-3501</p>	<p>21. Date</p> <p>January 3, 2017</p>

<p><u>Instructions</u> – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY  Page 28 of 44  11</p>
<p>1. Department/Agency  City of College Park</p>	<p>2. Division  Administration</p>	<p>3. Unit  Grants</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Grants</p>	<p>5. Earliest Year/Latest Year  1975 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p>Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p>Bound Book    <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p>Numerical</p> <p>Chronological</p> <p>Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  1/3  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation  Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Two or three a year, if any.  Approximately, 1/8” of paper.</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p>N/A  Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Administration File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No (May have copies in our Planning Department)</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><u>Non-Permanent</u>: Retain for life of grant plus six (6) years and all audit requirements have been fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Janeen S. Miller</p>	<p>20. Telephone Number</p> <p>240-487-3501</p>	<p>21. Date</p> <p>January 3, 2017</p>

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 29 of 44  12	
1. Department/Agency <b>City of College Park</b>		2. Division <b>Administration</b>		3. Unit <b>The Founding of College Park</b>	
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 <b>The Founding of College Park</b>				5. Earliest Year/Latest Year <b>1945 (Varies) to Current</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Historical documents, photos and memorabilia related to the City's History. See Inventory List.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specify) _____		9. Volume <b>1</b> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>1 display cabinet with. 4 files drawers and 5 display shelves.</b>	
		10. Annual Accumulation _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed.			12. File Becomes Inactive After <b>N/A</b> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>City Hall Council Chambers</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Permanent:</b> 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.		
19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b>		20. Telephone Number <b>240-487-3501</b>		21. Date <b>January 3, 2017</b>	

**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
<b>12</b>	1. Documents that lead to the City's incorporation in 1945 – two brown accordion folders. Correspondence, P.G. County Court Opinion, House Bills
<b>12</b>	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.
<b>12</b>	3. Early Letters about road improvements(1920s), Maps, Airport (1950s), College Park's 25 <sup>th</sup> anniversary (1970) and Municipal Building Dedication in a two inch green covered three ring binder
<b>9.3</b>	4. Five "Analysis Pads" with City's original voter registration records
<b>19</b>	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.
<b>12/19</b>	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.
<b>17</b>	8. Proclamations from the State for the 40 <sup>th</sup> and 50 <sup>th</sup> anniversaries of the City of College Park in a black folder
<b>15.4</b>	9. Proposed City Charter and Charter Amendments dated 1962 in a spiral bound notebook and an 11 x 14 file folder
<b>12</b>	10. Master Sepia Projections – College Park Map, October 1965
<b>12</b>	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.
<b>12</b>	13. Newspaper clippings 1950s – 1960s.
<b>12</b>	14. 1953-August 1969 Binder of Old News Paper Clippings
<b>13</b>	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
<b>18</b>	19. Aug. 1955 – Dec. 1969 Binder of Municipal Scenes – Prepared by the City
<b>18</b>	20. 1970 – 1983 Binder of Municipal Scenes – Prepared by the City
<b>18</b>	21. 1984 – 1982 Binder of Municipal Scenes – Prepared by the City

<b>12</b>	22.	College Park paperweight
<b>7.3</b>	23.	Small File Box of Agenda Items

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

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

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 30 of 44  13.1	
1. Department/Agency <b>City of College Park</b>		2. Division <b>Administration</b>		3. Unit <b>Legislation</b>	
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 <b>Charter Amendment Resolutions</b>			5. Earliest Year/Latest Year <b>1968 to Current</b>		
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 Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <b>1</b> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation <b>1/8" or less of paper.</b> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>Approx. 12 sheets of paper.</b>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed			12. File Becomes Inactive After <b>N/A</b> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>Administration File Room/Lower Level File Room/          Clerk's Office</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Permanent:</b> 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 <b>Janeen S. Miller, City Clerk</b>		20. Telephone Number <b>240-487-3501</b>		21. Date <b>January 3, 2017</b>	



<p><u>Instructions</u> – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">Page 31 of 44</p> <p style="text-align: right;">13.2</p>
<p>1. Department/Agency <b>City of College Park</b></p>	<p>2. Division <b>Administration</b></p>	<p>3. Unit <b>Legislation</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>Ordinances</b></p>	<p>5. Earliest Year/Latest Year <b>1945 to Current</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Original Ordinances adopted by the City Council. May also contain supporting background, General Code submissions, correspondence, legal advertisements, and public hearing notices.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p>Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p>Bound Book    <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p>Chronological</p> <p>Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><b>1</b></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <b>Approx. 3" of paper.</b></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p><b>N/A</b></p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>Administration File Room / Lower level file room/ City Clerk's Office</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><b>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.</b></p>	
<p>19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b></p>	<p>20. Telephone Number <b>240-487-3501</b></p>	<p>21. Date <b>January 3, 2017</b></p>

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 32 of 44  13.3	
1. Department/Agency <b>City of College Park</b>		2. Division <b>Administration</b>		3. Unit <b>Legislation</b>	
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 <b>Resolutions</b>				5. Earliest Year/Latest Year <b>1961 to Current</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Original resolutions adopted by the City Council. May also contain supporting background documents.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  Other (specify) <b>These are stored in 9 x 12 green ledger binders</b>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <b>1/2</b> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>3.5 inches of paper</b>	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed			12. File Becomes Inactive After <b>N/A</b> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>Administration File Room / Lower level file room</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>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.</b>		
19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b>		20. Telephone Number <b>240-487-3501</b>		21. Date <b>January 3, 2017</b>	

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 33 of 44  13.4	
1. Department/Agency <b>City of College Park</b>		2. Division <b>Administration</b>		3. Unit <b>Legislation</b>	
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 <b>Urban Renewal Resolutions (“UR”)</b>				5. Earliest Year/Latest Year <b>1973 to 1987</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Original Urban Renewal Resolutions adopted by the City Council. May also contain supporting background documents, if any.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  Other (specify) <b>9 x 12 Green Ledger Binders</b>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify)		9. Volume <b>1/8 of a file drawer</b>  Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>Two 9 x 12 ledger binders</b>	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed		12. File Becomes Inactive After <b>N/A</b>  Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) <b>Lower level file room</b>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <b>Permanent:</b> 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 <b>Janeen S. Miller, City Clerk</b>		20. Telephone Number <b>240-487-3501</b>		21. Date <b>January 3, 2017</b>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 34 of 44</p> <p style="text-align: right;">14.1</p>
<p>1. Department/Agency  <b>City of College Park</b></p>	<p>2. Division  <b>Administration</b></p>	<p>3. Unit  <b>Maryland Public Information Act Records</b></p>
<p><b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title  <b>MPIA Log</b></p>	<p>5. Earliest Year/Latest Year  2004 – Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>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.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____</p> <p><b>X Electronic log</b></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  _____  Number  <input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <b>Three 2” binders and one box = one file drawer.</b></p> <p>10. Annual Accumulation  _____  Number  <input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <b>1 - 3 inch binder or less.</b></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><b>X When needed</b></p>	<p>12. File Becomes Inactive After</p> <p><b>7</b></p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>Administration File Room &amp; Lower Level File Room</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><b>Non-Permanent: Retain the electronic log for seven (7) years, then destroy.</b></p>	
<p>19. Name and Title of Preparer</p> <p><b>Janeen S. Miller, City Clerk</b></p>	<p>20. Telephone Number</p> <p><b>240-487-3501</b></p>	<p>21. Date</p> <p><b>January 3, 2017</b></p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 35 of 44</p> <p>14.2</p>
<p>1. Department/Agency  <b>City of College Park</b></p>	<p>2. Division  <b>Administration</b></p>	<p>3. Unit  <b>Maryland Public Information Act Records</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  <b>MPIA Request and Response</b></p>	<p>5. Earliest Year/Latest Year  <b>2004 – Current</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Paper copy of request received and paper copy of responses.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>-----  Number  <input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <b>Three 2” binders and one box = one file drawer.</b></p> <p>10. Annual Accumulation</p> <p>-----  Number  <input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <b>1 - 3 inch binder or less.</b></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually  <input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p><b>7</b>  Number                    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  <b>Administration File Room &amp; Lower Level File Room</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  <u>Non-Permanent</u>: Retain paper copy for three years, then destroy.</p>	
<p>19. Name and Title of Preparer  <b>Janeen S. Miller, City Clerk</b></p>	<p>20. Telephone Number  <b>240-487-3501</b></p>	<p>21. Date  <b>January 3, 2017</b></p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">Page 36 of 44</p> <p style="text-align: right;">15.1</p>
<p>1. Department/Agency City of College Park</p>	<p>2. Division Administration</p>	<p>3. Unit Petitions</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Permit Parking</p>	<p>5. Earliest Year/Latest Year Varies – Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Permit Parking Petition Request Form or Withdrawal of Permit Parking Request Form (check-off sheet), Petition (s), Staff's 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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1/3 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation Possibly two (2) file folders Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After 15 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Administration File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention <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.</p>	
<p>19. Name and Title of Preparer Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number 240-487-3501</p>	<p>21. Date January 3, 2017</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">Page 37 of 44</p> <p style="text-align: right;">15.2</p>
<p>1. Department/Agency <b>City of College Park</b></p>	<p>2. Division <b>Administration</b></p>	<p>3. Unit <b>Petitions</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>Traffic Calming</b></p>	<p>5. Earliest Year/Latest Year – Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>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.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <b>1/3</b> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation Possibly two file folders Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After <b>15</b> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>Administration File Room</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention <b>Non-Permanent: 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.</b></p>	
<p>19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b></p>	<p>20. Telephone Number <b>240-487-3501</b></p>	<p>21. Date <b>January 3, 2017</b></p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 38 of 44</p> <p>15.3</p>
<p>1. Department/Agency City of College Park</p>	<p>2. Division Administration</p>	<p>3. Unit Petitions</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Miscellaneous Petitions</p>	<p>5. Earliest Year/Latest Year Varies</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1/4 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation Possibly two file folders Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>	<p>12. File Becomes Inactive After</p> <p>0 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Administration File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><u>Non-Permanent:</u></p> <p>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.</p> <p>2. The original petition signatures pages will be destroyed one year after the petition has been ruled valid or invalid.</p>	
<p>19. Name and Title of Preparer Janeen S. Miller, City Clerk</p>	<p>20. Telephone Number 240-487-3501</p>	<p>21. Date January 3, 2017</p>



<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p>	
				<p>Page 39 of 44</p>	
				<p>15.4</p>	
<p>1. Department/Agency <b>City of College Park</b></p>		<p>2. Division <b>Administration</b></p>		<p>3. Unit <b>Petitions</b></p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title <b>Charter Amendment Petitions/Referendum Petitions (Backup paperwork, not including signature sheets)</b></p>				<p>5. Earliest Year/Latest Year <b>Varies</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Back-up paperwork for 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.</b></p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <b>1/3</b> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>	
				<p>10. Annual Accumulation Possibly two file folders Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed</p>			<p>12. File Becomes Inactive After</p> <p>0 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) <b>Administration File Room</b></p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention <b>Permanent:</b> 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.</p>		
<p>19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b></p>		<p>20. Telephone Number <b>240-487-3501</b></p>		<p>21. Date <b>January 3,2017</b></p>	

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 40 of 44  15.4.1	
1. Department/Agency <b>City of College Park</b>		2. Division <b>Administration</b>		3. Unit <b>Petitions</b>	
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 <b>Charter Amendment Petitions/Referendum Petitions</b>			5. Earliest Year/Latest Year <b>2015</b>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Petitions (signature pages) 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.</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <b>2</b> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <b>2 - 18 X 9 Boxes</b>	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed			12. File Becomes Inactive After <b>1 to 10</b> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>Clerk's Office</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <b>Non-Permanent:</b> <b>The original petition signatures pages will be destroyed one year after the petition has been ruled valid or invalid.</b>		
19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b>		20. Telephone Number <b>240-487-3501</b>		21. Date <b>January 3, 2017</b>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p style="text-align: center;"><b>AGENCY RECORDS INVENTORY</b></p> <p style="text-align: center; font-size: 1.2em;">Page 41 of 44</p> <p style="text-align: right; font-size: 1.2em;">16</p>
<p>1. Department/Agency <b>City of College Park</b></p>	<p>2. Division <b>Administration</b></p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>Procedures/Policies</b></p>	<p>5. Earliest Year/Latest Year <b>Varies to Current</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Procedures and Policies established by the Mayor and Council or City Manager.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <b>1</b> Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <b>4 inch binder</b></p> <hr/> <p>10. Annual Accumulation _____ Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <b>Approximately 1/4" of paper.</b></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><b>When needed.</b></p>	<p>12. File Becomes Inactive After</p> <p><b>N/A</b></p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>Administration offices</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention:</p> <p><b>Permanent:</b> 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.</p>	
<p>19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b></p>	<p>20. Telephone Number <b>240-487-3501</b></p>	<p>21. Date <b>January 3, 2017</b></p>

<p><u>Instructions</u> – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">Page 42 of 44</p> <p style="text-align: right;">17</p>	
<p>1. Department/Agency  <b>City of College Park</b></p>		<p>2. Division  <b>Administration</b></p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title  <b>Proclamations</b></p>			<p>5. Earliest Year/Latest Year  <b>1964 to Current</b></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Proclamations issued by the City of College Park Mayor and Council.</b></p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p>Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p>Bound Book    <input type="checkbox"/> Video Tape</p> <p>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p>Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><b>5</b></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) - <b>8 X 12 ledger binders</b></p>	
		<p>10. Annual Accumulation</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <b>10 sheets of 8 X 12 paper</b></p>			
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> When needed</p>			<p>12. File Becomes Inactive After</p> <p>Number <b>4</b>    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>Administration file room / Lower level file room</b></p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p><b>Permanent: 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.</b></p>		
<p>19. Name and Title of Preparer</p> <p><b>Janeen S. Miller, City Clerk</b></p>		<p>20. Telephone Number</p> <p><b>240-487-3501</b></p>		<p>21. Date</p> <p><b>January 3, 2017</b></p>	

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 43 of 44  18	
1. Department/Agency City of College Park		2. Division Administration		3. Unit Reports/Bulletins/Publications	
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 Reports/Bulletins/Publications			5. Earliest Year/Latest Year 1993 (varies) 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.) 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.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume 2 & 3/4 Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation 12 issues per year - 0 paper accumulations (digital) Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed.			12. File Becomes Inactive After 3 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Lower level and Administration offices			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Each department submits their information for this report.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Non-Permanent: Retain four (4) years, then destroy.		
19. Name and Title of Preparer Janeen S. Miller, City Clerk		20. Telephone Number 240-487-3501		21. Date January 3, 2017	

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 44 of 44  19	
1. Department/Agency <b>City of College Park</b>		2. Division <b>Administration</b>		3. Unit <b>General A-Z Subject Files</b>	
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 <b>General A-Z Subject Files</b>			5. Earliest Year/Latest Year <b>1945 (Varies) – Current</b>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) An assortment of correspondence, memoranda, reports, studies, and other material related to City Business that has been saved over the years.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <b>20</b> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation <b>Approximately 3.5" of paper</b> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> When needed			12. File Becomes Inactive After <b>See Recommended Retention</b> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>Administration File Room</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 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.		
19. Name and Title of Preparer <b>Janeen S. Miller, City Clerk</b>		20. Telephone Number <b>240-487-3501</b>		21. Date <b>January 3, 2017</b>	