

REQUEST FOR RETENTION PERIOD

Authorization No. 388

Department: Law

Bureau: City Solicitor's Office

To: Records Management Officer
Room 408, City Hall, Baltimore, 2, Md.

1. TITLE: Official Opinions		2. Form No. if available		3. Type—(cards, paper, etc.)	
4. Dates		5. Volume accumulated yearly		6. Size of Record	
				7. Number of copies made	

8. Authorization Requested (check only one (1) of the squares below)

<input type="checkbox"/> A. Establish retention period for records which are accumulating daily.	<input type="checkbox"/> B. Dispose of present accumulation, no additional accumulation anticipated.	<input type="checkbox"/> C. Microfilm and destroy originals.	<input checked="" type="checkbox"/> D. Microfilm and retain originals for length of time indicated below.
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9. Recommended Retention Period

a. In Dept. Permanent	b. In Storage Center	c. Total Micro-film [®] Permanent	10. Equipment and space freed.	11. In your opinion does this record have any historical significance? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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12. DESCRIPTION OF RECORD: (describe accurately and show recommended retention period.)

These are official Opinions of the City Solicitor's Office, representing the professional decisions or advice rendered.

RETENTION PERIOD REQUESTED: Microfilm in duplicate, retaining the original records and the microfilm permanently.

Department or Bureau Approval: *Joseph C. Lee*

13. Recommended Retention Period

a. In Dept. Permanent	b. In Storage Center	c. Total Micro-film [®] Permanent	14. Original Status		
			<input type="checkbox"/> A. To be sold as scrap or waste paper	<input type="checkbox"/> B. To be burned or crushed	<input type="checkbox"/> C. Historical, to be transferred to Dept. of Legislative Reference

REMARKS: *C. F. Toole*

APPROVALS OF RECORDS RETENTION COMMITTEE

KINDLY RETURN TO: RECORDS MANAGEMENT OFFICER
ROOM 408, CITY HALL, BALTIMORE 2, MD.

James C. Lee
1. APPROVED: CITY AUDITOR

Joseph C. Lee
2. APPROVED: CITY SOLICITOR

Frank R. ...
3. APPROVED: CITY COMPTROLLER

John ...
4. APPROVED: CITY TREASURER

...
5. APPROVED: DIRECTOR OF ...

...
6. APPROVED: ...

...
7. APPROVED: DIRECTOR, DEPT. OF LEGISLATIVE REFERENCE