

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

Schedule No. M 306

Page 1 of 4

Agency

Chevy Chase View

Division/Unit

Item No.

Description

Retention

1.

General Correspondence

Original incoming letters, copies of outgoing letters, memoranda, studies, reports, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, invoices and other miscellaneous papers relating to the administration of Chevy Chase View. This includes electronic correspondence.

After seven years, destroy with the following exception: Transfer documents to the Maryland State Archive 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.

2.

Minutes of Town Council Meetings

Permanent. After 30 years, transfer documents to the Maryland State Archive.

3.

Minutes of Appointed Committees

After seven years, destroy with the following exception: Transfer documents to the Maryland State Archive 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.

4.

Deeds/Agreements

Deeds of property and agreements between the Town and individuals/entities.

Permanent. After 30 years, transfer documents to the Maryland State Archive.

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature

Typed Name

Title

Jana S. Coe

Jana S. Coe

Town Manager

Schedule Authorized by State Archivist

Date

Signature

7/19/2012

[Signature]

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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(Continuation Sheet)**

Schedule No. M306

Page 2 of 4

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Item No.	Description	Retention
5.	<p><u>Legislation</u></p> <p>Charter, charter amendments, ordinances, and resolutions adopted by the Council with supporting and background documents, if any.</p>	<p>Permanent. After 50 years, transfer documents to the Maryland State Archive.</p>
6.	<p><u>Town Code and Amendments</u></p> <p>The Code, with amendments, contains the current local laws of the Town.</p>	<p>Permanent. After 50 years, transfer documents to the Maryland State Archive.</p>
7.	<p><u>Legal Opinions and Litigation</u></p> <p>Written opinions rendered by the Town Attorney at the request of the Mayor and litigation cases involving the Town.</p>	<p>Permanent. After 50 years, transfer documents to the Maryland State Archive.</p>
8.	<p><u>Town Publications</u></p> <p>Town journal, handbook, directories and various notices to the press and general public regarding current events.</p>	<p>After seven years, destroy with the following exception: Transfer documents to the Maryland State Archive 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.</p>

**DEPARTMENT OF GENERAL SERVICES
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(Continuation Sheet)**

Schedule No. M306

Page 3 of 4

Agency

Chevy Chase View

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Item No.	Description	Retention
9.	<u>Building Permits/Plans for Residents</u>	Permanent. After 50 years, transfer documents to the Maryland State Archive .
10.	<u>Requests for Quotations/Invitations to Bid</u> Bid specifications, drawings, advertisement and other associated documents.	After seven years, destroy with the following exception: Transfer documents to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, audit, fiscal, legal, or historical value.
11.	<u>Insurance (Property, General Liability, Bond)</u> Documentation and correspondence relating to insurance for property, general liability and bonds.	After seven years, destroy with the following exception: Transfer documents to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, audit, fiscal, legal, or historical value.
12.	<u>Insurance (Workers' Compensation)</u> Workers' Compensation claims, contains incident reports, correspondence, medical reports, invoices and medical authorization forms.	After seven years, destroy with the following exception: Transfer documents to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, audit, fiscal, legal, or historical value.

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(Continuation Sheet)**

Schedule No. M306

Page 4 of 4

Agency

Chevy Chase View

Division/Unit

Item No.

Description

Retention

13.

Accounting Records

A. General Account Records

- Assessment Lists (Field Books and Notes)
- Bankbooks, Statements and Deposit Slips
- Delivery Orders, Receipts and Receiving Reports
- Expense Reports
- Gasoline Tickets
- Paid Bills, Vouchers and Invoices
- Paid Tax Bills and Paid Delinquent Tax Lists
- Pay and Receiving Warrants and Transmittals
- Receipt and Disbursement Journals
- Receipt Books and Receipt Copies
- Reconciliation and Trial Balance Sheets
- Requisitions and Purchase Orders
- Tax Collection Books

B. Cancelled Checks, Check Copies and Check Stubs

C. Annual Financial Reports including those to Local and State Agencies

- Assessment Books
- Audit Reports
- Books of Final Entry – General Ledgers
- Check Register
- Counter Cash Books
- Paid Bonds and Coupons

After seven years, destroy with the following exception: Transfer documents to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, audit, fiscal, legal, or historical value.

After ten years, destroy with the following exception: Transfer documents to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, audit, fiscal, legal, or historical value.

Permanent. After 30 years, transfer documents to the Maryland State Archive.

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>1</u></p>
<p>1. Department/Agency Chevy Chase View</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title All town records</p>	<p>5. Earliest Year/Latest Year —1924— to —2012—</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Correspondence, minutes, deeds, agreements, legislation, town codes, amendments, legal opinions, litigation, town publications, building permits, building plans, quotations, invitations to bid, insurance documents, accounting records.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical (1st)</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological (2nd)</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume approx. 30 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1/2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used varies</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>varies</u> Number</p> <p><input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) American Self Storage, Kensington, Maryland</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>We have a file log and a site map to locate documents.</p>	<p>18. Recommended Retention</p> <p>As per schedule</p>	
<p>19. Name and Title of Preparer Jana S. Coe, Town Manager</p>	<p>20. Telephone Number 301-949-9274</p>	<p>21. Date <i>6-26-12</i></p>