

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

Schedule No M267A

Page **1** of **1**

Agency
City of Cumberland

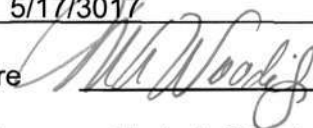
Division/Unit

City Clerk

| Item No. | Description | Retention |
|----------|---|--|
| 34 | <p>“This amends Retention Schedule M267”</p> <p>PUBLIC INFORMATION REQUESTS</p> <p>These files include requests from the public for information, the response to requests, and any related correspondence.</p> | <p>Scan to Maryland State Archives standards and upload to network, then destroy paper originals and portable media. Retain digital records for twelve (12) years, then destroy.</p> |

Schedule Approved by Department, Agency, or Division Representative.

Date 5/17/3017

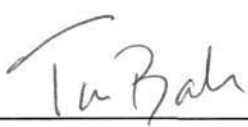
Signature 

Typed Name Marjorie Woodring

Title City Clerk

Schedule Authorized by State Archivist

Date 6-2-17

Signature 

| | | | | | |
|--|--|--|--|---|--|
| Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 | | AGENCY RECORDS INVENTORY PAGE <u>37</u> OF <u>41</u> | |
| 1. Department/Agency <u>City of Cumberland</u> | | 2. Division <u>City Clerk</u> | | 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 <u>Public Information Requests</u> | | | 5. Earliest Year/Latest Year <u>2006 to Current</u> | | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>Requests, responses, and related correspondence,</u> | | | | | |
| 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 checked="" type="checkbox"/> Other (specify) <u>MP3, PDF, JPEG, TIF</u> | | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | | 9. Volume <u>13</u> 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 <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File folder</u> | |
| 11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) <u>City Hall - Clerk's File Room</u> | | | 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 <u>Scan to Maryland State Archives Standard and upload to network, then destroy paper originals and portable media. Retain digital records for twelve (12) years, then destroy.</u> | | |
| 19. Name and Title of Preparer <u>Debbie Treadwell</u> <u>ASSIST. to City Clerk</u> | | 20. Telephone Number <u>301-759-6447</u> | | 21. Date <u>4-7-2017</u> | |