

## RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	<b>M306A</b>
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**Agency Information**

Department / Agency	Town of Chevy Chase View
Division / Unit	
Mission Statement/Link to division/unit website	www.chevychaseview.org

**Schedule Information**

Supersedes Schedule(s)	M306A, Item #1
Amends Schedule(s)	M306A, Item #1

**Preparer Information**

Name of Preparer	Jana S. Coe
Title of Preparer	Town Manager
Preparer Email Address	janacoe@chevychaseview.org
Preparer Telephone Number	301-949-9274
Date	

**Agency Approval**

Name of Agency Director	Jana S. Coe
Agency Director Signature	<i>Jana S. Coe</i>
Date	<i>11-4-19</i>

**State Archivist Approval**

State Archivist Signature	<i>Timothy D. Bach</i>
Date	<i>12-5-19</i>

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE</b>	<b>Schedule No. M306A</b> (To be completed by DGS/Records Management Division)
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<b>Records Series Title:</b> Item #1 General Correspondence	<b>Page 1 of 1</b>
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<b>Record Series Content</b>	Original incoming letters, copies of outgoing letters, memoranda, studies, reports, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, invoices and other miscellaneous correspondence relating to the administration of the Town. This includes electronic correspondence.
<b>Record Series Function</b>	All incoming and outgoing correspondence not related to another record series.
<b>Organization/Arrangement</b>	Alphabetical by subject, then Chronological
<b>Indexing System</b>	N/A
<b>Restrictions (Law or Regulation Citation)</b>	N/A
<b>Formats (paper, electronic, etc.)</b>	Paper and Electronic
<b>Volume (file drawers, gigabytes, etc.)</b>	Approximately 8 file drawers Approximately 3 gigs
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	Approximately 1 file drawer Approximately 100 MB
<b>Current Location</b>	Town Manager's Office and storage facility
<b>Audit Requirements</b>	No
<b>Date Span</b>	2000 to present
<b>Completeness /Gaps</b>	Some records have been destroyed in keeping with approved retention schedule.

<b>Schedule Item Number</b>	1
<b>Retention</b>	Retain for one (1) year, then screen annually and destroy material that is no longer needed for current business with the following exception: Transfer 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, historical, legal, or operational value.
<b>Justification for Permanent Retention</b>	Selected correspondence having research value in documenting the historical development and accomplishments of the municipality.