

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	M414
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Agency Information

Department / Agency	The Village of Chevy Chase Section 5
Division / Unit	
Mission Statement/Link to division/unit website	http://www.chevychase5.org/


Schedule Information

Supersedes Schedule(s)	N/A
Amends Schedule(s)	N/A

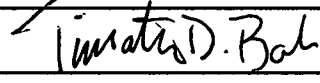
Preparer Information

Name of Preparer	Ashley E. Kavanaugh
Title of Preparer	Town Manager
Preparer Email Address	manager@chevychase5.org
Preparer Telephone Number	301-986-5481
Date	11/12/19

Agency Approval

Name of Agency Director	Gregory S. Chernack
Agency Director Signature	
Date	11/12/19

State Archivist Approval

State Archivist Signature	
Date	12.5.19

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M 414 (To be completed by DGS/Records Management Division)
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Records Series Title: <u>Accounting Records, General</u>	Page 1 of 11
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Record Series Content	Assessment Lists (Field Books and Notes) Bankbooks, Statements and Deposit Slips Check Register, Cancelled Checks, Check Copies and Check Stubs Delivery Orders, Receipts and Receiving Reports Expense Reports Paid Bills, Vouchers and Invoices Paid Tax Bills and Paid Delinquent Tax Lists	Pay and Receiving Warrants and Transmittals Receipt and Disbursement Journals Receipt Books and Receipt Copies Reconciliation and Trial Balance Sheets Requisitions and Purchase Orders Tax Collection Books
Record Series Function	Accounting and Bookkeeping records forming a part of the day-to-day bookkeeping process.	
Organization/Arrangement	Alphabetical by subject, then Chronological	
Indexing System	N/A	
Restrictions (Law or Regulation Citation)	N/A	
Formats (paper, electronic, etc.)	Paper and Electronic	
Volume (file drawers, gigabytes, etc.)	Approximately 5 file drawers and 5 gigs	
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1/2 file drawer and 250 megabytes	
Current Location	Village Manager's Office	
Audit Requirements	Yes	
Date Span	1982 to present	
Completeness /Gaps	N/A	

Schedule Item Number	1
Retention	A) For records connected to a contract, retain seven (7) years after completion and no longer needed, then destroy. B) For records connected to audit requirements, retain for seven (7) years after audit and no longer needed, then destroy. C) For all other records, retain seven (7) years, then destroy.
Justification for Permanent Retention	N/A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 1414 (To be completed by DGS/Records Management Division)
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Records Series Title: <u>Accounting Records, High Level</u>	Page 2 of 11
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Record Series Content	Annual Financial Reports including those to Local and State Agencies Assessment Books Audit Reports Books of Final Entry – General Ledgers Paid Bonds and Coupons
Record Series Function	Audit, Accounting, and Bookkeeping records with form a part of the Village's annual audit final report.
Organization/Arrangement	Alphabetical by Subject, then Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	Approximately 1/2 drawer; 250 megabytes
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 2 files; 25 megabytes
Current Location	Village Manager's Office
Audit Requirements	Yes
Date Span	1936 to 1945; 1992 to present
Completeness /Gaps	1946 to 1991. Records were inherited from the prior Town Manager after death. The Village has been unable to locate records from this period.

Schedule Item Number	2
Retention	Retain for seven (7) years, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value.
Justification for Permanent Retention	Selected records having research value in documenting the historical development and accomplishments of the municipality.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M414 (To be completed by DGS/Records Management Division)
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Records Series Title: <u>Village Building Permits, Plans, Correspondence and Communication</u>	Page 3 of 11
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Record Series Content	All documents pertaining to Building Permits.
Record Series Function	Documents compliance with and exceptions to Town Building Regulations
Organization/Arrangement	Location Address Numerical, then Alphabetical
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	Approximately 4 drawers; 250 megabytes
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1 drawer; 25 megabytes
Current Location	Village Manager's Office
Audit Requirements	N/A
Date Span	1988 to present
Completeness /Gaps	N/A

Schedule Item Number	3
Retention	Permanent. Retain seven (7) years, then transfer to State Archives for permanent retention.
Justification for Permanent Retention	The Village buliding records set legal precedents with regard to building regulations within the Village. Records are necessary for reference as footprints of structures evolve.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M44 (To be completed by DGS/Records Management Division)
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Records Series Title: <u>Deeds and Agreements</u>	Page 4 of 11
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Record Series Content	Deeds of property and agreements between the Village and individuals/entities
Record Series Function	Documents Village's real property ownership
Organization/Arrangement	Alphabetical, then Chronological/
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	Approximately 2 file folders
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1 file; .25 megabytes
Current Location	Village Manager's Office
Audit Requirements	Yes
Date Span	1922, 1977
Completeness /Gaps	N/A as these records are produced only occasionally.

Schedule Item Number	4
Retention	Permanent. Retain for three years, then transfer to Maryland State Archives.
Justification for Permanent Retention	Annotated Code of Maryland State Government §9-1011 sets the Maryland State Archives as the central depository for deeds related to real property acquired by the State. Similarly, this series will maintain a permanent record of real property acquired by the Village. Agreements are maintained permanently to document any permanent obligations assigned by those agreements.

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Records Series Title: <u>General Correspondence</u>	Page 5 of 11
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Record Series Content	Original incoming letters, copies of outgoing letters, memoranda, studies, reports, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, invoices and other miscellaneous papers relating to the administration of the Village. This includes electronic correspondence. Correspondence that is an integral part of another series is maintained according to the retention of that series.
Record Series Function	All incoming and outgoing correspondence not related to another record series.
Organization/Arrangement	Alphabetical by Subject, then Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	Approximately 2 drawers; 250 megabytes
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1/2 drawer; 50 megabytes
Current Location	Village Manager's Office
Audit Requirements	N/A
Date Span	1926 to present
Completeness /Gaps	N/A

Schedule Item Number	5
Retention	Retain one (1) year, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value. Correspondence that is an integral part of another series is maintained according to the retention of that series.
Justification for Permanent Retention	Selected records having research value in documenting the historical development and accomplishments of the municipality.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M414 (To be completed by DGS/Records Management Division)
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Records Series Title: <u>Insurance</u>	Page 6 of 11
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Record Series Content	Documentation and correspondence relating to insurance for property, general liability, workers compensation and bonds. Workers' Compensation including claims, incident reports, correspondence, medical reports, invoices and medical authorization forms.
Record Series Function	Documents insurance coverage and claims in the Town.
Organization/ Arrangement	Alphabetical by Subject, then Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	Approximately 2 files; 1 megabyte
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 10 documents; 10 kilobytes
Current Location	Village Manager's Office
Audit Requirements	Yes
Date Span	2006, 2015 to present
Completeness /Gaps	2007 to 2014. Records were inherited from the prior Town Manager after death. The Village has been unable to locate records from this period.

Schedule Item Number	6
Retention	Retain one (1) year, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value.
Justification for Permanent Retention	Selected records having research value in documenting the historical development and accomplishments of the municipality.

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Records Series Title: <u>Legal Opinions and Litigation</u>	Page 7 of 11
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Record Series Content	All Correspondence, legal documents, written opinions and rendered by the Village Attorney at the request of the Mayor and litigation cases involving the Village.
Record Series Function	Documents legal issues and precedents in the Town.
Organization/Arrangement	Alphabetical by Subject then Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	Approximately 1 file, 500 kilobytes
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 5 documents; 5 kilobytes
Current Location	Village Manager's Office
Audit Requirements	Yes
Date Span	1968 to present
Completeness /Gaps	N/A

Schedule Item Number	7
Retention	Retain seven (7) years, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value.
Justification for Permanent Retention	Selected records having research value in documenting the historical development and accomplishments of the municipality.

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Records Series Title: <u>Legislation</u>	Page 8 of 11
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Record Series Content	Charter, charter amendments, ordinances, resolutions, and Village Code with amendments adopted by the Council with supporting and background documents, if any.
Record Series Function	Documents the evolution of Town legislation
Organization/Arrangement	Alphabetical by Subject then Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	Approximately 2 files; 1 megabyte
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 10 documents; 10 kilobytes
Current Location	Village Manager's Office
Audit Requirements	Yes
Date Span	1918; 1972 to present
Completeness /Gaps	1919 to 1971. Records were inherited from the prior Town Manager after death. The Village has been unable to locate records from this period.

Schedule Item Number	8
Retention	Permanent. Transfer every three (3) years to Maryland State Archives.
Justification for Permanent Retention	Serves as a complete record of the laws of the Village.

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Records Series Title: <u>Minutes</u>	Page 9 of 11
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Record Series Content	Minutes of Village Meetings and Appointed Committees
Record Series Function	Village government
Organization/Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	Approximately 1 file, 500 kilobytes
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 10 documents; 10 kilobytes
Current Location	Village Manager's Office
Audit Requirements	No
Date Span	1974 to 2010; 2015 to present
Completeness /Gaps	2011 to 2014. Records were inherited from the prior Town Manager after death. The Village has been unable to locate records from this period.

Schedule Item Number	9
Retention	Permanent. Transfer every three (3) years to Maryland State Archives.
Justification for Permanent Retention	Documents the decisions and activities of the Village Council, Village Manager, and Village Committees.

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Records Series Title: <u>Procurements</u>	Page 10 of 11
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Record Series Content	Quotations/Invitations to Bid
Record Series Function	Documents contracts for services procured by the Village.
Organization/Arrangement	Alphabetical by Subject then Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	Approximately 1 file, 500 kilobytes
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 10 documents; 10 kilobytes
Current Location	Village Manager's Office
Audit Requirements	Yes
Date Span	1956 to present
Completeness /Gaps	N/A

Schedule Item Number	10
Retention	Retain for seven (7) years after contract completion or until audit requirements have been met, whichever is later, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value..
Justification for Permanent Retention	N/A

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Records Series Title: <u>Village Publications</u>	Page 11 of 11
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Record Series Content	Village journal, handbook, directories and various notices to the press and general public regarding current events.
Record Series Function	Documents history of the Village.
Organization/ Arrangement	Alphabetical by Subject then Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (paper, electronic, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	Approximately 2 files; 1 megabyte
Annual Accumulation (file drawers, gigabytes, etc.)	Approximately 1/2 file drawer and 250 megabytes
Current Location	Village Manager's Office
Audit Requirements	N/A
Date Span	1958 to 2015
Completeness /Gaps	N/A

Schedule Item Number	11
Retention	Retain seven (7) years, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, historical, legal, or operational value.
Justification for Permanent Retention	Documents the decisions and activities of the Village Council, Village Manager, and Village Committees.