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

Schedule No. M398 Page 1 of 6

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Agency City of Cambridge		Division/Unit Administration		
ltem No.	Description	Retention		
1A	<u>General Correspondence</u> Transitory Correspondence: Incoming and outgoing correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy	Retain three (3) years or until administrative need ends, whichever comes later, then destroy.		
	information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.			
18	Administrative Correspondence: Incoming and outgoing business-related correspondence created during administering agency functions and programs. Administrative correspondence documents work assigned, work accomplished, transactions made, or actions taken. This correspondence document the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is essential to a core function of another series should follow the retention period for that	Retain for three (3) years and then destroy.		
IC	series. Executive Correspondence: Incoming and outgoing non-transitory, business-related correspondence of the agency director. These records document executive decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures or programs of an agency.	Permanent. Retain for three (3) years and then transfer to Maryland State Archives.		

2	Public Information Act ("PIA") requests (formal requests submitted by citizens for access to the City's public records)	Retain for three (3) years; then destroy.
	Employee Personnel Files – Includes applications, resumes, health insurance forms, injury reports, disciplinary action, commendations, promotions, awards, leave records, training, doctor's notes, correspondence related to worker's compensation, and miscellaneous personnel forms; retirement forms	
3A .	Employees without retirement benefits	Retain for ten (10) years after termination date; then destroy.
3B	Employees with retirement benefits	Retain all records until notification of death, then destroy.
3C	Applicants not selected for employment	Retain for three (3) months from date position filled; then destroy.
4	Employees Time Sheets	Retain for five (5) years, then destroy.
5	Meeting Minutes of the City Council and the City's Boards and Commissions	Permanent. Retain paper copies for five (5) years from meeting date. Then scan to MSA standards and destroy paper. Annually transfer electronic records to MSA.
6	Public Meeting Notices; certificates of publication for legal ads and public meetings and hearings; meeting agendas	Permanent. Retain for five (5) years then transfer to the MSA.
7	Recordings of Public Meetings, including tapes.	Retain for five (5) years then destroy.
8	Deeds, agreements, contracts, and leases between the City and various individuals/ entities, including all land records, records of fee simple and right-of way acquisition, utility, and miscellaneous easements by the City.	Permanent. Retain for five (5) years then transfer to the MSA.
9	Petitions for annexation with supporting and background documents	Permanent. Retain for five (5) years then transfer to the MSA.

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10	The City Charter and original Charter amendments, ordinances, and resolutions passed or adopted by the City Council with supporting and background documents, if any	Permanent. Scan to MSA standards. Retain paper copies for five (5) years, then transfer along with an electronic copy to the MSA. Electronic copies shall be retained permanently by the City.
11	The City Code and amendments thereto, consisting of the bound City Code book as amended and supplemented throughout the years	Retain for five (5) years, then transfer every three (3) years to the Maryland State Archives.
12	Written opinions, memoranda, and correspondence issued by the City Attorney and litigation files involving the City	Permanent. After completion of the case, scan to MSA standards and destroy. Retain electronic image for five (5) years, then transfer to MSA.
13	City Publications, newsletters; handbooks; directories, various notices to the press and public regarding current events	Screen annually and destroy material no longer needed for current business with the following exception: Scan according to MSA standards and transfer to MSA for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
14A	Zoning certificates, private and commercial	Permanent. Scan to MSA standards. Retain image for five (5) years; then transfer to MSA. Property owners shall be notified in writing that they may claim the paper documents; otherwise, they will be destroyed following transfer of electronic records to the MSA.
14B	Zoning certificates, city owned	Scan to MSA standards and transfer image to MSA five (5) years following project
	· · · · · · · · · · · · · · · · · · ·	completion. Paper copies shall be retained for reference purposes only.

15	Subdivision Plats and Site Plans	Approved plats are retained permanently in the Circuit Court for Dorchester County. Copies shall be retained in the City's files for reference purposes only.
16	Board of Appeals files	Permanent. Scan to MSA standards, retain electronic image for five (5) years, and then transfer to MSA. Paper shall remain in the City's file for reference purposes only.
17	Request for Quotations/Invitations to Bid - Includes bid specifications, drawings, advertisements, contract documents, and associated documents	Scan paper to MSA standards; then destroy. Retain electronic image in office for ten (10) years after contract completion or until audit requirements have been met, whichever comes later, then destroy.
18	Property, Vehicle, and Health Insurance Records Includes documentation and correspondence relating to coverage	Retain for five (5) years and until audit requirements have been met and then screen annually and destroy material having no further legal, administrative, fiscal, or operational value.
19A	Worker's Compensation Records - includes claims, incident reports, correspondence, medical reports, invoices, and medical authorization forms	Retain until termination plus three (3) years, then destroy. Records that document exposure to materials with long-term health effects shall be scanned according to MSA standards, retained for ten (10) years, and then destroyed,
19B	<u>Medical Records</u> - includes drug screening results, injury reports, psychological and physical examination results, doctors' notes, and correspondence related to medications taken by employees.	(Same as 19A)
	Municipal Utilities Commission Records	
20A	Public Works, water test results, water and sewerage reports.	Retain for ten (10) years; then destroy.

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	20B	Public Notification Rule - Records of Public	Retain on premises for twelve (12) years or
		Education for Lead ALE (40 CFR 141.91);	per audit requirements, whichever is later;
	· .	records of all lead and copper results,	then destroy.
		including water quality parameters, water sampling results, corrosion control	
		recommendations, and studies.	
	20C		
		Phase I, II, III Rules-Disinfectant By-Product (DBPR) monitoring plans (40-Code of	Retain on premises for ten (10) years or per audit requirements, whichever is later; then
		Federal Regulation (CFR)141.33(O)); Stage	destroy.
		II DBPR monitoring plans and Water Analysis	
		for by-product results (40 CFR 141.629(b)	
	21	Code Enforcement Records - includes	Retain for five (5) years after abatement of
		general files, fines, citations, and municipal	the violation; then destroy
		infractions	
		Transportation Records	
	22A	Maps and names of streets	Retain for ten (10) years then transfer every 3 years to the Maryland State Archives.
			o youro to the Maryland Olate Archives.
	22B	Vehicle maintenance records and statistics	Retain for the life of the vehicle or
			equipment and until audited; then destroy.
	22C	Inventories of vehicles, vehicle parts,	Retain for the life of the vehicle or
		equipment, and tools	equipment and until audited; then destroy.
	23	Engineering Records - Includes drawings,	Retain final plans and as built keep
		drafting records, and plats	drawings in DPW for ten (10) years; then
			review annually and destroy all preliminary and obsolete plans.
	<u>.</u>		
	.24	Election Records - includes election returns,	The Dorchester County Board of Elections
		candidate petitions, voter registration records, notices of elections, ballots (paper	are responsible for the elections of the Mayor and the City Council members for the
		and absentee), voting machine records, and	City of Cambridge. They will oversee the
		election worker records, and election results	election process and the preservation of all
			election records. When the board determines that they no longer have need of
. •			the records, they will transfer them to City
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				Hall. City Hall will retain the records for five (5) years and then destroy them.
	25	<u>Ethics Forms</u> – Includes financial statements and lobbying disclosu statements		Retain for four (4) years and then destroy.
	26	<u>Candidate reports</u> ; campaign fun documents; all documents filed b candidates		Retain for five (5) years and then transfer to Maryland State Archives.
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	Schedule A or Division I Date	pproved by Department, Agency, Representative 12/12/2019	Schedule A	uthorized by State Archivist
		Virtorinoughin-Stanley	_	······
	l	e <u>Victoria Jackson-Stanley</u>	Signature	Timeten.Bd
	Title	Mayor		
	DGS 550-1		I	

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Instructions – Type or Print a separate form for	DEPARTMENT	OF GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		ANAGEMENT DIV				
with Records Relention Schedule (DGS 550-1)		, Maryland 20794	215	PAGE OF36		
1. Department/Agency	2. Division	410-789-1930		3. Unit		
City of Cambridge		•		J. Ont		
Cambridge, Maryland	Admi	nistration				
		-		۲		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally	filed and used as a		-		
4. Record Series Title	·			st Year/Latest Year		
General Correspondence			$ - \frac{\pi}{2}$	<u>995 ιo Present </u>		
6. Record Series Description (Briefly describe the series.) Transitory Correspondence to inclinterest. Transmittal correspondence be contractual, financial or policy information	lude incoming a etween individua	nd outgoing co als, department	rrespon s or exte	dence related to matters of short-term rnal parties containing no final		
7. Record Series Format(s) List all	8. Recor	d Series Sequence	9. Vatume			
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Legal Size Computer Tepe	- CI Num	erical	File Drawer(s)			
🗋 Audio Tape 🔄 Floppy Disk	Chro	nalogical .	Microfi	im Reel(s) nar Tape(s)		
Bound Book 🔲 Video Tape	Geo	grephical		Uher (specify)		
	Cube	r (specify)	10. Annua	Accumulation		
		<u>.</u> •	<u>3 B</u>	oxes		
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				(abecy)		
11. File is Used		12. File Beco	nes Inaçãve A	ßer		
	nually	Retai	n 3 years	or until administrative need ends,		
		whichev Number	Whichever comes later, then destroy			
13. Current Location(s) (Bidg., Floor, Room)				ated Elsewhere? (If yes, specify agency or office,)		
City Hall & Department of Public Works	i 1 st Floor	🗖 Yes	No			
15. Access Restrictions, if Yes, cite Law(s) & Regulation(s)	<u> </u>	16, Audit Red	uirements	· · · · · · · · · · · · · · · · · · ·		
		None	State [Federal 🐼 Independent		
17. Is an Index System used? If yes, explain briefly and describe	B raquiramente					
Wes □No Archival Locator indexing a		18. Recor Retain th		Retention ars or until administrative need ends,		
at City Hall and Dept. of Public Works build				later, then destroy.		
are by location and topic.			· · · · · · · · · · · · · · · · · · ·	· · ·		
19. Name and Title of Preparer	20. Te	elephone Number	21. Dat	11/15/2019		
Records Management Officer	410-2	228-4020				
NGS 550-4 (Rev. 1/93)	.					
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Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAO 7275 Waterloo Ro Jessup, Mar 410-79	EMENT DIVISION ad, P.O. Box 275 yland 20794		AGENCY RECORDS INVENTORY	
1. Department/Agency	2. Division			3. Unit	
City of Cambridge			۱.		
Cambridge Maryland	Administra	ition			
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as a	unit for re	ference as well as retention and disposition	
purposes. 4. Record Series Title			5. Earlie	st Year/Latest Year	
General Correspondence			<u>19</u>	995 toPresent	
6. Record Series Description (Briefly describe the	hungs of information/dog		found in th	e series lactude the purpose or function of the	
series.) Administrative Correspondence to					
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during administering agency functions a			-		
accomplished, transaction made, or acti 7. Record Series Format(s) List all	Ons taken. Corresp		9. Volume		
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Other (specify)Computer	Computer		Number Number File Dr Microfi		
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Daily Weekly Monthly An		12. File Becomes Inactive After Retain for 3 years, then destroy			
🚺 Daily 🗹 Weekly 🗹 Monthly 🗹 An	nually	Number Month(s) Vear(s)			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Dyplicated Elsewhere? (If yes, specify agency or office.)			
City Hall 1st Floor					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
☐ Yes ፼ 2 ″No	None Siale Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe		18. Recommended Retention			
	Retain for	three (3)) years, then destroy.		
		<u> </u>	<u> </u>		
19. Name and Title of Preparer	20. Telepho	one Number	21. Date	7/11/2019	
Records Management Officer	410-228-4	1020	<u> </u>		
DGS 550-4 (Rev. 1/93)					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	•	GEMENT DIVI	EMENT DIVISION d, P.O. Box 275 and 20794 PAGE <u>3</u> of <u>36</u>		
1. Department/Agency	2. Division	33-1320		3. Unit	
City of Cambridge					
Cambridge, Maryland	Administ	ration	:		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title	· · · · · · · · · · · · · · · · · · ·		5. Earlie	st Year/Latest Year	
General Correspondence			<u>19</u>	995to <u>Present</u>	
6. Record Series Description (Briefly describe the t	ypes of information/doo	uments/forms	found in th	e series. Include the purpose or function of the	
series.) Executive Correspondence to incl	ude incoming and	outgoing no	n-transit	ory, business-related correspondence of	
the Agency Director. The document exe	cutive decisions m	ade regardi	ng agen	cy interests and provide unique	
information relating to the functions Item	# 1C.				
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume		
🗹 Letter Size 📋 Microfilm	Alphabetic	al	<u>10</u> E Number	Boxes @ 1 Cu. Ft. each	
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11. File is Used	l	12. File Becom	L les inactive A	fler	
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				rchives (MSA)	
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13, Current Location(s) (Bidg., Floor, Room) City Hall 1 st Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req			
	🗋 None 📝 State 📋 Federal 🚺 Independent				
17. Is an Index System used? If yes, explain briefly and describe		18. Recommended Retention			
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at the City Hall building. Entries are by loca	Maryland	State Arc	chives (MSA).		
19. Name and Title of Preparer	20. Telept	one Number	21. Date	7/11/2019	
Records Management Officer	410-228-	4020		1/1/2017	
DGS 550-4 (Rev. 1/93)					

Instructions -Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF C			AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)		oad, P.O. Box ryland 20794 99-1930	275	page <u>4</u> of <u>36</u>	
1. Department/Agency	2. Division			3. Unit	
City of Cambridge					
Cambridge, Maryland	Administr	ation			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	unit for re	erence as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
Public Information Act (PIA)			<u>1</u>	975to <u>Present</u>	
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms	iound in th	e series. Include the purpose or function of the	
series.) Public Information Act (PIA) to inc	lude requests (form	nal requests	submitt	ed by citizens for access to the City's	
public records) Item # 2.					
7. Record Series Formal(s) List all	8. Record Seri	es Sequence	9. Volume	·	
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🗖 Bound Boak 🛛 🗋 Video Tápe	🔲 Geographi	ical	Computer Tape(s)		
			10. Annual Accumulation		
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				Number	
			File Dr	awer(s)	
			Microfi	ilm Reel(s)	
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11. File is Used		12. File Becom			
Daily Weekly 🗹 Monthly 🗹 Ar	nually	<u>Retain for 3 years, then destroy</u> Number □			
13. Current Location(s) (Bidg., Floor, Room)	<u> </u>	14. Is Record S	Series Duplic:	ated Elsewhere? (If yes, specify agency or office.)	
City Halt 1st Floor		TYes I No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u>.</u>	16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recom	mended f	Retention	
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at the City Hall building. Entries are by loca	ation and topic.		,•.		
19. Name and Title of Prepare	20. Telent	lione Number	21. Dat	e .	
	20. 1000				
100 Longa				7/11/2019	

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		GEMENT DIVI	SION	AGENCY RECORDS INVENTORY		
1. Department/Agency	2. Division			3. Unit		
City of Cambridge						
Cambridge, Maryland	Adminis	tration				
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
Employee Personnel Files			<u>19</u>	160toPresent		
B. Record Series Description (Briefly describe the type eries.) Employee Personnel Files to includantions, commendations, promotions, aw or employees without retirement benefits	de applications, re ards, leave record	sumes, hea	lth insura	ance forms, injury reports, disciplinary		
7. Record Series Format(s) List all	8. Record Ser	ries Sequence	9. Volume			
🖌 Letter Size 🔲 Microfilm		al		oxes @ 1 Cu. Ft. each		
Legal Size Computer Tape		1	Number			
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				iter Tape(s) specify)		
11. File is Used	ually	12. File Becon Retain destroy	n for 10 y	ter rears after termination date, then donth(s)		
13. Current Location(s) (Bldg., Floor, Room) City Hall 1st Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audil Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes □No Archival Locator indexing system located at the City Hall building. Entries are by location and topic.			18. Recommended Retention Retain for ten (10) years after termination date, then destroy			
19. Name and Title of Preparer 20, Telepho			e Number 21. Date 			
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Cambridge, Maryland Cambridge, Maryland Cambridge, Maryland Administration Cambridge, Maryland Administration BerNard Series Description (Briefy describe the types of information/documents/forms found in the series. Include the purpose of Ancien of the areas Description (Briefy describe the types of information/documents/forms found in the series. Include the purpose of Ancien of the areas Description (Briefy describe the types of Information/documents/forms found in the series. Include the purpose of Ancien of the areas Description (Briefy describe the types of Information/documents/forms found in the series. Include the purpose of Ancien of the areas Description (Driefy describe the types of Information/documents/forms found in the series. Include the purposets, disciplinary action, commendations, promotions, awards, leave records, training, doctor's notes, correspondence related o worker's compensation and miscellaneous personnel forms for employees with retirement benefits Item # 38. Administration Administrating Administration	Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency City of Cambridge	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Man 410-79 2. Division	SEMENT DIVIS pad, P.O. Box 2 yland 20794	SION	AGENCY RECORDS INVENTORY PAGE6 OF36 3. Unit	
purposes 4. Record Series Title Employee Personnel Files 5. Earliest Year(Latest Year Employee Personnel Files 5. Earliest Year(Latest Year 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series). Include the purpose or Auction of the series). Employee Personnel Files to include applications, resumes, health insurance forms. injury reports, discipilinary action, commendations, promotions, awards, leave records, training, doctor's notes, correspondence related o worker's compansation and miscellaneous personnel forms for employees with retirement benefits item # 3B. 7. Reard Saries Compart Type Image: State Sequence 9 volume If the size Compart Type Image: State Sequence 9 volume If and type Image: State Sequence 9 volume If		Administ	tration			
Employee Personnel Files		d records normally filed	and used as a	unit for re	eference as well as retention and disposition	
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series) Employee Personnel Files to include applications, resumes, health insurance forms, injury reports, disciplinary action, commendations, promotions, awards, leave records, training, doctor's notes, correspondence related o worker's compensation and miscellaneous personnel forms for employees with retirement benefits item # 3B. 7. Record Series Found(s) Lui all 7. Record Series Found(s) Lui all 8. Record Series Sequence 9. Volume 9. Source 9. Volume 9. Volume 9. Source 9. Sour	Employee Personnel Files			<u>19</u>	960toPresent	
action, commendations, promotions, awards, leave records, training, doctor's notes, correspondence related o worker's compensation and miscellaneous personnel forms for employees with retirement benefits item # 38. 7. Record Series Format(s) Lat # 9. Volume Bacurd Series Computer Tape Computer Computer Computer Computer Computer Computer Computer Computer Computer Tape Computer	6. Record Series Description (Briefly describe the	types of information/docu	iments/forms f	ound in th	e series. Include the purpose or function of the	
worker's compensation and miscellaneous personnel forms for employees with retirement benefits item # 38. 7. Record Series Format(s) Lst at 9. Volume 9. Volume 9. Volume 9. Volume <t< td=""><td>series.) Employee Personnel Files to inclu</td><td>de applications, res</td><td>umes, heal</td><td>th insur</td><td>ance forms, injury reports, disciplinary</td></t<>	series.) Employee Personnel Files to inclu	de applications, res	umes, heal	th insur	ance forms, injury reports, disciplinary	
worker's compensation and miscellaneous personnel forms for employees with retirement benefits item # 38. 7. Record Series Format(s) Lst at 9. Volume 9. Volume 9. Volume 9. Volume <t< td=""><td>action, commendations, promotions, awa</td><td>ards, leave records.</td><td>training, do</td><td>octor's r</td><td>notes, correspondence related o</td></t<>	action, commendations, promotions, awa	ards, leave records.	training, do	octor's r	notes, correspondence related o	
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Audio Tape Floppy Disk Beund Book Uideo Tape Beund Book Uideo Tape Corrent (specify) Computer Tape(s) Other (specify) Computer Diner (specify) Computer It. File is Used 12. File Becomes tractive After Daily Weekly It. File is Used 12. File Becomes tractive After Retain all records untill notification of death, then description 14. Is Record Sures Opticated Elsewhere? (I) weekly approximates It. File is Used 12. File Becomes tractive After Retain all records untill notification of death, then description 14. Is Record Sures Opticated Elsewhere? (I) weekly approximates Its Access Restriction(r) (Weekly Annually 15. Audit Requirements Yes None State Federal Its Records until notification of death, then destroy. 15. Access Restriction(r) (West, State used?) if yes, explain backly and describe requirements Yes None Yes None 15. Is an Inflore. 18. Recommended Retention Retain all records until notification of death, then destroy. 19. Name and Title of Str		Alphabetica	1			
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Computer	🚺 Audio Tape 🛛 Floppy Disk	Chronologic	cal			
Computer	🔲 Bound Book 🛛 Video Tape	🔲 Geographic	al	Olher ((specify)	
Baily Weekly Monthly Annually	Other (specify)Computer	Diher (spec	;ify)	1/2 K Number	Box awer(s) Im Reel(s) Jer Tape(s)	
Daily Weeky W Monthly Annually Image: destroy Number Image: Nonthly Image: Nonthly Image: Nonthly 13. Current Location(\$) (Bidg., Floor, Room) Image: Nonthly Image: Nonthly Image: Nonthly 13. Current Location(\$) (Bidg., Floor, Room) Image: Nonthly	11. File is Used					
Number Month(s) Iver(s) 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) City Hall 1st Floor 9 Yes No 15. Access Restriction (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements Yes None State Federal 17. Is an Index System used? If yes, explain briefly and describe requirements 18., Recommended Retention If Yes No Archival Locator indexing system located 18., Recommended Retention Retain all records until notification of death, then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date 71/1/2.019 71/1/2.019	Daily Weekly Di Monthly DAAN	nually	<u>R</u> etain	all reco	ords until notification of death, then	
13. Current Location(s) (Bidg., Floor, Room) City Hall 1st Floor It is Record Series Dublicated Elsewhere? (If yes, specify agency or office.) IS. Access Restriction (If Yes, cite Law(s) & Regulation(s) It. Audit Requirements Yes It. None IVes It. Recommended Retention Retain all records until notification of death, then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date 71.1/2.019						
City Hall 1st Floor Image: Section of the Law(s) & Regulation(s) 15. Access Restriction of the Law(s) & Regulation(s) 16. Audit Requirements Image: Pres Image: No 17. Is an Index System used? If yes, explain briefly and describe requirements 18 Recommended Retention Image: Pres Image: No Archival Locator indexing system located at the City Halt building. Entries are by location and topic. 18 Recommended Retention 19. Name and Title of Preparer 20. Telephone Number 21. Date 7/11/2.019 7/11/2.019						
□ Yes □ None □ State □ Federal □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention □ Yes □ No Archival Locator indexing system located 18. Recommended Retention at the City Hall building. Entries are by location and topic. 18. Recommended Retention 19. Name and Title of Dreparer 20. Telephone Number 21. Date 7/1/2.019 7/1/2.019						
Image: System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain all records until notification of death, then destroy. 19. Name and Title of Dreparer 20. Telephone Number 21. Date 7/1/2.019			16. Audit Requirements			
Image: Press in No Archival Locator indexing system located at the City Hall building. Entries are by location and topic. Retain all records until notification of death, then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date 7/1/2.019	Yes 🗗 No	🗌 None 🗹 Stale 🗋 Federal 🔐 Independent				
Image: Press in No Archival Locator indexing system located at the City Hall building. Entries are by location and topic. Retain all records until notification of death, then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date 7/1/2.019	17. Is an Ipdex System used? If yes, explain briefly and describe	requirements	18. Recommended Retention			
at the City Hall building. Entries are by location and topic. 19. Name and Title of Preparer 20. Telephone Number 21. Date 7///2.019	Bryes □ № Archival Locator indexing s					
Leeberger 7/11/2019	at the City Hall building. Entries are by loca	ition and topic.				
Records Management Officer 410-228-4020 7/1/2019	19. Name and Title of Preparer	20. Telepho	one Number	21. Date		
	Records Management Officer	410-228-4	020		7/11/2019	

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Instructions Type or Print a separate form for		TMENT OF G		NICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	DRDS MANAG Waterloo Ro Jessup, Man 41079	EMENT DIVI ad, P.O. Box yland 20794	SION	page7 of <u>36</u>		
1. Oepartment/Agency	2. Division				3. Unit		
City of Cambridge							
Cambridge, Maryland		Administ	ration				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed a	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Employee Personnel Records	·			<u>1</u>	980 to <u>Present</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.) Employee Personnel Files to include applications, resumes, health insurance forms, injury reports, disciplinary							
action, commendations, promotions, awards, leave records, training, doctor's notes, correspondence related to							
worker's compensation for applicants not selected for employment Item # 3C							
7. Record Series Formal(s) List all		8, Record Serie	s Sequence	9. Volume O. D.			
🖌 Letter Size 🔲 Microfilm		Alphabelica	۰ ۰	<u>8 Boxes @ 1 Cu. Ft. each</u> Number			
🔽 Logal Size 🔲 Computer Tepe		Numerical		File Drawer(s)			
Audio Tapa 🔲 Floppy Disk	Chronologi		cal Microfi		im Reel(s)		
🔲 Bound Book 📋 Video Tape		Geographic	el	Computer Tape(s)			
	Other (spec		city) 10. Annus 1/2.				
				Number			
				File Dr.	swor(6)		
				Microfi	in Reol(s) iler Tape(s)		
				Other (spacity)		
11. Füe is Used			12. File Becom	es Inactive A	Aer		
	nually		<u>Retain</u>	for 3 m	onths from date position filled, then		
		ŕ	destroy				
13. Current Location(s) (Bidg., Floor, Room)		•	Number				
			14. Is Record Series Duplicated Elsowhere? (Il yes, specify agency or office.)				
15. Access Restrictions (if Yes, cite Lew(s) & Regulation(s)			16. Audit Requ	drements			
			🗋 None	State [Federal II Independent		
		· .					
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
র্সিণ্ড ☐ № Archival Locator indexing s at the City Hall building. Entries are by loca	-			three (3)	months from dated position filled, then		
			destroy.				
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Leeberger			-		11/15/2019		
Records Management Officer	•	410-228-4	020	<u> </u>	1		

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	410-7	GEMENT DIV	SION	AGENCY RECORDS INVENTORY PAGE8 OF36				
1. Department/Agency	2. Division			3. Unit				
City of Cambridge								
Cambridge, Maryland	Administ	ration						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	used as a unit for reference as well as retention and disposition					
4. Record Series Title			5. Earliest Year/Latest Year					
Employee's Time Sheets			<u>1975</u> to <u>Present</u>					
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms	found in th	e series. Include the purpose or function of the				
series.) Employee's Time Sheets Item # 4	·.							
7. Record Series Formal(s) List all	8. Record Seri	es Sequence	9. Volume					
🖳 Letter Size 🔲 Microfilm		al	<u>_25 B</u>	oxes @ 1 Cu. Ft. each				
Legal Size 📑 Computer Tape			Number					
			File Dr.					
🗌 Audio Tape 🔄 Floppy Disk	Chronolog	ical	Microfi	in Reels) iler Tape(s)				
Bound Book 🔲 Video Tape	🔲 Geographi	cal	Dther (specify)				
Dother (specify) Computer	Other (spe	cify)	(y) 10. Annual Accumulation 3 Boxes					
			Number					
			File Or	awer(s)				
			_	Im Reel(s)				
			4	Jer Tape(s) (specify)				
11. File is Used		12. File Becon	an Innative A	Ber				
Daily 🔐 Weekly 🕼 Monthly 🔐 An	nually	Number Month(s) Year(s)						
13. Current Location(s) (Bldg., Floor, Room)		14, Is Record	Series Duplica	aled Elsewhere? (If yes, specify agency or office.)				
City Hall 1 st Floor		TYes ZNO						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	— ———————————————————————————————————	16. Audii Requirements						
Yes DONO								
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention						
Yes □ № Archival Locator indexing s	ystem located			years, then destroy.				
at the City Hall building. Entries are by loca	tion and topic.		- \-/ J					
19. Name and Title of Prepare)	20. Teleph	ione Number	21. Date	e , , ,				
1 Loo prom				7/11/2019				
Records Management Officer	410-228-	4020		· / · / µ · · · ·				
DGS 550-4 (Rev. 1/93)								

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAC 7275 Waterloo Ro Jessup, Mar 410-79	GEMENT DIV! bad, P.O. Box yland 20794	SION					
1. Department/Agency	2. Division			3. Unit				
City of Cambridge								
Cambridge, Maryland	Administ	tration		,				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	unit for re	I eference as well as retention and disposition				
4. Record Series Title			5. Earliest Year/Latest Year					
Meeting Minutes of the City Council and	the City's Boards		1	980toPresent				
and Commissions								
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Meeting Minutes of the City Council and the City's Boards and Commissions Item # 5.								
7. Record Series Formal(s) List all	8. Record Serie	es Sequence	9. Volume	·····				
🖬 Lelter Size 🔲 Microfilm	Alphabelica	ń		oxes @ 1 Cu. Ft. each				
Legal Size Computer Tape	Numerical		Number					
			In Microfilm Reel(s)					
Audio Tape Floppy Disk	Chranologie	cal	Computer Yape(s)					
🔲 Bound Book 🔲 Videa Tape	🔲 Geographic	al	Olher (specify)					
Other (specify)Computer	Other (spec	cify)	10. Aกกบอ	Accumulation				
			<u>3/4 Box</u>					
			Number					
			awer(s) im Reel(s)					
		Comp		nputer Tape(s)				
			🔲 Other ((specify)				
11. File is Used		12. File Becomes Inactive After						
	nualiy	_Permanent. Retain paper copies for 5 years from						
		meeting date. Then scan to MSA standards and destroy						
	:	paper. Annually transfer electronic records to MSA						
13. Current Location(s) (Bldg., Floor, Room)		Number Month(s) Id/Year(s) 14. Is Record Series Dupticated Elsewhere? (If yes, specify agency or office.)						
City Hall 1 st Floor		Yes DAVO						
15. Access Restrictions (If Yes, cile Law(s) & Regulation(s)		15. Audit Requirements						
Yes 🗹 No		None Distate Federal Dindependent						
17. Is an Index System used? If yes, explain briefly and describe	-	18. Recorr	Imended F	Retention				
ves □ № Archival Locator indexing s		Permanent. Retain paper copies for five (5) years from						
at the City Hall building. Entries are by loca	tion and topic.	· ·		en scan to MSA standards and destroy				
			r	ansfer electronic records to MSA.				
19. Name and Title of Prepare	20. Telepho	one Number	21. Date					
Thelliger		1020		7/11/2019				
Records Management Officer U	410-228-4	1020	1	1 /				

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) . 1. Department/Agency City of Cambridge Cambridge, Maryland	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930 2. Division Administration			SION	AGENCY RECORDS INVENTORY PAGE10 OF36 3. Unit		
DEFINITION: RECORD SERIES: A group of relate				a unit for re	ference as well as retention and disposition		
Purposes. 4. Record Series Title Public Meeting Notices		5. Earliest Year/Latest Year 1995toPresent					
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Public Meeting Notices to include certificates of publication for legal ads and public meetings and hearings, meeting agendas Item # 6.							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
Letter Size 🔲 Microfilm		Alphabetica	ł	<u>4 B</u> Number	oxes @ 1 Cu. Ft. each		
Legal Size Computer Tape			al	File Dr			
Bound Book Video Tape		Geographic			vler Tape(s) (specify)		
Computer		Other (spec		<u>1 B</u> Number File Dr	awer(s) Im Reel(s) Jer Tape(s)		
11. File is Used	nualty		12. File Becomes Inactive After <u>Permanent</u> . Retain for 5 years then transfer to				
			MSA Number Monih(s) Egyrear(s)				
13. Current Location(s) (Bldg., Floor, Room) City Hall 1 st Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe requirements ✓ Yes □ № Archival Locator indexing system located at the City Hall building. Entries are by location and topic.			18. Recommended Retention Permanent. Retain for five (5) years then transfer to the Maryland State Archives (MSA).				
19. Name and Title of Prepafer Allfreger Records Management Officer		20. Telepho 410-228-4	one Number	1/11/2019			

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Instructions - Type or Print a separate form for	DEPARTMENT OF G	SENERAL SERVICES	AGENCY RECORDS INVENTORY				
each new or revised record series. Forward	RECORDS MANAC						
with Records Retention Schedule (DGS 550-1)		oad, P.O. Box 275 yland 20794	PAGE <u>11</u> OF <u>36</u>				
		9-1930					
1. Department/Agency	2. Division		3. Unit				
City of Cambridge							
Cambridge, Maryland	Administ	tration					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a unit fo	r reference as well as retention and disposition				
4. Record Series Title		5. Earliest Year/Latest Year					
Recordings of Public Meetings			_ <u>1995</u> to <u>Present</u>				
			· · · · · · · · · · · · · · · · · · ·				
6. Record Series Description (Briefly describe the t series.) Recordings of Public Meetings to i			h the series. Include the purpose or function of the				
series.) Recordings of Fublic Weetings to r	nciuue tapes item r	.					
r							
7. Record Series Format(s) List all	8. Record Serie	,					
🖌 Letter Size 🔲 Microfilm	Alphabetica	al <u>3</u> Numbe	Boxes @ 1 Cu. Ft. each				
Legal Size Computer Tape	Numerica)		P Drawer(s)				
🖌 Audio Tape 🛛 Floppy Disk	Chronologie	ical Mie	crofilm Reel(s)				
🗂 Bound Book 🛛 Video Tape	🗌 Geographic		mputer Tape(s) ner (specify)				
Other (specify)	Other (spec	cífy) 10. An	nual Accumulation				
			<u>/2 Box</u>				
		Numbe	ər				
			a Drawer(s)				
			rofilm Reel(s) mputer Tape(s)				
			her (specify)				
11. File is Used		12. File Becomes Inactiv					
🗋 Daily 🔂 Weekly 🗹 Monthly 🗹 Anr	wally	<u>Retain for 5 years, then destroy</u> Number ☐ Month(s) ☆ rear(s)					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Du	plicated Elsewhere? (If yes, specify agency or office.)				
City Hall 1 st Floor		Ves 🖬 🕅					
15. Access Restrictions (II Yes, cite Law(s) & Regulation(s)		16, Audit Requirements					
		None State Federal Independent					
17. Is an Index System used? If yes, explain briefly and describe		18. Recommended Retention					
Yes □ № Archival Locator indexing s at the City Hall building. Entries are by loca	-	Retain for five (5) years, then destroy.					
19. Name and Title of Preparer	20. Teleph	ne Number 21. [
X Seelerger			1/11/2019				
Records Management Officer	410-228-4	4020	////				
)GS 550-4 (Rev. 1/93)							
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Instructions - Type or Print a separate form for	DEPARTMENT OF G	SENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAG	GEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box	275	10 00		
	1 .	yland 20794		PAGE <u>12</u> of <u>36</u>		
1. Department/Agency	2. Division	19-19-00		3. Unit		
City of Cambridge						
Cambridge, Maryland	Administ	ration				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	unit for re	eference as well as retention and disposition		
4. Record Series Title			5. Earlie	est Year/Latest Year		
Deeds, Agreements and Contracts			1	1970toPresent		
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms	found in th	ne series. Include the purpose or function of the		
series.) Deeds, Agreements and Contract	s to include leases	between th	e City ar	nd various individuals/entities, including		
all Land Records, records of fee simple	and Right-of-Way a	cquisition, i	utility an	d miscellaneous easements by the City		
Item # 8.		,				
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume			
🗃 Letter Size 📋 Microfilm		al	. <u>7 BC</u> Number	oxes @ 1 Cu. Ft. each		
🗹 Legal Size 📋 Computer Tape	Numerical		File Or	awer(s)		
🔲 Audio Tape 🛛 🔲 Floppy Disk	Chronologi	cal	Microfi	im Reel(s)		
🔲 Baund Book 🔲 Video Tape	🗖 Geographi	cal	Other	uler Tape(s) (specify)		
other (specify)Computer	Other (spe	cify)				
			_ <u>1 Box</u>			
			Number			
			File Dr	awer(s)		
				ilm Reel(s)		
			Other	uter Tape(s) (specify)		
11. File is Used		12. File Becon	es Inactive A	sfter		
		1		etain for 5 years, then transfer to the		
🔲 Daily 🔐 Weekly 🗹 Monthly 🗹 An	nually	Maryland State Archives (MŞA)				
		Number Month(s) 2 Vear(s)				
13. Current Location(s) (Bldg., Floor, Room) City Hall 1 st Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions-(If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
		None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention				
Yes □ № Archival Locator indexing s	system located	Permane	nt. Retai	n for five (5) years, then transfer to the		
at the City Hall building. Entries are by loca	ition and topic.	i i		chives (MSA).		
19. Name and Title of Preparer	20. Teleph	one Number	21. Dat			
Selforger			· ·	7/11/2019		
Records Management Officer	410-228-4	4020	<u>L</u>	/		

Instructions -Type or Print a separate form for each new or revised record series. Forward DEPARTMENT OF GENERAL SERVICES AdeNUT HECOHOS INVENTORY with Records Retention Schedule (DGS 550-1) DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Watertoo Road, P.O. Box 275 Jessup, Maryland 20794 PAGE13 or36 1. Department/Agency 2. Division 3. Unit City of Cambridge Administration 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 5. Earliest Year/Latest Year Putposes. 4. Record Series Title 5. Earliest Year/Latest Year Petitions for Annexation 5. Earliest Year/Latest Year 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 for Annexation to include supporting and background documents Item # 9. 7. Record Series Format(s) List att 8. Record Series Sequence 9. Volume Clegal Size Computer Tape Numerical Price Drawer(s)
Jessup, Maryland 20794 PAGE13OF36 1. Department/Agency 2. Division 3. Unit City of Cambridge Cambridge, Maryland Administration 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 Petitions for Annexation 5. Earliest Year/Latest Year 1995 toPresent 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 for Annexation to include supporting and background documents Item # 9. 7. Record Series Format(s) List all @Legal Size Computer Tape
1. Department/Agency 2. Division 3. Unit City of Cambridge Administration 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 5. Earliest Year/Latest Year Petitions for Annexation
1. Department/Agency 2. Division 3. Unit City of Cambridge Administration 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 5. Earliest Year/Latest Year 4. Record Series Title 5. Earliest Year/Latest Year
Cambridge, Maryland Administration DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year Petitions for Annexation
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title 5. Earliest Year/Latest Year Petitions for Annexation
purposes. 4. Record Series Title Petitions for Annexation 5. Earliest Year/Latest Year 1995toPresent 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 for Annexation to include supporting and background documents Item # 9. 7. Record Series Format(s) List all @ Letter Size Microfilm @ Letter Size Microfilm @ Legal Size Computer Tape
Petitions for Annexation
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 for Annexation to include supporting and background documents Item # 9. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume Q Letter Size Microfilm Q Legal Size Computer Tape
series.) Petitions for Annexation to include supporting and background documents Item # 9. 7. Record Series Format(s) List all 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume2 Boxes @ 1 Cu. Ft. each Number Legal Size Computer Tape
7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume Image: Computer Tape Image: Computer Tape 9. Volume 1 Cu. Ft. each
• Letter Size • Legal Size • Computer Tape • Numerical • File Drawer(s) • Numerical
Image: Size Microfilm Image: Legal Size Computer Tape Image: Size Computer Tape <tr< td=""></tr<>
File Drawer(s)
Audio Tape Floppy Disk
Bound Book Video Tape Geographical Olher (specify)
Computer Other (specify) 10. Annual Accumutation
_ <u>1/3 Box</u>
File Drawer(s) Microfilm Reel(s)
Computer Tape(s)
Other (specify)
11. File is Used 12. File Becomes Inactive AfterPermanent. Retain for 5 years, then transfer to the
Daily Weekly Monthly Annually <u>Permanent. Retain for 5 years, then transfer to the</u> <u>Maryland State Archives (MSA)</u>
Number IManth(s) Year(s)
13. Current Localian(s) (Bldg., Flaor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
City Hall 1 st Floor
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Yes Index System used? If yes, explain briefly and describe requirements Yes Index System used? If yes, explain briefly and describe requirements Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention
at the City Hell building. Entries are by location and tonic
Maryland State Archives (MSA).
19. Name and Title of Pregarge 20. Telephone Number 21. Date
Lehager 7/11/2019
Records Management Officer 410-228-4020 DGS 550-4 (Rav. 1/93)

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterlo Jessup, 4	F GENERAL SE NAGEMENT DIV D Road, P.O. Boo Maryland 20794	ENT DIVISION P.O. Box 275 d 20794				
1. Department/Agency	2. Division			3. Unit			
City of Cambridge							
Cambridge, Maryland	Adminis	tration					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally f	led and used as	a unit for re	eference as well as retention and disposition			
4. Record Series Title		· · · · · · · · · · · · · · · · · · ·	5. Earliest Year/Latest Year				
City Charter			<u>_1</u>	970to <u>Present</u>			
6. Record Series Description (Briefly describe the	ypes of information/	locuments/forms	found in t	ne series. Include the purpose or function of the			
series.) City Charter to include original Charter Amendments, Ordinances, and Resolutions passed or adopted by the							
City Council with supporting and background documents, if any Item # 10.							
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume				
De Letter Size	Alpha	etical	<u>10 E</u> Number	oxes @ 1 Cu. Ft. each			
🕑 Legal Size 🛛 Computer Tape	Nume	ical	File Dr	awar(c)			
🗋 Audio Tape 🛛 Floppy Disk	Chron	ological	Microfi	ilm Reel(s)			
Bound Book 🔲 Video Tape	Geog	-	Computer Tape(s)				
		apnıcai					
Other (specify) Computer	Other	(specify)					
			<u>1/2 Box</u> Number				
			File Di	awer(s) ilm Reel(s)			
			Comp	uter Tape(s)			
				(əpcliiy)			
11. File is Used	x	11	mes Inactive A				
Daily 🗋 Weekty 🖬 Monthly 🖬 An	nualiy		Permanent. Scan to MSA standards. Retain paper				
			copies for 5 years, transfer along with electronic copy to				
		II	MSA. Electronic copy be retained by the City				
13. Current Location(s) (Bldg., Floor, Room)			Number Monlh(s) Prear(s) 14. Is Record Series Dupficated Elsewhere? (If yes, specify agency or office.)				
City Hall 1 st Floor		🗌 Yes					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	·····	16. Audit Re	quirements				
Yes 😥 Na			State 1				
17. Is an Index System used? If yes, explain briefly and describe		18. Reco	mmended I	Retention			
Mes □ № Archival Locator indexing s		Permane	Permanent. Scan to MSA standards. Retain paper copies for				
at the City Hall building. Entries are by loca	tion and topic.	five (5) y	ears, ther	transfer along with an electronic copy to the			
		MSA. E	ectronic c	copies to be retained by the City.			
19. Name and Title of Prepayer	20. Tel	ephone Number	21. Dat	1 1 1			
Tseeferger				7/11/2019			
Record Management Officer		28-4020	<u> </u>	/ l			

DGS

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	TMENT OF G DRDS MANAG 5 Waterloo Ro Jessup, Man 410-799	BEMENT DIVI Pad, P.O. Box Vand 20794	AGENCY RECORDS INVENTORY				
1. Department/Agency City of Cambridge	2. Divisio	n			3. Unit			
Cambridge, Maryland	ļ 4	Administra	ation					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed a	and used as a	a unit for re	eference as well as retention and disposition			
4. Record Series Title			5. Earliest Year/Latest Year					
City Code				<u>1960</u> to <u>Present</u>				
 Record Series Description (Briefly describe the series.) City Code to include Amendments throughout the years Item # 11. 								
7. Record Series Format(s) List all 8. Record S			s Sequence	9. Volume				
Letter Size 🔲 Microfilm		🔲 Alphabetica	1	<u>15 [</u> Number	Boxes @ 1 Cu. Ft. each			
🔲 Legal Size 🔄 Computer Tape		Numerical						
🗌 Audio Tape 🔲 Floppy Disk	i	Chronologic		I Microfilm Reel(s)				
				Computer Tape(s) Other (specify)				
Bound Book Uvideo Tape		Geographic 🗌						
	er (specify) Computer		Other (specify) 1		10. Annual Accumulation			
				Number				
				File Dr	awer(s)			
				Microfilm Reel(s) Computer Tape(s)				
	i		Other (specify)					
11. File is Used		L	12. File Becom					
	กกบอฟิง		Permanent. Transfer every 3 years to the Maryland					
			State Archives (MSA) Number					
13. Current Location(s) (Bldg., Floor, Room) City Hall 1st Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
17. Is an Index System used? If yes, explain briefly and describe	e requirements		18. Recommended Retention					
Yes □ № Archival Locator indexing :	-		Permanent. Transfer every three (3) years to the Maryland					
at the City Hall building. Entries are by loca	ation and t	topic.	State Arc	hives (MS	SA).			
19. Name and Title of Preparer		20. Telepho	hone Number 21. D					
Leeberger		440.000	1020		7/11/2019			
Records Management Officer		410-228-4	410-228-4020					

purposes. 4. Record Series Title Written Opinions 6. Record Series Description (Briefly describe the I	410-74 2. Division Administra d records normally filed ypes of information/doc	GEMENT DIVI oad, P.O. Box ryland 20794 as-1930 ation and used as a uments/forms	SION 275 PAGE16 OF36 3. Unit a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year1990toPresent found in the series. Include the purpose or function of the		
series.) Written Opinions to include memo involving the City Item # 12.	randa and correspo	ondence iss	ued by t	ne City Attorney and Litigation files	
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) Computer 11, File is Used Weekly Monthly	es Sequence 9. Volume				
13. Current Location(s) (Bldg., Floor, Room)	standards and destroy, retain electronic image for 5 years, then transfer to MSA, except attorney-client Number Month(s) Month(s) Year(s) 14. Is Record Series Dyelicated Elsewhere? (If yes, specify agency or office.) Yes No				
City Hall 1 st Floor 15. Access Restrictions (If Yes, cile Law(s) & Regulation(s) Yes V	16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe	18. Recommended Retention Permanent. After completion of the case, scan to MSA standards and destroy, retain electronic image for five (5) years, then transfer to MSA, except for privileged attorney- client communications. one Number 21. Date				
UGS 550-4 (Rev. 1/93)				7/11/2019	

	DEDAR							
Instructions - Type or Print a separate form for each new or revised record series. Forward			ENERAL SEF					
with Records Retention Schedule (DGS 550-1)			bad, P.O. Box					
		Jessúp, Mar		+	PAGE <u>17</u> of <u>36</u>			
· .	410-759-1930							
1. Department/Agency	2. Division				3. Unit			
City of Cambridge								
Cambridge, Maryland	Administration							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition			
4. Record Series Title		·		5. Earlie	st Year/Latest Year			
City Publications				<u>19</u>	997to <u>Present</u>			
6. Record Series Description (Briefly describe the t	sypes of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the			
series.) City Publications to include newsle	etters, ha	indbooks, d	directories,	various	notices to the press and public regarding			
current events Item # 13.								
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume ລຸດ	avec @ 1 Cu. Et each			
Letter Size 🔲 Microfilm		🔲 Alphabelica	I	Number	oxes @ 1 Cu. Ft. each			
🗋 Legal Size 🛛 Computer Tape	Size Computer Tape			File Or				
🔲 Audio Tape 🔄 Floppy Disk		Chronologic	cal	Microfi	Micrafilm Reel(s)			
🖬 Bound Book 🔲 Video Tape		al	Computer Tape(s)					
Other (specify)Computer		Other (spec	×ify)	10. Annual	Accumulation			
			<u>1/4 Box</u>					
				Number				
			File Orawer(s)					
			Computer Tape(s) Cother (specify)					
11. File is Used			12. File Becom	an Immetica A				
11. File is used	·				y and destroy material no longer			
🛛 🗋 Daily 🔲 Weekly 🗹 Monthly 🕑 Anr	nually		needed. Scan according to MSA standards and transfer					
			to MSA any material this is fiscal, legal, historical value					
		}						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Ouplicated Elsewhere? (If yes, specify agency or office.)					
City Hall 1 st Floor			Yes BYNO					
15. Access Restrictions (#Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
Yes Erio			None	State				
· .								
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recorr	mended F	Relention			
Yes □ № Archival Locator indexing s	ystem loc	ated	18. Recommended Retention Screen annually and destroy material no longer needed for					
at the City Hall building. Entries are by loca	opic.	current business. Scan according to MSA standards and						
		transfer to MSA for retention any material that has fiscal, legal						
			or historic		- · · · · · · · · · · · · · · · · · · ·			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	2 1 1			
Leekraer				1	7/11/2019			
Records Management Officer		410-228-4	1020					
DGS 550-4 (Rev. 1/93)		<u></u>		1				

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency City of Cambridge Cambridge, Maryland DEF(NITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title	RECOR 7275 J 2. Division	RDS MANAG Waterloo Ro Jessup, Man 410-799	ration	SION 275	AGENCY RECORDS INVENTORY PAGE 18 or 36 3. Unit ference as well as retention and disposition st Year/Latest Year	
Zoning certificates, private and commerce				980toPresent		
6. Record Series Description (Briefly describe the series.) Zoning certificates, private and co						
7. Record Series Format(s) List all 8. Record Serie I Letter Size Microfilm I Legal Siza Computer Tape Audio Tape Floppy Disk Bound Book Video Tape I Other (specify) Computer I Other (specify) Computer 11. File is Used I			al			
🗖 Deiñy 🕡 Weekly 🕼 Monthly 🗹 An			for 5 years; then transfer to MSA. Property owners will be notified they can claim paper, if not, will destroy			
13. Current Location(s) (Bldg., Floor, Room)			Number Month(s) (2 Year(s)			
Department of Public Works 2 nd Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements ПУее П № Archival Locator indexing system located at the Dept. of Public works building. Entries are by location and topic.			18. Recommended Retention Permanent. Scan to MSA standards. Retain images for five (years; then transfer to MSA. Property owners shall be notifie in writing that they may claim the paper, otherwise, the will be destroyed following transfer of electronic records to MSA.			
19. Name and Zitle A Preparer		20. Telepho 410-228-40	destroyed following transfer of electronic records to MSA. one Number 21. Date 11/15/2019			

Instructions -Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEP	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	ORDS MANAG	SEMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	•	275	page 19 of 36	
	Jessup, Maryland 20794 410-799-1930					
1. Department/Agency	2. Divisio	on.		*	3. Unit	
City of Cambridge			· •			
Cambridge, Maryland		Administ	tration			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records (normally filed	and used as a	a unit for re	I sterence as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Lalest Year	
Zoning certificates, city owned			•		1980toPresent	
6. Record Series Description (Briefly describe the t		iormation/docu	uments/forms	found in th	te series. Include the purpose or function of the	
series.) Zoning certificates, city owned Iter	n 148.					
7. Record Series Format(s) List all	· .	8. Record Serie	es Sequence	9. Volume		
💭 Cetter Size 🔲 Microfilm		Alphabetica	d	<u>12</u> Number	Boxes @ 1 Cu. Ft. each	
Gregel Size Computer Tape		Numerical		File Dr	-	
Audio Tape 🔲 Floppy Disk		Chronologi	cel	Microfi	Im Reel(s)	
Bound Book 🔲 Video Taps		Geographic	al		Computer Tape(s)	
		Other (spec	:ify)	10. Annua	Accumulation	
				<u> </u>	<u>ox</u>	
		· .		Number	· · · · · · · · · · · · · · · · · · ·	
				Di File Dr	awer(s) im Reel(s)	
					un Reals) Vier Tape(s)	
				Other	(specify)	
11. Fêe la Used			. 12. File Becon	nes Inactive A	fler .	
	านสมิง				standards and transfer image to MSA 5	
					roject completion. Paper copies shall be	
			retained Number		ence purposes only	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record	Series Duplic	aled Elsewhere? (if yes, specify agency or office.)	
Department of Public Works 2 nd Floor			. Yes			
15. Access Restrictions (II Yes, cile Law(s) & Regulation(s)	•		16. Audil Req	virements	_	
		•	None	State [Federet Dindependent	
17. Is an Index System used? If yes, explain briefly and describe			18. Recon	nmended l	Retention	
at the Dept. of Public works building. Entrie	-		11		dards and transfer image to MSA five (5)	
focation and topic.	s are by			•••	pject completion. Paper copies shall be	
		00 Toloot	EL		nce purposes only.	
19. Name and Title of Pjeparer		20. Telephi	one Number	21. Dat	11/15/2019	
Records Management Officer		410-228-4	1020			
DGS 550-4 (Rev. 1/93)		<u> </u>		L		
					· · · ·	
					· · · · · · · · · · · · · · · · · · ·	

Instructions –Type or Print a separate form for			ENERAL SEF		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			ENERAL SEP				
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	ad, P.O. Box	275			
	Jessup, Maryland 20794 410-799-1930				Page <u>20</u> of <u>36</u>		
1. Department/Agency	2. Division	1			3. Unit		
City of Cambridge							
Cambridge, Maryland	A	dministra	ation				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records no	ormally filed a	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Subdivision Plats and Site Plans				<u>19</u>	975to <u>Present</u>		
6. Record Series Description (Briefly describe the	types of infor	rmation/docu	iments/forms	found in th	e series. Include the purpose or function of the		
series.) Subdivision Plats and Site Plans I	tem # 15.						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
Letter Size 🔲 Microfilm		Alphabetical	I	<u>30</u> F	Rolls @ 24" x 36" each		
Legal Size Computer Tape		Numerical		Number			
		- /		_	File Drawer(s)		
Audio Tape 🔄 Floppy Disk		Chronologic	al	_	Microfilm Reel(s) Computer Tape(s)		
🗋 Bound Book 🔲 Video Tape		Geographic		Other (specify)			
Other (specify) Computer		Other (spec	ify)		10. Annual Accumulation 3 Rolls		
				Number			
	1			File Dr.	awer(s)		
				Microfi	Im Reel(s)		
					ıter Tape(s) (specify)		
11. File is Used			12. File Becom	es Inartive A	her		
	·				s are retained permanently in the Circuit		
🗌 Daily 🔲 Weekty 🕼 Monthly 🗹 An.	nually		Court for Dorchester County. Copies shall be retained in				
			the City's files for reference øurposes only				
			Number D Month(s) W Year(s)				
13. Current Localion(s) (Bldg., Floor, Room) City Hall and Dept. of Public Works 1st F	loor		14. Is Record Series Dyplicated Elsewhere? (If yes, specify agency or office.) Yes Yes No				
15. Access Restrictions: (If Yes, cite Law(s) & Regulation(s)			16. Audil Requirements				
			None	State [] Federal 🔐 Independent		
17. Is an Index System used? If yes, explain briefly and describe			18. Recom	mended F	Retention		
Gres □ № Archival Locator indexing s	-		Approved plats are retained permanently in the Circuit Court				
at the City Hall and Dept. of Public Works b	uliaings. E	intries			unty. Copies shall be retained in the City's		
are by location and topic.	 r		L	· · · · ·	purposes only.		
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Records Management Officer		410-228-4	.020		7/11/2019		
OGS 550-4 (Rev. 1/93)				1	· · · · · · · · · · · · · · · · · · ·		

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			AGENCY RECORDS INVENTORY			
1. Department/Agency City of Cambridge	2. Divisio	410-786 DD	-1856/		3. Unit		
Cambridge, Maryland		Administ	ration				
DEFINITION: RECORD SERIES: A group of relate purposes	d records r	normally filed a	and used as a				
4. Record Series Title Board of Appeals files					ist Year/Latest Year 1990 toPresent		
6. Record Series Description (Briefly describe the t series.) Board of Appeals files item # 16.	iypes of inte		mentsrounts (re series. Include the purpose of function o		
7. Record Series Formel(s) List all		8. Record Serie	s Sequence	9. Votume	· · · · · · · · · · · · · · · · · · ·		
Vetter Size 🔲 Microfilm		🔲 Alphabotica		<u>5</u> B	oxes @ 1 Cu. Ft. each		
Legal Size Computer Tapa	💭 Numarical				Drawer(s)		
🗌 Audio Tape 🛛 Floppy Disk			Microf	im Reel(s)			
Bound Book 🔲 Video Tape	Geographical		ai	Compe	uter Tape(s) (specify)		
Computer		Ciher (spac	ሳ ህ)		I Accumulation Box		
	:			Microt	Greats) Jan Reel(s) Lafer Tape(s) (specify) _{employmentation}		
11. File is Used			12. File Becom				
🗋 Deliy 🔲 Weekiy 👿 Monthiy 🗹 An	nualiy	•	image fo remain ir	r 5 years In the Cit	Scan to MSA standards, retain elects, and then transfer to MSA. Pape y's file for reference purposes only		
13. Current Location(s) (Bldg., Floor, Room)				Series Duplic	Month(s) (Vear(s) ated Elsewhere? (If yes, specify egency or effice.)		
City Hall 1st Floor			Ves	1 2/140	• • •		
15. Access Restrictions, (If Yes, cite Law(s) & Regulation(s)			16. Audil Req		Federet Trodependent		
17. Is an index System used? If yes, explain briefly and describe			18. Recon				
MY Yes □ № Archival Locator indexing s at the City Hall building. Entries are by loca	-		for five (5	i) years, t	to MSA standards, retain electronic in then transfer to MSA. Paper shall rem eference purposes only.		
		20. Telepho	ne Number	21. Dat			
19. Name and Title of Preparer							

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAC 7275 Waterloo Ro Jessup, Mar 410-79	SEMENT DIVI bad, P.O. Box yland 20794	SION	AGENCY RECORDS INVENTORY		
1. Department/Agency	2. Division			3. Unit		
City of Cambridge						
Cambridge, Maryland	Administr	ation				
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as a	a unit for re	ference as well as retention and disposition		
9 Jurposes. 4. Record Series Tille			5. Earlie	st Year/Latest Year		
Request for Quotations/Invitations to Bid				090toPresent		
6. Record Series Description (Briefly describe the t series.) Request for Quotations/Invitations documents, and associated documents I	to Bid to include bi					
7. Record Series Format(s) List all	8. Record Serie	Sequence	9. Valume			
	a. Record Sens	is aequence		oxes @ 1 Cu. Ft. each		
Letter Size 🔲 Microfilm	Alphabetica	1	Number			
🗗 Legal Size 📄 Computer Tape				File Drawer(s)		
🗌 Audio Tape 🔛 Floppy Disk	Chronologie	cal	Microfilm Reel(s)			
			Computer Tape(s)			
Bound Book 🔲 Video Tape	. 🔲 Geographic	;a)				
BOther (specify) Computer	Other (spec	:ify)	10. Annual Accumulation			
			<u>1 B0</u> _{Number}	<u>×</u>		
			File Dr.			
			Compu	iter Tape(s)		
			Other (specify)		
11, File is Used		12. File Becon	tes Inactive A	fter		
	nually	Scan paper to MSA standards, then destroy. Re				
		electroni	in office for 10 years after contract			
		completion or per audit requirements, then destroy				
		Number I Month(s) Vear(s)				
13. Current Location(s) (Bldg., Floor, Room) City Hall 1 st Floor		14. Is Record Series Dupficaled Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cile Law(s) & Regulation(s)		16. Audit Requirements				
, ☐ Yes ⊡gr No		None	State [] Federal P Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recon	monded	Peterting		
Yes □ № Archival Locator indexing s	-					
at the City Hall building. Entries are by loca	•			A standards, then destroy. Retain electronic ten (10) years after contract completion or		
· · · · · · · · · · · · · · · · · · ·				ents, whichever is later, then destroy.		
19. Name and Titlergf/Preparer	20 Teleph	one Number	21. Date			
13. Name and The diffeparer						
Records Management Officer	410-228-4	1020	1	7/11/2019		
DGS 550-4 (Rev. 1/93)			<u> </u>	·		

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 SERV RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930				AGENCY RECORDS INVENTORY PAGE OF		
	2. Divisio	111			5. Unit		
City of Cambridge							
Cambridge, Maryland	A A	dministral	lion				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed a	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Property, Vehicle, and Health Insurance	Records		1	<u>19</u>	087toPresent		
6. Record Series Description (Briefly describe the t	types of info	ormation/docu	iments/forms	found in th	e series. Include the purpose or function of the		
series.) Property, Vehicle, and Health Insu	irance Re	ecords to ir	nclude docu	umentati	on and correspondence relating to		
coverage Item # 18.							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
PLetter Size			1	9 Bo	xes @ 1 Cu. Ft. each		
				Number			
🛛 🕼 Legal Size 🔄 Computer Tape		Numerical		Drile Drawer(s)			
🔲 Audio Tape 🛛 Floppy Disk				Microfilm Reel(s) Computer Tape(s)			
Bound Book 🔲 Video Tape	Geographical		al	Dther (specify)			
☑ Other (specify)Computer		🗌 Other (spec	ify)		10. Annual Accumulation		
				<u>1 Bo</u> Number	× ·		
11. Fite is Used			12. File Becom				
	/				ears and per audit requirements, then		
Daily Weekly 🗹 Monthly 🗹 An	nually			screen annually and destroy material with no legal			
			administrative, fiscal or operational value				
			Number Month(s) Vear(s)				
13. Current Location(s) (Bldg., Floor, Room) City Hall 1 st Floor			14. Is Record S	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes Yes			16. Audit Req	uirements	/		
			None None	State [Federal 🗑 Independent		
17. Is an Index System used? If yes, explain briefly and describe	-		18. Recorr	nmended F	Retention		
Bres □ № Archival Locator indexing s	-		Retain for	five (5) y	years and until audit requirements have been		
at the City Hall building. Entries are by loca	ition and t	opic.			nnually and destroy material with no further e, fiscal or operational value.		
19. Name and Title of Prieparer		20. Telepho	one Number	21. Date	e / /		
Leiberger					7/11/2019		
Records Management Officer		410-228-4	020	[·//		

Lostructions Tupo or Rrint a constate form for			ENERAL SEF		AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward			SEMENT DIVI				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275			
		Jessup, Maryland 20794 410-799-1930			page <u>24</u> of <u>36</u>		
1. Department/Agency	2. Divisio		9-1930		3. Unit		
City of Cambridge							
Cambridge, Maryland		Administra	ation		· · · · · ·		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	ormally filed a	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Worker's Compensation Records					080to <u>Present</u>		
6. Record Series Description (Briefly describe the	- •						
series.) Worker's Compensation Records		e claims, ir	icident rep	orts, cori	espondence, medical reports, invoices,		
and medical authorization forms Item # *	19A.						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
🖌 Letter Size 🔲 Microfilm			I		xes @ 1 Cu. Ft. each		
Legal Size Computer Tape		Numerical		Number			
 Audio Tape Floppy Disk		Chronologic	· a l		⊈File Drawer(\$) □ Microfilm Reel(\$)		
				Computer Tape(s)			
Bound Book D Video Tape		Geographic	al				
Olher (specify)		Other (spec	ify)	10. Annual Accumulation			
				Number	<u>B0x</u>		
				File Dr.			
				Compu	ler Tape(s)		
	<u> </u>			L			
11. File is Used	,		12. File Becom Retair		mination plus 3 years, then destroy.		
🗋 Daily 🔲 Weekly 💽 Monthly 💽 An	nually		Records that show long-term health effects scan to MSA				
				standards, retain for 10 years, then destroy			
	<u>.</u>		Number		Month(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Durticated Elsewhere? (If yes, specify agency or office.)				
City Hall 1 st Floor							
15. Access Restrictions (M'Yes, cite Law(s) & Regulation(s)			16. Audit Req	,			
		l	None None	L State	Federal 😰 Independent		
17 had been a state of the second seco							
17. Is an Index System used? If yes, explain briefly and describe		ated	18. Recom				
at the City Hall building. Entries are by location and topic.					ation plus three (3) years, then destroy. ment exposure to materials with long-term		
			health effects shall be scanned to MSA standards, retain for ten (10) years, then destroy.				
19. Name and Title of Pregarer		20. Telepho	ne Number	21. Date			
L'aslanda					7)11/2019		
Records Management Officer		410-228-40			1/1/0701		

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·	<u> </u>						
Instructions – Type or Print a separate form for	DEPARTMEN	NT OF GI	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS	5 MANAG	EMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	7275 Wat	iterloo Ro	ad, P.O. Box	275			
	Jess	Jessup, Maryland 20794			PAGE <u>25</u> of <u>36</u>		
		410-799					
1. Department/Agency	2. Division				3. Unit 🦟		
City of Cambridge							
Cambridge, Maryland		lminist					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records norma	ally filed a	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title					st Year/Latest Year		
Medical Records				<u>19</u>	960 toPresent		
6. Record Series Description (Briefly describe the	types of informat	ition/docu	ments/forms i	found in th	e series. Include the purpose or function of the		
series.) Medical Records to include drug s	screening res	sults, inj	ury reports	, psycho	ological and physical examination		
results, doctor's notes, and corresponde	ence related t	to medio	cations tak	en by er	nployees Item 19B.		
7. Record Series Formal(s) List all	8. Ri	lecord Series	s Sequence	9. Volume			
Leller Size 🔲 Microfilm	μ.	Alphabetical		<u>6 B</u> (oxes @ 1 Cu. Ft. each		
🖬 Legal Size 🔲 Computer Tape		Numerical		1			
🗖 Audio Tape 🛛 Floppy Disk		Chronologic	al	File Dri Microfi			
		-		Compu	iter Tape(s) snecify)		
Bound Book Video Tape		Geographica	al		· · · · · · · · · · · · · · · · · · ·		
Other (specify)Computer		Other (speci	fy)		Accumulation		
				<u>1/Z</u> Number	Box		
				Number			
				File Dr.			
				Microfi			
					Ner Tape(s) specify)		
11. File is Used	•		12. File Becom Rotain				
🗋 Daily 🗋 Weekly 😡 Monthly 👿 An	nually	į			mination plus 3 years, then destroy.		
					w long-term health effects scan to MSA		
		1	standards, retain for 10 years, then destroy				
13. Current Location(s) (Bldg., Floor, Room)	· · · ·		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
City Hall 1st Floor			□ Yes QrNo				
15. Access Restrictions (I Yes, cite Law(s) & Regulation(s)			16, Audit Requirements				
Yes Unio				State F			
				- 	- -		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention		
Yes □ № Archival Locator indexing s	system located	t	Retain un	til termina	ation plus three (3) years, then destroy.		
at the City Hall building. Entries are by loca	ition and topic.		Records t	hat docu	ment exposure to materials with long-term		
					be scanned to MSA standards, retain for		
			ten (10) ye				
19. Name and Title of Preparer	20.	. Telepho	ne Number	21. Date			
- Hardan	ł	•			1/11/2019		
Records Management Officer	41	10-228-4	020		1/11/00011		
	I ,,			L	· · · · · · · · · · · · · · · · · · ·		

				AGENCY RECORDS INVENTORY	
Instructions – Type or Print a separate form for					
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R				
		ryland 20794	2,0	page <u>26</u> of <u>36</u>	
		99-1930			
1. Department/Agency	2. Division			3. Unit	
City of Cambridge					
Cambridge, Maryland	Adminis		:		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
Municipal Utilities Commission Records			<u>_19</u>	050to <u>Present</u>	
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) Municipal Utilities Commission Re	ecords to include pu	ıblic works,	water te	st results, water and sewerage reports	
Item # 20A.					
7. Record Series Formal(s) List all	8. Record Sen	ies Sequence	9. Volume		
	Alphabetic	ai	<u>25 B</u> Number	oxes @ 1 Cu. Ft. each	
🗌 Legal Size 🔛 Computer Tape	Numerical		File Dr	wer(s)	
🗌 Audio Tape 🔄 Floppy Disk		ical		m Reel(s)	
Bound Book 🔄 Video Tape	Geograph	ical	Compu Other (ter Tape(s) specify)	
· ·		- 74 4	10. Annual	Accumulation	
Other (specify) <u>Computer</u>	Other (spe		2 Bo	xes	
			Number		
			File Dr	awer(s)	
			Microfi	m Reel(s)	
				ler Təpə(s) specify)	
11. File is Used	/	12. File Becom Retain			
	nually	Number	1 for 10 years, then destroy		
			_		
13. Current Location(s) (Bidg., Floor, Room)	···	14. Is Record Series Dydicated Elsewhere? (If yes, specify agency or office.)			
City Hall 1 st Floor					
15. Access Restrictions (# Yes, cite Law(s) & Regulation(s)		16. Audit Req		/	
		None	State	Federal 🕑 Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recon	nmended f	Retention	
res □ № Archival Locator indexing s	system located	Retain for	r ten (10)	years, then destroy.	
at the City Hall building. Entries are by loca	ation and topic.				
19. Name and Title of Preparer	20. Telept	ione Number	21. Date		
Records Management Officer	410-228-	4020		7/11/2019	
DGS 550-4 (Rev. 1/93)	<u> </u>				

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency City of Cambridge	RECORDS M 7275 Water	OF GENERAL SE ANAGEMENT DIV oo Road, P.O. Box o, Maryland 20794 410-799-1930	ISION	AGENCY RECORDS INVENTORY PAGE27 OF36 3. Unit		
Cambridge, Maryland	Admir	nistration				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally	filed and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title		-	5. Earlie	st Year/Latest Year		
Public Notification rule			<u>_1</u>	950toPresent		
6. Record Series Description (Briefly describe the t	- ·					
series.) Public Notification Rule to include						
and copper results, including water quali	ty parameters,	water sampling	g results,	corrosion control recommendations,		
and studies Item # 20B.	6 D.c	d Sarias Socutort	9. Volume			
7. Record Series Formal(s) List all	5. Keco	rd Series Sequence		Boxes @ 1 Cu. Ft. each		
🗹 Letter Size 🔲 Microfilm		labetical	Number			
Legal Size 📑 Compuler Tape	Numerical		File Dr	ile Drawer(s)		
🗋 Audio Tape 🔄 Floppy Disk	E Chr	onological	—	Microfilm Reel(s) Computer Tape(s)		
Bound Book 🔲 Video Tape		graphical	Other (specify)			
Computer	Diher (specify)		10. Annual Accumulation			
11. File is Used	,		mes Inactive A			
	nually	· • • •		nises for 12 years or per audit		
		requiren		nichever is later, then destroy		
13. Current Location(s) (Bidg., Floor, Room) City Hall 1 st Floor		14. Is Record	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions/(If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe		18. Reco	nmended F	Retention		
Yes □ № Archival Locator indexing s		Retain o	n premise	s for twelve (12) years or per audit		
at the City Hall building. Entries are by loca	tion and topic.	requirem	ents, whic	chever is later, then destroy.		
19. Name and Title of Preparer		elephone Number 228-4020	7/11/2019			
DGS 550-4 (Rev. 1/93)	<u></u>		<u> </u>	(

nstructions -Type or Print a separate form for ach new or revised record series. Forward ith Records Retention Schedule (DGS 550-1)		GEMENT DIVI	SION 275	AGENCY RECORDS INVENTORY PAGE				
Department/Agency	2. Division		3. Unit					
City of Cambridge		· ,		•				
Cambridge, Maryland	Admini:	stration						
EFINITION: RECORD SERIES: A group of relate urposes.	l d records normally file	d and used as a	unit for reference as well	as retention and disposition				
. Record Series Title			5. Earliest Year/Latest Y	ear				
hase I, II, II Rules (Water Analysis for I	oy-product results)		<u>1950</u> to _	Present				
Record Series Description (Briefly describe the	hoes of information/da	cumente/forms	ound in the series Includ	e the number of function of t	he			
eries.) Phase I, II, III Rules-Disinfectant I					11			
41.33(0); Stage II DBPR monitoring pla		• –	-		1			
Record Series Formal(s) List all		ries Sequence	9. Volume	•.•				
A A A A A A A A A A A A A A A A A A A		•		oxes @ 1 Cu. Ft. each				
	Alphabati		Number	·				
🗗 Legal Size 🔲 Computer Tape		Numerical						
Audio Tepe 📑 Floppy Disk	Chronoto			puter Tape(s) r (cpocity)				
Bound Book Video Tape	Geograp	Geographical		×				
	C) Other (s	Conter (specify)		el Accumulation 2 Box				
	· · ·		Number					
			File Drawer(e)					
· · ·			Microfilm Reel(s)					
			Other (specify)	•				
1. Fila is Used		12. File Becon	es inactive After	 				
	nually	}	on premises for 10 y					
		requirem	ents, whichever is lat					
3. Curreni (.ocation(s) (Bldg., Floor, Room)			eries Dyclicated Elsowhere? (If	and the second				
City Hall 1st Floor		Ves Ves	Le No	-				
5. Access Restrictions (1) Yes, cite Law(s) & Regulation(s)		16. Audit Req	drements					
		None	State Federal Bride	pendent .				
		·						
7. Is an Index System used? If yes, explain briefly and describe			mended Retention					
at the City Hall building. Entries are by loca	- · · · ·		premises for ten (10) y nts, whichever is later;	-				
9. Name and Title ARPeparer		hone Number	21. Date / 1					
Keeborger			. 11/15/2	019				
Records Management Officer	410-228	-4020			·			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency City of Cambridge Cambridge, Maryland DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Code Enforcement Records	5.1			AGENCY RECORDS INVENTORY PAGE29 OF36 3. Unit eference as well as retention and disposition st Year/Latest Year 970 toPresent		
6. Record Series Description (Briefly describe the series.) Code Enforcement Records to inc				, .		
7. Record Series Formal(s) List all Cetter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) Computer 11. File is Used	Alphabet V Numerica Chronolo Geograp	8. Record Series Sequence Alphabelical Numerical Chronological Geographical Other (specify)		9. Volume <u>8 Boxes @ 1 Cu. Ft. each</u> Number Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation <u>1 Box</u> Number Vi File Drawer(s) Computer Tape(s) Other (specify)		
			12. File Becomes Inactive After 8 Boxes @ 1 Cu. Ft. each Number Month(s)			
3. Current Location(s) (Bldg., Floor, Room) City Hall 1 st Floor 5. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes Vo		Yes	14. Is Record Series Durflicated Elsewhere? (If yes, specify agency or office.) Yes Yes 16. Audit Requirements None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe If Yes □ No Archival Locator indexing s at the City Hall building. Entries are by loca	system located	18. Recorr Retain for destroy.		Retention after abatement of the violation, then		
19. Name and Title of Preparer Records Management Office	20. Telep 410-228	hone Number	e Number 21. Date 7/11/2019			

nstructions – Type or Print a separate form for	DEPARTMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
ach new or revised record series. Forward	RECORDS MANAG	GEMENT DIVI	SION			
vith Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box	275	20 20		
		yland 20794 9-1930		page <u>30</u> of <u>36</u>		
1. Department/Agency	2. Division			3. Unit		
City of Cambridge						
Cambridge, Maryland	Adminis	tration				
DEFINITION: RECORD SERIES: A group of relat purposes.	ed records normally filed	and used as a	a unit for re	I sference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
Transportation Records			<u>_19</u>	970 to <u>Present</u>		
5. Record Series Description (Briefly describe the	types of information/doci	uments/forms	found in th	e series. Include the purpose or function of the		
eries.) Transportation Records to include			•			
7. Record Series Formal(s) List all	B. Record Serie	s Sequence	9. Volume			
				oxes @ 1 Cu. Ft. each		
Letter Size 🔲 Microfilm	Alphabetica	l	Number			
🕑 Legal Size 🛛 Computer Tape	Numerica)					
🗌 Audio Tape 🔄 Floppy Disk	Chronologi	cal	₩File Drawer(s) Microfilm Reel(s)			
			Campuler Tape(s)			
Bound Book 🔲 Video Tape	Geographic	al				
Dolher (specify)Computer	Cher (spe	Other (specify) 10.		10. Annual Accumulation		
			<u>1/4 E</u>	<u>3ox</u>		
			Number			
			File Dr.			
			Microfi	im Reel(s) iter Tape(s)		
			Cther (r (specify)		
11. File is Used		12. File Becom	l les Inactive A	fter		
				ansfer every/10 years to MSA		
🗋 Daily 🗹 Weekly 🚺 Monthly 🗹 Au	inually	Number		Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14 is Record	Series Duolica	ated Fisewhere? Ill use specify approvide office)		
Department of Public Works 1st Floor		14. Is Record Series Dupficated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		15. Audit Requirements				
🗋 Yes 🖉 No		None	State [Federal I Independent		
17. Is an Index System used? If yes, explain briefly and describe	-	18. Recorr	nmended F	Retention		
Yes □ № Archival Locator indexing	-	Permaner	nt. Trans	fer every ten (10) years to the Maryland		
at the Dept. of Public Works building. Entri	es are by	State Arcl	hives (MS	5A).		
location and topic.			1			
19. Name and Title of Preparer	20. Teleph	one Number	21. Date			
Leverger				7/11/20/9		
Records Management Officer	410-228-4	1020	1			

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Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency City of Cambridge Cambridge, Maryland DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Transportation Records	410- 2. Division Adminis ed records normally file	GEMENT DIVI load, P.O. Box iryland 20794 199-1930	SION 275 a unit for re 5. Earlie 19	st Year/Latest Year 970 to <u>Present</u>		
6. Record Series Description (Briefly describe the series.) Transportation Records to include						
7. Record Series Format(s) List all	8. Record Se	ies Sequence	9. Volume			
Dicetter Size 🔲 Microfilm	Alphabeli	cal	. —	Boxes @ 1 Cu. Ft. each		
Plegal Size Computer Tape		I	Number			
🗂 Audio Tape 🔄 Floppy Disk	Chronolo	gical	File Dr.	.,		
Bound Book Video Tape	-		I I I I	Computer Tape(s) Other (specify)		
	Geographical			10, Annual Accumulation		
Computer	Other (specify)		<u>Bile Dr</u>	DX awer(s) Im Reel(s) Jer Tape(s)		
11. File is Used	I	12. File Becon	nes Inaclive A	fler		
	nually	_ <u>Retain</u>	Retain for the lift of the vehicle or equipment and until			
		Audited, then destroy Number Month(s) Pryear(s)				
13. Current Location(s) (Bldg., Floor, Room)	· · · · · · · · · · · · · · · · · · ·	Number Montrils Pearls 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Department of Public Works 1 st Floor	Yes V					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes ፼∕No	None E State E Federal E Independent					
17. Is an Index System used? If yes, explain briefly and describe	18. Recommended Retention					
			Retain for the life of the vehicle or equipment and until audited,			
location and topic.	then dest	roy.				
19. Name and Title of Preparer	20. Telep	none Number	21. Dati	7/11/2019		
Records Management Officer	4020					

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	[°] RECORDS MA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			ang 32 36		
	Jessup, Maryland 20794 410-799-1930			page <u>32</u> of <u>36</u>		
1. Department/Agency	410-799-1930 2. Division			3. Unit		
City of Cambridge						
Cambridge, Maryland	Admi	nistration				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally f	iled and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year			
Transportation Records			<u>1980</u> to <u>Present</u>			
6. Record Series Description (Briefly describe the t	voes of information/		found in th	e series. Include the purpose or function of the		
series.) Transportation Records to include						
		, ronau	5 For (6)			
2 Descrit Carlos France (1) (1) (2)		Carina Rosa				
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume	exes @ 1 Cu. Ft. each		
Cetter Size 🔲 Microfilm	Alpha	betical	Number			
🔲 Legal Size 🛛 Computer Tape	Nume	rical	File Dr.	awer(s)		
Audio Tape Disk	Chror	ological /	Microfi	Im Reel(s)		
Bound Book 🔲 Video Tape	Geog	aphical		ıter Tape(s) (specify)		
Computer	C Other	(specify)	10. Annual Accumulation			
	,		· · · · · · · · · · · · · · · · · · ·	<u>Box</u>		
			Number			
			File Drawer(s)			
			Comp	uter Tape(s)		
			Other (specify)			
11. File is Used	/	12. File Becor				
Daily Weekly Wonthly Manthly	ually .		Retain for the life of the vehicle or equipment and until			
		audited, Number	Audited, then destroy			
13. Current Location(s) (Bldg., Floor, Room)	. 14. Is Record	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Dept. of Public Works/Municipal Utilities	Yes					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Rec	15. Audit Requiréments			
Yes Stro		D None	None VState Federal VIndependent			
17. Is an Index System used? If yes, explain briefly and describe	18. Recor	18. Recommended Retention				
Corres □ № Archival Locator indexing s	Retain fo	Retain for the life of the vehicle or equipment and until audited,				
at the Dept. of Public Works/Municipal Utiliti entries are by location and topic.	then dest	then destroy.				
19. Name and Title of Preparer	20. Telephone Number		21. Date			
Records Management Offiger	410-228-4020		7/1//2019			
DGS 550-4 (Rev. 1/93)						

Istructions -Type or Print a separate form for ach new or revised record series. Forward ith Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275		SION	AGENCY RECORDS INVENTORY	-		
	Jessup, Maryland 20794 416/795-1930						
Department/Agency	2. Division				3. Unit		
City of Cambridge					•		
Cambridge, Maryland	Ad	Iministr	ation				
EFINITION: RECORD SERIES: A group of relate urposes.	ed records norma	ally filed ar	nd used as a	unit for re	I ference as well as retention and disposition	-	
Record Series Title				5. Earlie	st Year/Latest Year		
ingineering Records				<u>1</u>	<u>1920</u> to <u>Present</u>		
Record Series Format(6) List all		fting reco		9. Votume	· · ·		
Vetter Size		Alphabetical			oxes @ 1 Cu. Ft. each		
		Numerical		Number			
Legal Size Computer Tape		1			e Drawer(s) crofitm Resi(s)		
Audio Tape 🔲 Floppy Diak				Computer Tape(s)			
Bound Book Video Tape		Geographicat			nual Accumulation		
Other (specify)Computer			<u>1/4 Box</u>				
		. `		. Comp	awer(s) Im Reel(s) Lier Tape(s) (spectly)		
1. File is Used	,		12. File Becom				
Doiby Weskly Monthly WA	nnualiy				lans and as built keep drawings in DPW n review annually and destroy all		
					obsolete plans		
2 Outstall contractory (Birds Floor Boom)			Number	0	Month(s) (Prear(s)		
13. Current Location(s) (Bidg., Floor, Roam) Department of Public Works 1st Floor			14. is Record Series Ouplicated Elsowhere? (If yes, specify agency or office.)				
15. Access Restrictions, (If Yes, oile Law(s) & Regulation(s)			16. Audit Requirements				
7. Is an Index System used? If yes, explain briefly and describe Ves IN No Archival Locator indexing at the Dept. of Public Works building. Entr	system located	d		al plans	Retention and as built keep drawings in DPW for 10 v annually and destroy all preliminary and		
ocation and topic.			obsolete				
9. Name and Title of Preparer Allbogen Records Management Office). Telephor 10-228-40	ne Number 120	21. Dat	11/15/2019		
5 550-4 (Rev. 1/93)					· · · · · · · · · · · · · · · · · · ·	•	

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Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAC 7275 Waterloo Ro Jessup, Mar 410-711	GEMENT DIVI bad, P.O. Box yland 20794	SION	AGENCY RECORDS INVENTORY		
1. Department/Agency	2. Division			3. Unit		
City of Cambridge						
Cambridge, Maryland	Adminis	tration				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title		5. Earliest YearAatest Year				
Election Records			1	<u>1980</u> to <u>Present</u>		
6. Record Series Description (Briefly describe the	types of information/docu	iments/forms	found in th	e series. Include the purpose or function of the		
series.) Election Records to include electi	on returns, candidat	e petitions,	voter re	gistration records, notices of elections,		
ballots (paper and absentee), voting ma	chine records, and e	election wo	rker reco	ords, and election results Item # 24.		
7. Record Series Formal(s) List all	8. Record Serie	s Sequence	9. Volume	•		
Vetter Size Microfilm	Alphabel.ca	a .	3 Boxes @ 1 Cu. Ft. each			
			Number			
😭 Legal Size 🔲 Computer Tape	Numerical		Defile Drawer(s)			
🗋 Audio Tape 🔄 Floppy Disk	Chronologia	cal .	Campuler Tape(s)			
🔲 Bound Book 🔲 Video Tape	Geographic	a) .	Cther (specify)			
Drother (specify)Computer/Election forms	Cither (spec	:ity)	10. Annual Accumutation			
	<u></u>	-	1/4 Box every 2 years			
· · · · · · · · · · · · · · · · · · ·						
			Defile Drawer(s) Microfilm Real(s)			
· · ·			Computer Tape(s)			
			Other ((specify)		
11. File is Used		12. File Becom	as inactive A	fter .		
🗆 Deily 🔲 Weekly 🔲 Monthly 📢 Ar	/ nually	Board of Election (County) shall be responsible for the				
		preservation of election records. Records of last election				
		shall be kept at City Hall (See Retention Schedule)				
13. Curreni Locallon(s) (Bldg., Floor, Room)		Number Month(s) Period 14. Is Record Series Dyclicated Elsewhere? (If yes, specify agency or office.)				
City Hall 1 st Floor		Tos (2740				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements					
☐ Yes []}*\o		None Paiste Efederal Mindependent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
Wyes □ № Archival Locator indexing :	Board of Elections (County) shall be responsible for					
at the City Hall building. Entries are by loce	preservation of election records. Records are maintained by					
•	City Hall until next election (4 years). The Board only dispose					
		u	· · · ·	commends. (See Retention Schedule).		
19. Name and Title of Preparer	20. Telepho	one Number	21. Dati			
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Instructions -Type or Print a separate form for each new or revised record sected. Forward with Records Retendon Schedule (DGS 559-1) DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterios Road, P.O. Dis 275 Jessip, Maryland 20734 Addition of the addition of the addition of the addition of the addition of the sected states and the control of the sected states and to be present. Addition of the addition of the sected states and the sected states and to be present. 1. Department/Agency Clipy of Cambridge Cambridge, Maryland 2. Division 3. Linit 1. Department/Agency Clipy of Cambridge Cambridge Sected states and the sected states and the sected states and the sected states and to be present. 5. Earliest YearLatest Year 						
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency City of Cambridge Cambridge, Maryland DEFINITION: RECORD SERIES: A group of relate	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Administration			AGENCY RECORDS INVENTORY PAGE <u>36</u> oF <u>36</u> 3. Unit ference as well as retention and disposition
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