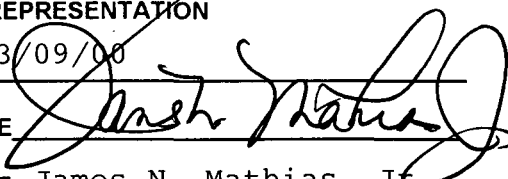


Agency		Division/Unit
Town Of Ocean City		Mayor's Office
ITEM NO	DESCRIPTION	RETENTION
1	Correspondence - Correspondence relating to City Departments - See Attached List. (Some files have been microfilmed).	Check to ensure that all files have been filmed and are readable, destroy paper. Retain microfilm for 10 years, then destroy.
2	Subject Files - Contain: Mayor and Council Minutes; Personnel; Budget; Airport; Land/Ocean dumping; State departments records; Beach erosion	Screen annually. Destroy material having no further administrative, fiscal, legal or operational. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives. Transfer original microfilm to the Maryland State Archives.

APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATION

DATE 03/09/00

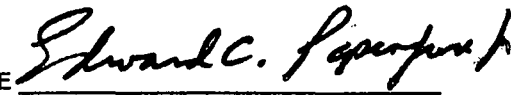
SIGNATURE 

TYPE NAME James N. Mathias, Jr.

TITLE Mayor

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE APR 11 2000

SIGNATURE 

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  Page <u>1</u> Of <u>2</u>	
1. DEPARTMENT/AGENCY <i>Ocean City</i>		2. DIVISION <i>MAYOR'S OFFICE</i>		3. UNIT	
DEFINITION - Records 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 <i>correspondence</i>				5. EARLIEST YEAR / LATEST YEAR <del>1955</del> TO <del>1959</del> <i>1956</i>	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series: <i>correspondence relating to City Departments</i>  <del>File</del> <i>Also files in storage in the Gym. Have been microfilmed. (see attached)</i> <i>(LIST)</i>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ <i>subject</i>		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <i>16</i> Number <i>C.F.</i>	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____			
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>City Hall - Gym</i>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office: <input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No		18. RECOMMENDED RETENTION <i>Retain for 3 years, then destroy.</i>			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

Page 2 Of 2

1. DEPARTMENT/AGENCY

*Ocean City*

2. DIVISION

*MAYOR'S OFFICE*

3. UNIT

DEFINITION - Records 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

*Subject Files*

5. EARLIEST YEAR / LATEST YEAR

*1972*

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series:

*MACC minutes; Personnel; Planning + zoning; Police Commission; City Manager - Budget; Airport; Beach Erosion; Land Ocean Dumping; STATE DEPARTMENTS; Correspondence. Deportable storage of City Records*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Microfilm
- Legal Size
- Computer Tape
- Bound Book
- Floppy Disk
- Audio Tape
- Video Tape
- Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) *NONE*

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) *Boxes*

*40*  
Number *CK*

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- \_\_\_\_\_
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*CITY HALL - GYM*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes \_\_\_\_\_
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes \_\_\_\_\_
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

FILES IN STORAGE IN THE PROPOSED COUNCIL CHAMBERS  
JANUARY 24, 1991

subject file

THESE FILES HAVE BEEN MICROFILMED - NO LONGER EXIST IN HARD COPY

BOX #85-1

AIRPORT

Ayres - 4/22/82 to 11/26/84  
General Correspondence 12/84 to 6/85  
Airport Correspondence 1/3/83 to 7/2/84  
Airport Correspondence 1982  
MBE Plan 1984  
Five Year Plan 1983 - 1984  
Grant Application Forms 1984

*Use General  
Records Retention*

BEACH PATROL

Beach Regulations Enforcement 1982

BUILDING INSPECTION

General Correspondence 1984

CLERK-TREASURER

General Correspondence 1984

CONVENTION HALL

General Correspondence 11/83 to 1984  
Convention Hall Commission Minutes 1983-1984

DATA PROCESSING

General Correspondence 1983-1984

EMS

Ambulance General Correspondence 1983-1984

ENGINEERING

General Correspondence 1984  
Bulkhead Construction Seaweed Lane 1983  
Buoys 1982  
Captain Bob's 64th to 65th Street 1984  
Entry Park Development Area 1981

END OF BOX #85-1

**ENGINEERING**

Inlet Dredging 1982-1983  
Jamaica Avenue 1983  
Street Lights 1983-84  
Street Paving 1982-84  
Heat Pump Installation Gorman Avenue Substation 1983  
9th Street Jetty 1982-1983  
Contracts/Approval Letter 1983-1984  
Wight Street 1983

**FINANCE**

General Correspondence 1984

**FIRE DEPARTMENT**

Copy of Deed to 74th Street Station 1968

**PERSONNEL**

General Correspondence 1984  
Rules and Regulations General Correspondence 1983  
Leave Requests 1984  
Transcript - Adkins 1984  
Austin, Earl - 1983  
Burgess, Peggy 1983  
Johnson, Halton 1984  
Parsons, Thomas Wayne 1983  
Shockley, Woodrow 1982  
Slechta, Joseph 1983  
Topolewski, Ella E. 1983  
Van Fossen, John Discrimination Charge 1983  
Vignale, Joseph 1983  
Webster, Chris 1983  
Wise, Gwen 1984  
Committee to Assist Consul - E. Selig 1981-1982

**PLANNING AND ZONING**

Board of Appeals for Elimination or Repair of Unsafe Buildings 1981  
Housing Code of the Town of Ocean City 1978  
Housing 1982  
Conditional Use Requests 1983-1984  
General Correspondence 1984

END OF BOX #85-2

POLICE

General Correspondence 1983 - 1984  
Department Complaints 1983-1984  
Department Reorganization 1982  
Summer Planning 1983  
Department Weekly Statistics Report 12/82 - 12/83  
Vehicle Downtime  
Committee Meeting Minutes 1/5/82 - 11/28/83

PUBLIC RELATIONS

General Correspondence 1984 I  
General Correspondence 1984 II  
Newsletter 1984  
People to People Committee 1983

PUBLIC WORKS

General Correspondence 1983-1984  
Beach Cleaning - Confidential 1983  
Case Beach Tractor 1983  
Ford Beach Tractor 1983

RECREATION

General Correspondence 1984  
Kitchen Equipment - Northside Park 1984

SANITATION

General Correspondence 1982 - 1984

TRANSPORTATION

General Correspondence 1983-1984  
Trolley Requests 10/82 to 10/84  
Fleet Management System User Manual  
Impounded Vehicles 1984  
Mass Transportation 12/6/84 to 6/30/82  
END OF BOX #85-3

**WATER**

General Correspondence 1983  
General Correspondence 1984  
Conservation Committee 1977-1978  
Water Meter Installation Charges Dispute with Purnell-Jarvis Holiday  
Inn 1982

**START OF ALPHABETICAL FILES**

Alley Closings 6/1/82 - 11/9/84  
Alley Opening 44th to 45th Street 1984  
Art League of Ocean City 1984  
Auction 1982 and 1983  
Audit 1983 and 1984  
Baltimore Ballet 1984  
Bandshell 1983  
Bayside Boardwalk 1984  
Beach Erosion 4/82 to 5/84  
Beach Photo Franchise 1984  
Beach Rental Mediation Board 5/10/74 - 6/11/84  
Bid Information - Contractors, Etc. 1983  
Beautification of Ocean City 1980-1984  
Board of Zoning Appeals 1983-1984  
Board of Elections 1970-1984  
Board of Port Wardens 1983-1984  
Ethics Commission 1984  
Commission - Mass Transportation and Ways to Alleviate Traffic in O.C.  
Public Safety Committee 1984-1984  
Street Committee 1981 - 1982  
Sunshine Committee 1982-1983  
Technical Review Board  
Bonds 1981-1984  
Bonds Refunding Analysis 1982  
Budget - Transfer Requests 1982  
Budget Document 1982-1983  
Budget Ordinance and Amendment 1982-1983  
Budget Trial Balance 6/83  
Budget Transparencies 1982-1983  
Budget Original 1984  
Budget Transparencies 1983-1984

END OF BOX #85-4

Cable TV Consultant 1983-1985  
Christmas Speech 1983  
City Council 3/82-12/84  
City Hall Building 1983  
City Hall Telephone System 1984  
Coastal Resources Advisory Committee 1982-1984  
Alternative Community Services Program 1980  
Condominium Managers' Association 1983  
Communications Information Executone/Atlantic, Inc. 1982  
Communications Information Telephone Interconnect Enterprises 1982  
Complaints 1982-1984  
Police Complaints 1982  
Complaints 1982  
Computer Aptitude Tests 1982  
Contract Bid Forms 1982  
Contract Management Dev. Association Personnel Evaluation System 1982  
Contract - Vehicles 1983  
Council-Manager Form of Government 1980-1981  
Council Joint Meeting With Boards 1984  
Council - Presentation to Legislators 3/1/83  
Credit Union - State 1982  
Delmarva Power & Light 3/82-12/84  
Demoflush Statistics 1976-1983  
Direct Deposit 1982  
Double Taxation 1984  
Downtown Historical Improvement Committee 1980  
Downtown Improvement 1984  
Downtown Improvement Association 1980  
Downtown Revitalization Committee 1982  
Dune Restoration Committee 1983-1984  
Energy Policy Steering Committee 1983  
Euler Decorating Company 1983  
Financial Statement - Confidential 1983

END OF BOX #85-5



BOX #85-6

Financial Information 1983  
Fire Safety Task Force 1981-1983  
Fountainhead Towers Protests 1984  
Flood Insurance Program 1983-1984  
Fuel - Storage Tanks - Gas and Heating Oil 1982-1983  
Grants - Transportation 1984  
Hours - Work - Employee Weekly Salaries 1983  
Housing Board of Adjustment and Appeals 1980  
Insurance 1981-1983  
Insurance 1983-1984  
Insurance Buyer's Council 1984  
Insurance Claims 1982-1984  
Insurance Proposals 1984  
International City Management Association 1983-1984  
Inventory - Fixed Asset 1982  
Isle of Wight Medical Center 1978-1979  
Isle of Wight Medical Center 1983-1984  
Lanier Recording System 1983  
Leasing and Renting 1982-1984  
Legal Fees 1982-1984  
Legal Correspondence 1982-1985

END OF BOX #85-6

Legal Opinions 1982-1984  
Loss Control Program 1982-1984  
Lower Eastern Shore Region 1984  
Marine Sanctuary 1983  
Maryland City Management 1982-1984  
Maryland Municipal League 1984 Rpt. on Legislation Affecting Municipal  
Maryland Municipal League 1982-1984  
Maryland Municipal League Survey - Volunteer Program 1984  
Maryland State of - Attorney General - Antitrust Division 1983  
Maryland State of - Highway Administration 1982-1983  
Maryland Industrial Development Financing Authority 1982  
Maryland Public Service Commission 1982  
Maryland Real Estate Commission 1984  
Maryland State of - Mosquito Control 1984  
Maryland State of Dept. Economic and Community Development  
Pay Scale and Job Titles 1982-1984  
Maryland State of Dept. Economic and Community Development Calendar 1982  
Maryland State of Fiscal Services 1981-1983  
Maryland State of Department of Natural Resources 1982-1984  
Maryland State of Department of State Planning 1982-1984  
Maryland State of Department of Transportation 1982-1983  
Mayor and City Council Training 1983  
Memorandums 1982-1984  
Memorandums 1984  
Microfilming 1983  
Misty View Condominium 138th Street 1982  
Montego Bay Civic Association 1983-1984  
Myrtle Beach Information 1982-1983  
Newsletter 1983  
Newspaper Clippings Prior to 1985  
93rd Street Medical Center 1983-1984  
NOAA Weather Station 1983-1984  
Ocean City Revisited Annual Real Estate Appraisers 1977  
Ocean City Revisited 14th Annual Real Estate Appraisers 1984

END BOX #85-7

BOX #85-8

Noise Control Board 1982-1984  
Noise Control Board 1984  
Non-Resident Property Owners 1982-1984  
Ordinances 1982-1984  
Overtime 1984  
Old Pro Golf 1982-1984  
Old Town Committee 1980  
Office Supplies 1983  
Miscellaneous Correspondence "P" 1983  
Parking - Residential Permit Study 1984  
Parking Study 1984  
Pension Committee 1980-1982  
PGH Clinic 1984  
Pier Correspondence 1977-1978  
Product Information Network 1984  
Purchasing 1983  
Radio Maintenance 1982  
Retirement ICMA 1982-1983  
Revenue Sharing 1984  
Rolm Telephones 1984-1985  
Room License Fee Complaints 1983  
Safety Program 1981-1982  
Satellite Parking Route 50 1984  
Seafood Park 1984  
Seascape 1983  
Surfing Areas 1983-1984  
Tax Sale Properties - Ocean City 1982  
Technology Transfer Network 1983  
Tow Hearing Officers Information 1979-1983  
Town Meetings 1984 and 1985  
Vehicle Purchases 1981-1984  
Violations 1983  
Voucher Lists 1982 and 1983  
Water - Comprehensive Water Study 1977  
Wilmington, North Carolina 1978-1982  
Worcester County Sanitary District 1978-1984  
Worcester County Sanitary District 1981-1982  
Worcester County Sanitary District - N.Ocean City Interceptor 1982-1984  
Worcester County Commissioners 1983 and 1984

END OF BOX #85-8

LISTING OF CITY DEPARTMENT FILES

THESE FILES HAVE BEEN MICROFILMED - ONLY THOSE FILES DATED AFTER  
JANUARY 1, 1992 ARE IN EXISTENCE - ALL OTHERS ARE ON FILM

Airport - General Correspondence - 1995 to  
AWOSSIII Federal Assistance Grant  
American Flight - Commuter Airline Service  
Bus Shuttle Service  
Airport Commission  
Chesapeake Air  
Deer - Airport  
Engineer Contracts - Approval Letters  
Golf Course Construction and Lease/Purchase Agreement  
Golf Course Correspondence 1/90 to 6/90 STORAGE  
Golf Course Correspondence 6/90 to 12/90 STORAGE  
Golf Course Correspondence 1991 STORAGE  
Golf Course - Eagle's Landing 1991 to and including 1998 STORAGE  
Golf Course - Eagle's Landing 1999 to  
Golf Course Expansion  
Golf Course Feasibility Study 1992  
Airport/Golf Course Land Lease  
Golf Getaway  
Hertz Car Rental Contract  
Airport Inspections  
Airport Lease  
Farm Land Lease  
Lease - T-Hangar Reservations  
Airport Legislative Committee  
Airport - Lion's Club Land Use  
Marina  
Master Plan Update  
Mumford Land Purchase  
Pre-Application Forms  
Neighborhood Committee  
New FY-Program  
Terminal Building  
FAA Terminal Building Grant  
Worcester County/Ocean City Joint Airport Operation

Beach Patrol General Correspondence  
Beach Patrol Dispute - 1993 MOVED TO STORAGE FILES  
Beach Patrol Regulations - Enforcement  
Scholarship Fund - Captain Craig

Billing Office

Building Inspector - General Correspondence 1997  
Building Inspector - General Correspondence 1992 to 1997 MOVED TO STORAGE FILES  
Building Inspector - General Correspondence 1991  
Building Inspector - General Correspondence 1990  
Building Inspector - General Correspondence 1988 and 1989  
Smith, Clyde - "Starboard Tack"

City Clerk - General Correspondence  
Beach Parcels  
Grass Cutting  
Licensing  
Pension Plan, Employee  
Pension Plan Annual Review - April 1989  
Pension Plan Meeting August 29, 1989  
Pension Plan Meeting June 20, 1989  
Record Retention Schedule City Clerk/Tax Reorganization

Collections Office

Convention Center General Correspondence - 1997  
Convention Center General Correspondence 1995 - In Library  
Convention Center General Correspondence - 1988 & 1989 micro  
    General Correspondence - 1990                   "  
    General Correspondence - 1991                   "  
Convention Center - Maryland Authority Legislation  
Convention Center Advertising  
Convention Center - Fall 1990 Advertising Proposal  
Convention Center - Fall 1991 Advertising Proposal  
Convention Center Conceptual Studies for Lower Level  
Convention Center Director Selection Committee  
Convention Center Expansion 1995 - 1997 IN LIBRARY ON FLOOR IN BOX MARKED  
                                                          CONVENTION CENTER FEASIBILITY  
Convention Center Feasibility Committee   MICROFILMED - In Library  
Convention Center Grant Funding - MD State Tourism  
Convention Center Lease Back  
Convention Center - Lost Business  
  
Convention Center New Parking Lot  
Convention Center Parking Lot Sign  
Convention Center - Power Boat Racing  
Convention Center Property Acquisition  
RFP For Feasibility of Expanding - Proposals in Library  
Convention Center Reorganization  
Convention Center Repairs 1992  
Convention Center Sponsorship Strategic Planning Meeting

Convention Center Tourism - Walker Consultant  
Convention Center Commission Minutes MICROFILMED - In Library

Data Processing  
Data Processing - AS/400  
IBM Computer

Emergency Management Services  
Communication Report October 22, 1991  
EMS Communications

EMS Disaster Training (EMI)  
EMS Dive Team

Emergency Medical Services 1995 -  
EMS Ambulance Bid Possibility  
EMS Ambulance Fees  
EMS Ambulance Invoice Complaints  
Ambulance Study - Worcester County  
EMS - #709 Engine Failure  
EMS - Goals and Objectives 1984  
EMS - Neighoff, Dorothy C.  
EMS Operations Manual  
EMS - Video Proposal - Dr. Williams

Engineering - General Correspondence 1992  
Engineering - General Correspondence 1990 and 1991  
Engineering - Athens Construction Lawsuit  
Boardwalk

General Bulkheading  
Bulkhead - Golf Course Greens #6 and #12

Bulkhead - Worcester Street            Bulkhead - 1st Street  
Bulkhead - 2nd to 4th Street  
Bulkhead - 5th Street  
Bulkhead - 6th Street  
Bulkhead - 7th to 8th Street  
Bulkhead - 13th Street  
Bulkhead - 66th Street Wooden  
Cashman, Lawsuit - Groins

Chicago Avenue  
Contract for Test Wells 35th & 125th Streets  
Dennis Dare  
Downtown Parking Analysis  
Dredging  
George & Lynch Memorandum of Understanding  
Groins

Lotfills

Engineering Projects:

- Project Filing System
- Miscellaneous Information on Projects
- Project Meeting Minutes
- Animal Control Center Building
- Baltimore Avenue Improvements
- Baltimore Avenue
- Baltimore Water Line Project
- Bay Dredging Project - North of Route 50
- Bike/Pedestrian Path on Beach
- Boat Ramp 87th Street
- Chemist's Lab
- Chicago Avenue - 2nd to 4th Street
- City Hall Renovations 1986
- City Hall Renovations - Partitions
- City Hall Revisions
- Convention Hall Expansion
- Convention Hall Renovations
- Edgewater Avenue
- Inlet Boardwalk - DNR Memorandum of Understanding
- Public Safety Building
- Recreation and Parks Elevated Walkway and Observation Deck
- Vehicle Maintenance Facility Addition

Engineering - Groins - General Information

- 7th Street Jetty
- Groins - Cashman 12th, 74th and 77th Street
- Proposal for Engineering Services Balt.Ave. Improvements

Sidewalks

Storm Drain - General

- Storm Drain Design 10th to 15th Streets
- Storm Drain - G.B. Cropper - 14th Street
- Storm Water Management
- Street Ends
- Street Lights
- Street Paving

Street Paving 1992

- Street Paving Fall 1990
- Street Paving Fall 88 and Spring 89
- Street Paving Spring 88
- 32nd Street Relocation
- Water Study (U.S. Geological Survey - 1985)

Finance Office - General Correspondence - 1987, 88, and 89 MICRO

- General Correspondence - 1990 "
- General Correspondence - 1991 "
- General Correspondence - 1992 to 1995 " - In Library
- General Correspondence - 1996 and 1997 IN LIBRARY
- General Correspondence - 1998

Bireley Hearing  
Certificate of Achievement - FY 1988  
Contents of Finance Officer's Office  
Infrastructure Financing Program, Local Government  
Memorandums  
Position Upgrade  
Receivables Management System  
Tax Information

Fire Department - General Correspondence  
Fire Alarm Billings  
Fire Department Phone Bills  
Fire Reports (Monthly)  
Miscellaneous Purchase Orders  
Fire Code - Revision  
Firemen's Convention

Fire Marshal - General Correspondence 1996  
Fire Marshal - General Correspondence 1992 to 1995 MICRO - In Library  
Fire Marshal - General Correspondence 1990 and 1991 MICRO  
Oil Deliveries to Vessels  
Sprinkler System

Fire Prevention Commission 1992

Museum  
Museum Committee

Personnel - General Correspondence - 1989  
                  General Correspondence - 1990  
                  General Correspondence - 1991  
Employee Benefit Statement - In Library  
Employee Health Benefit Meetings - 1992  
Employee Training  
Health Insurance Proposals  
Inclement Weather Pay Audit - 1991  
Insurance TO 1995 MICRO  
Insurance 1996 -  
Intern - Karen Reisinger - Summer 1988  
International Personnel Management Association  
Overtime Reports (Analysis 1985-86)  
Personnel Issues Workshop 12/16/92

Position Impact Forms  
Quality Awareness for Managers Seminar   Reduction in Force  
Retirement



Risk Management  
Risk Retention Committee Personnel Roster  
Salary and Benefits Committee  
Salary Plan 1989  
Salary Study 1999  
Seminar - Better Customer Service Sick Leave  
Temporary Employees Working Full-time

Personnel Actions  
Confidential  
Arbitrator  
Stanley Alford  
Lt. James "Big Bake" Baker  
Detective Bernard Bond  
William Bounds  
Victor Bunting  
Major Cropper's Grievance  
Elsey, Paul - Confidential

Albert German Correspondence  
Bud Gorman Lawsuit  
Mike Sacca  
John H. Ulrich  
Personnel Rules and Regulations  
Leave Policies - Semmes, Bowen and Semmes  
Manpower Reports  
Pay Scale - 1989  
Pay Scale - 1987  
Pay Scale Plan 1986  
Pension Committee  
Pension Plan  
Pension Plan Proposals - 1986-87  
Reorganization  
Retirees - June 1998  
Risk Management Reorganization

Planning & Zoning - General Correspondence 1998  
Planning & Zoning - General Correspondence 1996 & 1997 IN LIBRARY  
Planning & Zoning - General Correspondence 1992 - 1995 in Storage Files  
Planning & Zoning - General Correspondence 1991  
Planning & Zoning - General Correspondence 1989 & 1990  
Planning & Zoning - General Correspondence 1988  
Planning & Zoning - General Correspondence 1987  
Planning & Zoning - General Correspondence 1986  
Amusement Parks  
Building Height Letter to Citizens  
Building Height Petition  
Building Height Recommendations  
Complaint Letters - Photos With Baby Animals  
Comprehensive Plan

Conditional Use Requests  
Day Care Facilities  
Definitions Hotel/Motel  
Density Correspondence  
Density Hearings  
Impact Fees  
Fees for Parking Exceptions  
Legal - Review Fees  
"No Man's Land" - Between Building Limit Line and Dune-IN LIBRARY OLD FILES  
Nonconforming Use Ordinance  
Outdoor Displays - Code Changes  
Property Maintenance Code  
Residential Planned Community  
Rezoning Study Downtown  
Seventy-first Street Flea Market  
Signs  
Socio-Economic Profile  
Transfer of Development Rights  
Variance of Subdivision Regulations  
Wall Signs  
Zone Code Amendments  
Zone Code Amendments - Yards and Open Space Protrudements

Planning and Zoning Commission  
Conflict of Interest Guidelines  
Socio-Economic Profile - 1997 - Prepared by P&Z  
Socio-Economic Profile - 1992 - " " "  
Southern Standard Building Code - Board of Adjustments and Appeals

Police - General Correspondence - 1997  
Police - General Correspondence - 1995 & 1996 in Storage File Room  
Police - General Correspondence - 1994 & 1995 MICRO  
Police - General Correspondence - 1992 & 1993 in Kathy's Storage File  
Police - General Correspondence - 1991  
    General Correspondence - 1990  
    General Correspondence - 1989  
    General Correspondence - 1988  
    General Correspondence - 1987  
    General Correspondence - 1986  
Police Benefit Study 1998  
Police Chief Advertisement 1987  
Police Chief Duggan's Annuity  
Police Chief Search 1989  
Police Commission - 1998  
Police Commission - 1996 and 1997 IN LIBRARY  
Police Computer  
Confidential Police Meeting - March 17, 1988  
Confidential - Marshall vs Ocean City  
Confidential - Riddleburger Homicide

County-wide Department  
Chief Duggan's Correspondence  
Drug Testing  
New Employee Program  
False Alarm Billing  
Fees, Prisoner  
Firing Range Agreement  
Fraternal Order of Police  
Fraternal Order of Police - 1998 Petition  
General Orders to 1998 - STORAGE  
General Orders 1999 to  
Department Grant  
Interview Evaluation Guide for Police Chief  
Mounted Patrol - **MAJORITY ON MICROFILM - HORSE CONTRACTS IN CURRENT FILE**  
Mutual Aid Agreement - State Police  
Pedestrian Safety  
Phone System  
PRESS- Problem Residence Eradication Strike Squad - Task Force  
Public Safety Committee (Action Group)  
Purchase Orders - Confidential  
Purchase Order Requests  
Recommendations and Concerns  
Police Department Reorganization  
Salaries  
Seasonal Officer Program  
Selection Process  
Testing Procedures  
Training Committee Standards  
Training Film Agreement  
Uniforms

Police Commission  
Police Commission Meeting Minutes 1996 -  
Police Commission Meeting Minutes 1992 to 1995 MICRO

Public Information Officer

Public Relations - General Correspondence 1988, 1989, and 1990  
Public Relations - General Correspondence 1991 and 1992  
Air Show - Labor Day 1991  
Blenny, U.S.S. - Submarine for Reef  
Duplicate Veloxes  
Goals and Objectives - 1985  
Press Releases

Public Safety - Miscellaneous  
Public Safety Communications Department

Public Works - General Correspondence 1998  
Public Works - General Correspondence 1996 and 1997 - IN LIBRARY  
Public Works - General Correspondence 1994 and 1995 MICRO  
Public Works - General Correspondence 1992  
Public Works - General Correspondence 1991  
Public Works - General Correspondence 1990  
Public Works Facility After Hours Traffic Log - October 31, 1988  
Public Works Safety Committee/Town of Ocean City Safety Committee

Purchasing - General Correspondence  
Bidding Document  
Comfort Station 27th Street  
Complaint - David Townsend  
Purchasing Manual  
Miscellaneous Bid Information  
65th Street Complex Diagram

Recreation - General Correspondence 1998 -  
Recreation - General Correspondence 1996 and 1997 in box on Library Floor  
Recreation - General Correspondence 1992 to 1995 MICRO  
Recreation - General Correspondence 1988 and 1989 "  
Recreation - General Correspondence 1987 "  
Recreation - General Correspondence 1986 "  
Recreation and Parks Advisory Council  
Ballfield - Northside Park  
Beach Volleyball Information  
Festival of Lights  
Fiesta Park  
Golf Pass Register for Eagle's Landing  
Recreation and Parks Legislative Committee  
MAC Agreement  
Park License Agreement - 94th Street  
Robin Drive Park  
Senior Citizen Center - SEE WORCESTER COUNTY COMMISSION ON AGING  
Senior Citizen Center Advisory Committee  
Senior Citizen Facility 41st-42nd Street  
Skateboard Update 12/96  
Skateboard Information - MICROFILMED  
Skateboard Project - MICROFILMED  
Sponsorships  
Sports Core  
Strategic Plan  
Swimming Pool - Northside Park  
Tennis, Bubble Structure  
Tennis, South Point Tennis Complex Offer  
Turner, Rennie

Sanitation - General Correspondence 1999  
Sanitation - General Corresp. 1996 to and incl. 1998 **IN KATHY'S OLD FILES**

Sanitation - General Correspondence 1992 to 1996 - IN LIBRARY  
Sanitation - General Correspondence 1991  
Sanitation - General Correspondence 1990  
Sanitation - General Correspondence 1988 and 1989  
Sanitation - General Correspondence 1986 and 1987  
Bid Opening - Refuse Truck - January 28, 1988  
Bid Opening - Trash Truck FY'87  
Boardwalk Trash Receptacles  
Collection Fees  
Montego Bay Trash Receptacles  
Sanitation Code Violations  
Sanitation - Composting, Incineration, and Waste-to-energy  
Sanitation Confidential  
Equipment  
Hacienda Ltd. Agreement  
Landfill  
Trash Dumping  
Vehicle #310 - Performance  
Waste Wheeler Policy

Service Center - General Correspondence

Transportation - General Correspondence 1995  
Boardwalk Train Reports - 1988  
Bus Advertising  
Bus Lane Law - Maryland State  
Bus Shelter Easement Agreement  
Bus/Trolley Requests  
Charter Bus Restrictions  
Transportation Grants  
Maryland Dept. of Transportation Report on Light Rail Transit  
Mass Transit Administration  
Mass Transportation Assistance Grant  
North County Transportation Committee  
Park and Ride - Bus Service  
Sale of Surplus Vehicles - 1987  
Transportation Plan Update - April 18, 1988 - Abrams-Cherwony & Assoc. Trolley,  
Downtown Reports  
Trolleys  
Urban Aid Highway Funds  
Vehicle Reports - City Manager's Vehicle

Wastewater Department - General Correspondence 1997  
Non-compliance - Dept. of Natural Resources  
Outfall Repair  
West Ocean City Rate Study Committee

Water - General Correspondence 1997

Water - General Correspondence 1992 to 12/96 in Library  
Water - General Correspondence 1990 and 1991 Water - General Correspondence 1988 and  
1989  
Atlantic Aquatech - Paul Haskell Dispute  
Fenwick Island's Request for Water  
ISO - Insurance Services Office 1979 Report on Water Availability

Land - 62nd Street Land Purchase Offer - See Land Purchase Offers Gen. Files

Lead, Drinking Water & You

Water Rates

Water Rate Study

OC & VICINITY WATER RESOURCES PROJECT UNDER BEACH REPLENISHMENT

Water and Wastewater Rate Study

Water Source in Delaware Borrow Pit

Water Supply Study 1993 - IN LIBRARY

Water Supply Study 1994 - IN LIBRARY

Water Supply Study 1995 - IN LIBRARY

Tank/Tower Maintenance Schedule

Water Treatment Plant - 15th Street Water Treatment Plant 15th Street - Conservco, Inc.  
7/15/92 to 12/4/95 in Library

Water Treatment Plant - 15th Street "Partnering"

Water Treatment Plant - Gorman Avenue

Water Treatment Plant - Gorman Avenue Expansion and Upgrade

Water Treatment Plant Waste Study

Water Tower - 94th Street