

CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-127
OFFICE OF THE CITY CLERK		
Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy the material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2.	Minutes of Boards and Commissions These files contain the original approved Minutes of the meetings of the various Boards and Commissions.	Permanent. Transfer periodically to the Maryland State Archives.
3.	Boards and Commissions Audio Tapes These tapes are recordings of Boards and Commissions meetings from which Minutes are prepared.	Retain for one year after approval of minutes, then destroy.
4.	Agreements These files contain Agreements between the City of Annapolis and various individuals/entities.	Permanent. Transfer periodically to the Maryland State Archives.
5.	Annexations These files contain Annexation Petitions together with supporting and background documents.	Permanent. Transfer periodically to the Maryland State Archives.

<u>P. Bembel</u>	<u>2/29/00</u>
Department Director	Date
<u>P. Bembel</u>	<u>3/10/00</u>
City Clerk	Date
<u>Edward C. Spangenberg</u>	<u>APR 27 2000</u>
Schedule Approved by State Archivist	Date

CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-127
OFFICE OF THE CITY CLERK		
Item No.	Description	Retention
6.	<p>Legislation</p> <p>These files contain the original charter amendments, ordinances and resolutions adopted by the City Council together with supporting and background documents, if any.</p>	Permanent. Transfer periodically to the Maryland State Archives.
7.	<p>Minutes Books</p> <p>These books contain the original approved Minutes of the meetings of the City Council.</p>	Permanent. Transfer periodically to the Maryland State Archives.
8.	<p>City Code and Supplements</p> <p>The Code and Supplements contain the current local laws of the City of Annapolis. The bound supplement book contains amendments to the Code that have been made throughout the years.</p>	Permanent. Transfer periodically to the Maryland State Archives.
9.	<p>City Council Audio Tapes</p> <p>These tapes are recordings of City Council meetings from which Minutes are prepared.</p>	Retain one year after approval of minutes, then destroy.
10.	<p>Licenses</p> <p>Current amusement, closing out sale, circus, fortuneteller, pawnbroker, peddler, solicitor, theater, and towing files.</p>	Keep current and one year prior, then destroy.
11.	<p>Alcoholic Beverage Control Board - Current and Back-up Files</p> <p>Renewal forms, complaints, inspections, license changes.</p>	Keep until establishment goes out of business, then destroy.
12.	<p>Election Campaign Fund Reports</p> <p>Report of contributions received and expenditure for an election cycle.</p>	Permanent. Transfer periodically to the Maryland State Archives.

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
		PAGE _____ OF _____
1. Department <i>City of Annapolis</i> OFFICE OF LAW	2. Division ✓ CITY CLERK	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: Minutes of Boards and Commissions		5. Earliest Year/Latest Year <u>1995</u> to <u>1996</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.) These files contain the original approved Minutes of the meetings of the various Boards and Commissions.		
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" 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 type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____	9. Volume <p align="right"><u>Number</u></p> <input checked="" type="checkbox"/> File Drawer(s) <u>1/2</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____
		10. Annual Accumulation <p align="right"><u>Number</u></p> <input checked="" type="checkbox"/> File Drawer(s) <u>1/2 drawer</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____
11. File is Used <i>Yearly</i> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <u>1</u> <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number
13. Current Location(s) (Bldg. Floor, Room) Office of Law		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>Liaison offices of Boards</i>
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)		16. Audit Requirements <input checked="" 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 checked="" type="checkbox"/> No		18. Recommended Retention Permanent
19. Name and Title of Preparer Patricia L. Bembe, CMC/AAE		
20. Telephone Number 263-7942		21. Date 9/6/96

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
				PAGE _____ OF _____	
1. Department OFFICE OF LAW		2. Division CITY CLERK		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: Financial Disclosures				5. Earliest Year/Latest Year 1993 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These are statements of financial interest filed annually by various elected, appointed and civil service employees as required by City Code Chapter 2.08.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <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) _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>1/4</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>1/8</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <u>Yearly</u> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>4</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) Office of Law			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" 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 checked="" type="checkbox"/> No			18. Recommended Retention Pursuant to City Code Section 2.08.050C retain for four years from the date of receipt, then destroy.		
19. Name and Title of Preparer Patricia L. Bembe, CMC/AAE					
20. Telephone Number 263-7942				21. Date 9/6/96	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
		PAGE _____ OF _____	
1. Department OFFICE OF LAW	2. Division CITY CLERK	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: Agreements		5. Earliest Year/Latest Year Varies to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These files contain Agreements between the City of Annapolis and various individuals/entities.			
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" 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) _____ _____ _____ _____	
		9. Volume <div style="text-align: right;">Number</div> <input checked="" type="checkbox"/> File Drawer(s) <u>4</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
		10. Annual Accumulation <div style="text-align: right;">Number</div> <input checked="" type="checkbox"/> File Drawer(s) <u>1/4</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After Varies per Agreement <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____	
13. Current Location(s) (Bldg. Floor, Room) Office of Law		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)		16. Audit Requirements <input checked="" 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 checked="" type="checkbox"/> No		18. Recommended Retention Permanent	
19. Name and Title of Preparer Patricia L. Bembe, CMC/AAE			
20. Telephone Number 263-7942		21. Date 9/6/96	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
				PAGE _____ OF _____	
1. Department OFFICE OF LAW		2. Division CITY CLERK		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: Annexations				5. Earliest Year/Latest Year 1978 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These files contain Annexation Petitions together with supporting and background documents.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" 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 type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>1</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <u>1/4 drawer</u> <div style="text-align: right;"><u>Number</u></div> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <i>(During process)</i>			12. File Becomes Inactive After Approximately <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) Office of Law			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" 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 checked="" type="checkbox"/> No			18. Recommended Retention Permanent		
19. Name and Title of Preparer Patricia L. Bembe, CMC/AAE					
20. Telephone Number 263-7942			21. Date 9/6/96		

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY	
1. Department OFFICE OF LAW		2. Division CITY CLERK	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: Legislation		5. Earliest Year/Latest Year 1991 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These files contain the original ordinances and resolutions adopted by the City Council together with supporting and background documents, if any.			
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" 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 type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____	9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>6</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____ 10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>1</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <i>Current Year</i> <i>Past Years</i>		12. File Becomes Inactive After <u>na</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg. Floor, Room) Office of Law		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)		16. Audit Requirements <input checked="" 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 "O" - Ordinances; "R" - Resolutions; "CA" - charter amendmts Numerical order ending with year of introduction, i.e., O-1-96; R-1-96; CA-1-96.		18. Recommended Retention Permanent	
19. Name and Title of Preparer Patricia L. Bembe, CMC/AEE			
20. Telephone Number 263-7942		21. Date 9/6/96	

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				PAGE _____ OF _____	
1. Department OFFICE OF LAW		2. Division CITY CLERK		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: Minutes Books				5. Earliest Year/Latest Year 1986 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These books contain the original approved Minutes of the meetings of the City Council.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" 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 type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____		9. Volume <p style="text-align: right;"><u>Number</u></p> <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input checked="" type="checkbox"/> Other (Specify) 2 bound leather books	
				10. Annual Accumulation <p style="text-align: right;"><u>Number</u></p> <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input checked="" type="checkbox"/> Other (Specify) 1/4 book	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>na</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>Number</u>		
13. Current Location(s) (Bldg. Floor, Room) Office of Law			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" 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 checked="" type="checkbox"/> No			18. Recommended Retention Permanent		
19. Name and Title of Preparer Patricia L. Bembe, CMC/AAE					
20. Telephone Number 263-7942			21. Date 9/6/96		

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
				PAGE _____ OF _____	
1. Department OFFICE OF LAW		2. Division CITY CLERK		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: City Code and Supplements				5. Earliest Year/Latest Year 1986 to 1996	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) The Code and Supplements contain the current local laws of the City of Annapolis. The bound supplement book contains amendments to the Code that have been made throughout the years.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Books <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ Code and 12 Supplements _____ _____ _____ _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) 1 <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) 1/4 drawer <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used Yearly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>na</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) Office of Law			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" 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 checked="" type="checkbox"/> No			18. Recommended Retention Permanent		
19. Name and Title of Preparer Patricia L. Bembe, CMC/AAE					
20. Telephone Number 263-7942				21. Date 9/6/96	

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY
		PAGE _____ OF _____
1. Department OFFICE OF LAW	2. Division CITY CLERK	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: City Council Tapes		5. Earliest Year/Latest Year 1985 to 1996
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These tapes are recordings of City Council meetings from which Minutes are prepared.		
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____ _____ _____ _____ _____ _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____	9. Volume <p align="right"><u>Number</u></p> <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input checked="" type="checkbox"/> Other (Specify) 2 standard boxes
		10. Annual Accumulation <p align="right"><u>Number</u></p> <input type="checkbox"/> File Drawer(s) _____ <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input checked="" type="checkbox"/> Other (Specify) 1/2 standard box
11. File is Used 2-3x a year <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>2</u> <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg. Floor, Room) Office of Law - one box Remainder in basement	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)	16. Audit Requirements <input checked="" 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 checked="" type="checkbox"/> No	18. Recommended Retention Retain <u>2</u> years after approval of Minutes, thereafter destroy.	
19. Name and Title of Preparer Patricia L. Bembe, CMC/AAE		
20. Telephone Number 263-7942	21. Date 9/6/96	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
				PAGE <u> 1 </u> OF <u> 7 </u>	
1. Department LAW <i>City Clerk</i>		2. Division LAW		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 LICENSES				5. Earliest Year/Latest Year <u> 95 </u> to <u> 96 </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.) CURRENT AMUSEMENT, CLOSING OUT SALE, CIRCUS, FORTUNETELLER, PAWNBROKER, PEDDLER, SOLICITOR, THEATER, AND TOWING FILES					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" 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) _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u> 1 </u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u> 1 </u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u> 1 </u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) ROOM 102 160 DUKE OF GLOUCESTER, ANNAPOLIS 21401			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" 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 checked="" type="checkbox"/> No			18. Recommended Retention KEEP CURRENT AND ONE YEAR PRIOR <i>then destroy</i>		
19. Name and Title of Preparer DEBORAH HEINBUCH, CMC/AEE					
20. Telephone Number 263-7942				21. Date August 23, 1996	

Law

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
				PAGE <u>3</u> OF <u>7</u>	
1. Department LAW City Clerk		2. Division ABCB		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. Alcoholic Beverage Control Board - Current and Back-up Files					
4. Record Series Title ↑ ABCB BACKUP FILES				5. Earliest Year/Latest Year VARIOUS to 95	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) RENEWAL FORMS, COMPLAINTS, INSPECTIONS, LICENSE CHANGES					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <input checked="" 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) _____ _____ _____ _____		9. Volume <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>4</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				10. Annual Accumulation <div style="text-align: right;"><u>Number</u></div> <input checked="" type="checkbox"/> File Drawer(s) <u>1</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) ROOM 102 160 DUKE OF GLOUCESTER, ANNAPOLIS 21401			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations)			16. Audit Requirements <input checked="" 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 checked="" type="checkbox"/> No			18. Recommended Retention KEEP UNTIL ESTABLISHMENT GOES OUT OF BUSINESS, then destroy		
19. Name and Title of Preparer DEBORAH HEINBUCH, CMC/AAE					
20. Telephone Number 263-7942				21. Date August 23, 1996	

Instructions - Prepare a separate form for each new or revised record series.		CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
				PAGE <u>6</u> OF <u>7</u>	
1. Department LAW City Clerk		2. Division ELECTION		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 Election CAMPAIGN FUND REPORTS				5. Earliest Year/Latest Year <u>93</u> to <u>96</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.)					
REPORT OF CONTRIBUTIONS RECEIVED AND EXPENDITURE FOR AN ELECTION CYCLE					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Micro Film <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 type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____ _____ _____ _____		9. Volume <p style="text-align: right;"><u>Number</u></p> <input checked="" type="checkbox"/> File Drawer(s) <u>1</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
				10. Annual Accumulation <p style="text-align: right;"><u>Number</u></p> <input checked="" type="checkbox"/> File Drawer(s) <u>1</u> <input type="checkbox"/> Microfilm Reel(s) _____ <input type="checkbox"/> Computer Tape(s) _____ <input type="checkbox"/> Other (Specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After <u>4</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) ROOM 102 160 DUKE OF GLOUCESTER, ANNAPOLIS 21401			14. Is Record Series Duplicated Elsewhere? (If yes, specify office) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite law(s) & regulations) Art 33 Election			16. Audit Requirements <input checked="" 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 checked="" type="checkbox"/> No			18. Recommended Retention PERMANENT		
19. Name and Title of Preparer DEBORAH HEINBUCH, CMC/AEE					
20. Telephone Number 263-7942				21. Date August 23, 1996	