

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	M408
---	------

Agency Information

Department / Agency	Town of Emmitsburg
Division / Unit	Administrative Department
Mission Statement/Link to division/unit website	Municipal Government: www.emmitsburgmd.gov

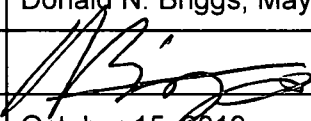
Schedule Information

Supersedes Schedule(s)	M-28
Amends Schedule(s)	N/A

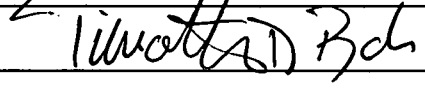
Preparer Information

Name of Preparer	Madeline Shaw
Title of Preparer	Town Clerk & Records Officer
Preparer Email Address	Mshaw@emmitsburgmd.gov
Preparer Telephone Number	(301) 600-6300
Date	October 15, 2019

Agency Approval

Name of Agency Director	Donald N. Briggs, Mayor
Agency Director Signature	
Date	October 15, 2019

State Archivist Approval

State Archivist Signature	
Date	12-6-19

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Minutes	Page 1 of 27
--------------------------------------	---------------------

Record Series Content	Board of Commissioners meeting minutes (open and closed meetings), Citizen's Advisory Committee minutes, Parks and Recreation Committee minutes.
Record Series Function	Documents are used to record legislative action and business transacted by the Town Council and committees.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	Yes. Closed meeting minutes/recordings in accordance with General Provisions Article, Sections 3-306(c)(3) and 3-306(c)(4), Annotated Code of Maryland.
Formats (paper, electronic, etc.)	Letter size in binders. Closed meeting minutes are in sealed manila envelopes.
Volume (file drawers, gigabytes, etc.)	72 binders.
Annual Accumulation (file drawers, gigabytes, etc.)	2 binders.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	1947 – current.
Completeness /Gaps	No.
Schedule Item Number	1
Retention	Permanent. Retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Agenda Packets	Page 2 of 27
---	---------------------

Record Series Content	Agenda packets for the Board of Commissioners meetings.
Record Series Function	Documents outline business transacted by the Council and Mayor at town meetings and provides supporting documentation for the town meetings.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	Yes. Closed meetings in accordance with General Provisions Article, Sections 3-306(c)(3) and 3-306(c)(4), Annotated Code of Maryland.
Formats (paper, electronic, etc.)	Letter size in binders.
Volume (file drawers, gigabytes, etc.)	72 binders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 binder.
Current Location	Town-Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	1947 – current.
Completeness /Gaps	No.
Schedule Item Number	2
Retention	Permanent. Retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Recordings (Tapes, DVDs, or Other Audio Format)	Page 3 of 27
--	---------------------

Record Series Content	Audio and digital recordings of the Board of Commissioners meetings, public hearings and other public meeting recordings.
Record Series Function	Recordings provide word-for-word documentation of what was said during town meetings.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	Yes. Closed meeting minutes/recordings in accordance with General Provisions Article, Sections 3-306(c)(3) and 3-306(c)(4), Annotated Code of Maryland.
Formats (paper, electronic, etc.)	Tapes and DVDs.
Volume (file drawers, gigabytes, etc.)	1 file drawer (tapes) and 1 banker box.(DVDs).
Annual Accumulation (file drawers, gigabytes, etc.)	18 DVDs.
Current Location	Town Office (Receptionist Area & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	1998 – current.
Completeness /Gaps	No.
Schedule Item Number	3
Retention	Retain 10 years after approval of meeting minutes, then destroy. If no written meeting minutes, retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Approved Legislation	Page 4 of 27
---	---------------------

Record Series Content	Passed legislative documents to include ordinances, charter amendments, resolutions, proclamations and policies.
Record Series Function	Documents are used to record legislative action taken by the Board of Commissioners.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Letter size in binders.
Volume (file drawers, gigabytes, etc.)	10 binders.
Annual Accumulation (file drawers, gigabytes, etc.)	30 letter size pages.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	1974 – current.
Completeness /Gaps	No.
Schedule Item Number	4
Retention	Permanent. Retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Public Hearings – Resulting in Legislation	Page 5 of 27
---	---------------------

Record Series Content	Contains, but is not limited to, public hearing notices, minutes and sign-in sheets that result in the Board of Commissioners taking legislative action.
Record Series Function	Explains reasoning for public hearings and resulting legislation.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder (or less).
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State and Federal.
Date Span	1991 – current.
Completeness /Gaps	No.
Schedule Item Number	5
Retention	Permanent. Retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Public Hearings – Not Resulting in Legislation	Page 6 of 27
---	---------------------

Record Series Content	Contains, but is not limited to, public hearing notices, minutes and sign-in sheets from public hearings that do not result in the Board of Commissioners taking legislative action.
Record Series Function	Explains reasoning for public hearings and resulting actions.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder (or less).
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State and Federal.
Date Span	1991 – current.
Completeness /Gaps	No.
Schedule Item Number	6
Retention	Retain 3 years after hearing or until resolution (whichever is later), then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Elections – Affidavits & Final Vote Counts	Page 7 of 27
---	---------------------

Record Series Content	Elected official's oaths of office/affidavits and final vote count posters signed by the election judges.
Record Series Function	Documents record elected officials of the Town, opposing candidates and final vote counts.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size. Poster (11-inch x 17-inch).
Volume (file drawers, gigabytes, etc.)	23 file folders. 23 posters.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder and 1 poster.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	1995 – current.
Completeness /Gaps	No.
Schedule Item Number	7
Retention	Permanent. Retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on elected officials for Town by documenting the swearing in date, opposing candidates and final vote count of the annual election.

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

Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Elections – Other

Page 8 of 27

Record Series Content	Election documents to include application for candidacy, used ballots (mail-in or regular), precinct register, election judge's applications, election judge oaths of office and referendum documents.
Record Series Function	Documents prove proper election procedures were followed for each election year.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	2 file drawers.
Annual Accumulation (file drawers, gigabytes, etc.)	3 file folders.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	1995 – current.
Completeness /Gaps	No.
Schedule Item Number	8
Retention	Retain 3 years after election date, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Financial Disclosures	Page 9 of 27
--	---------------------

Record Series Content	Completed Financial Disclosure Forms.
Record Series Function	Documents are used to verify ethical compliance of elected officials and committee members.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1 file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	2 file folders.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State.
Date Span	2004 – current.
Completeness /Gaps	No.
Schedule Item Number	9
Retention	Retain 4 years after received date, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Ethic Violation Compliant Forms	Page 10 of 27
--	----------------------

Record Series Content	Ethic Violation Compliant Forms and Ethic Commission findings.
Record Series Function	Documents record suspected ethical violations and the review process of the suspected violation.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1 banker box, 1 file folder.
Annual Accumulation (file drawers, gigabytes, etc.)	1 form.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State.
Date Span	2007 – current.
Completeness /Gaps	No.
Schedule Item Number	10
Retention	Retain 5 years after resolution, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Contracts and Agreements	Page 11 of 27
---	----------------------

Record Series Content	Contracts and agreements between the Town and a contractor(s) for services and work.
Record Series Function	Documents create legally binding record between Town and contractor for services/work and are necessary for orderly business transactions.
Organization/Arrangement	Alphabetical.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper, Letter Size.
Volume (file drawers, gigabytes, etc.)	1 file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	3 file folders.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	No.
Date Span	2001 – current.
Completeness /Gaps	No.
Schedule Item Number	11
Retention	Retain until warranty expires, then destroy. If there is no warranty, retain for life of contract plus 3 years, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Request for Proposals (RFPs)	Page 12 of 27
---	----------------------

Record Series Content	Requests for proposal (RFP) documents include, but are not limited to, RFP bid packets, received bids, timed/date stamped envelopes, bid tabulations, summary of bids received and amounts with signatures of individuals in bid opening meeting, copies of acceptance and rejection letters, newspaper notices.
Record Series Function	Documents explain/support the bid process and services solicited and are necessary for orderly Town transactions.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	File folder.
Volume (file drawers, gigabytes, etc.)	18 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	5 file folders.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	2015 – current.
Completeness /Gaps	No.
Schedule Item Number	12
Retention	Retain for life of contract plus 3 years or until project completion date plus 3 years (whichever is later), then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Insurance Certificates	Page 13 of 27
---	----------------------

Record Series Content	Insurance certificates.
Record Series Function	Documents show proof of insurance coverage.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1 file folder.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	No.
Date Span	2018 – current.
Completeness /Gaps	No.
Schedule Item Number	13
Retention	Retain until expiration of insurance certificate, then destroy.
Justification for Permanent Retention	N/A.

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

Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Accident Reports

Page 14 of 27

Record Series Content	Accident reports.
Record Series Function	Documents record accidents that happen with town property and/or on town property.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1 file folder.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2015 – current.
Completeness /Gaps	No.
Schedule Item Number	14
Retention	Retain 3 years after accident date, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Workman Compensation Claims	Page 15 of 27
--	----------------------

Record Series Content	Workman Compensation Claims.
Record Series Function	Documents employee workman compensation claims.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1 file folder.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	2015 – current.
Completeness /Gaps	No.
Schedule Item Number	15.
Retention	Retain for length of employment with the Town plus 7 years, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Insurance Claims	Page 16 of 27
---	----------------------

Record Series Content	Insurance claims include, but are not limited to, police reports, pictures of damage, corresponding invoices, copies of issued payment checks.
Record Series Function	Documents contain supporting evidence for insurance claims.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	4 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	3 file folders.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	2016 – current.
Completeness /Gaps	No.
Schedule Item Number	16
Retention	Retain 3 years after claim is closed, then destroy.
Justification for Permanent Retention	N/A.

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

Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Phone Message Books

Page 17 of 27

Record Series Content	Completed phone message books.
Record Series Function	Documents explains the phone calls received by the Town and messages left for town staff.
Organization/ Arrangement	Chronological by date.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 phone message book.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2002 – current.
Completeness /Gaps	No.
Schedule Item Number	17
Retention	Retain 2 years after last entry date in book, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Correspondences	Page 18 of 27
--	----------------------

Record Series Content	Correspondence includes, but is not limited to; interoffice memos, copies of mailed letters; email correspondence, other correspondence.
Record Series Function	Documents are used to explain the business actions of the Town.
Organization/Arrangement	Topical by correspondence subject.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	2 file folders.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2002 – current.
Completeness /Gaps	No.
Schedule Item Number	18
Retention	Retain 1 year, then screen annually and destroy material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development or accomplishments of the Town. For permanent correspondence, retain 7 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Leases	Page 19 of 27
-------------------------------------	----------------------

Record Series Content	Town rental property leases.
Record Series Function	Documents provide legal guidance for rental properties.
Organization/Arrangement	Geographical.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	No.
Date Span	2000 – current.
Completeness /Gaps	No.
Schedule Item Number	19
Retention	Retain 3 years after expiration of lease, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Building Records	Page 20 of 27
---	----------------------

Record Series Content	Content includes, but is not limited to, property maintenance records, and building evaluations/inspections (such as lead inspections, monthly inspections) for Town owned properties.
Record Series Function	Documents verify history of Town owned properties.
Organization/Arrangement	Geographical.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	No.
Date Span	2000 – current.
Completeness /Gaps	No.
Schedule Item Number	20
Retention	Retain for the length of property ownership plus 5 years, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Vehicles Records	Page 21 of 27
---	----------------------

Record Series Content	Vehicle titles and vehicle maintenance records.
Record Series Function	Documents verify Town ownership of vehicles and maintenance performed on vehicles.
Organization/Arrangement	Vehicle make/year.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	½ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office), Department of Public Works Office and safety deposit box (PNC Bank).
Audit Requirements	No.
Date Span	1987 – current.
Completeness /Gaps	No.
Schedule Item Number	21
Retention	Retain until sale of vehicle, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Hunting and Fishing Licenses	Page 22 of 27
---	----------------------

Record Series Content	Town issued hunting licenses and fishing licenses.
Record Series Function	Licenses documents who is using Town property for hunting and fishing.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter Size.
Volume (file drawers, gigabytes, etc.)	½ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1/8 file drawer.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2014 – current.
Completeness /Gaps	No.
Schedule Item Number	22
Retention	Retain 3 years after issued date, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
--	--

Records Series Title: Community Pool Records	Page 23 of 27
---	----------------------

Record Series Content	Community Pool daily attendance log and pool cash box settlement sheets.
Record Series Function	Documents verify pool attendees and admission fees paid.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	4 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2014 – current.
Completeness /Gaps	No.
Schedule Item Number	23
Retention	Retain 4 years, then destroy.
Justification for Permanent Retention	N/A.

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

Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Park and Gym Reservation Forms

Page 24 of 27

Record Series Content	Documents include park pavilion reservation forms for Memorial Park and Community Park, ball field reservation forms for Memorial Park and Community Park, and gym reservation forms.
Record Series Function	Documents verify use of town parks and Emmitsburg Community Center gymnasium usage.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	4 file folders.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2014 – current.
Completeness /Gaps	No.
Schedule Item Number	24
Retention	Retain 1 year after form is received, then destroy.
Justification for Permanent Retention	N/A.

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

Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Vendor Licenses

Page 25 of 27

Record Series Content	Vendor licensing for door-to-door sale of merchandise.
Record Series Function	Documents door-to-door solicitors in Town.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1 file folder.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2017 – current.
Completeness /Gaps	No.
Schedule Item Number	25
Retention	Retain 1 year after issued, then destroy.
Justification for Permanent Retention	N/A.

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

Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Public Information Act (PIA) Requests

Page 26 of 27

Record Series Content	Public Information Act (PIA) Requests.
Record Series Function	Documents are used by the public to request access to public records.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	3 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	No.
Date Span	2015 – current.
Completeness /Gaps	No.
Schedule Item Number	26
Retention	Retain 3 years after request fulfilled, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 <small>(To be completed by DGS/Records Management Division)</small>
--	---

Records Series Title: Legal Opinions and Litigation	Page 27 of 27
--	----------------------

Record Series Content	Case files regarding legal actions taken against the Town or by the Town.
Record Series Function	Documents record legal action taken by the Town or against the Town.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	3 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	No.
Date Span	2015 – current.
Completeness /Gaps	No.
Schedule Item Number	27
Retention	Permanent. Retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents provide legal and historical value regarding the business, development and origin of the Town.