



Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners,
Clifford Sweeney, *President*
Glenn Blanchard, *Vice President*
Timothy O'Donnell, *Treasurer*
Joseph Ritz III
Elizabeth Buckman

Town Manager
Cathy Willets

Town Clerk
Madeline Shaw

TOWN MEETING AGENDA **October 7, 2019 – 7:30 p.m.**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Citizen's Advisory Committee Meeting: Tuesday, October 15, 2019 at 7:30 p.m. (Town Office)

Quarterly Planning Commission Meeting: Monday, October 28, 2019 at 7:30 p.m. (Town Office)

Town Council Meeting: Monday, November 4, 2019 at 7:30 p.m. (Town Office)

4. MEETING ITEMS

A. APPROVE MINUTES: SEPTEMBER 3, 2019

B. POLICE REPORT

C. TOWN MANAGER'S REPORT

D. TOWN PLANNER'S REPORT

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS (DETAILS ATTACHED)

I. Presentation by State Highway Administration on the MD140 Bridge Project Status.

II. Approval of Multi-User Trail Workdays for Fall 2019 for Consideration.

III. Proclamation Thanking John Clapp, Town Attorney, for His Service to the Town of Emmitsburg for Consideration.

IV. Proclamation Declaring October as Breast Cancer Awareness Month for consideration.

I. CONSENT AGENDA: ONE APPOINTMENT

J. TREASURER'S REPORT

K. PLANNING COMMISSION REPORT

L. AGENDA ITEMS (DETAILS ATTACHED)

I. Swearing in of New Commissioners.

II. Mayor's Recommendation for Reorganization of the Board of Commissioners for Consideration.

III. Potomac Edison Right-Of-Way at the Wastewater Treatment Plant for Consideration.

IV. Approval of the Community Park Disc Golf Course Design for Consideration.

V. Approval of the Legal Services Bid for Consideration.

VI. Approval of the MS4 Impervious Restoration 5-Year Plan for Consideration.

VII. Approval of Resolution 19-03R, Maryland State Archives Record Retention Schedule, for Consideration.

M. SET AGENDA FOR NEXT MEETING: NOVEMBER 4, 2019

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

300A South Seton Avenue • Emmitsburg, Maryland 21727

Phone 301.600.6300 • Fax 301.600.6313 • info@emmitsburgmd.gov • www.emmitsburgmd.gov

A. APPROVE MINUTES: SEPTEMBER 3, 2019

**MINUTES
TOWN MEETING
SEPTEMBER 3, 2019
EMMITSBURG TOWN OFFICE**

Present: *Elected Officials* - Mayor Donald Briggs; Commissioners: Elizabeth Buckman; Joseph Ritz III; Timothy O'Donnell, Treasurer; Glenn Blanchard, Vice President; and Clifford Sweeney, President. *Staff Present* - Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer. *Others Present* - Deputy Jason Ahalt.

I. Call to Order

Commissioner Clifford Sweeney, President of the Board of Commissioners, called the September 3, 2019 town meeting to order at 7:30 p.m. Pledge of Allegiance was recited. The need for a closed executive session following adjournment of the September 3, 2019 town meeting was announced as permitted by the *Annotated Code of Maryland, State Government Article: Section 3-305(b)(8) Closed Meetings* to discuss possible or pending litigation regarding the collection of a debt.

Motion: To hold a closed session on potential litigation. Motion by Commissioner Buckman, second by Commissioner Ritz III. Vote: 5 – 0 in favor. Upcoming meetings were announced.

Approval of Minutes

Motion: To accept the August 5, 2019 town meeting minutes as presented. Motion by Commissioner O'Donnell, second by Commissioner Buckman. Vote: 5 – 0 in favor.

Police Report:

Deputy Jason Ahalt presented the police report from August 2019 (exhibit attached). Deputy Ahalt mentioned the deputies covered National Night Out and met with Mount St. Mary's staff regarding the new school year. The crash at Seton Avenue and Lincoln Avenue was due to a driver being under the influence.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from July 2019 (exhibit in agenda packet). Ms. Willets mentioned Rainbow Lake is still at its spillway level of 16.6 feet. All wells are online to compensate for the degrading quality of lake water. The blue-green algae is at its highest point in many years, which is a problem occurring in many natural waters this year. Town staff repaired four water leaks: two of Tract Road and one of DePaul Street and Waynesboro Pike. All water and sewer staff received their temporary DE5 licenses for the Water Plant as required by MDE. There was a major water leak in the tunnel between FEMA and Provincial House (700 gpm for 1.5 hours) that was repaired. State Highway Administration (SHA) will be attending the October 7, 2019 town meeting to give an update on the MD140 bridge project. September 6 starts the hunting season and Sunday only usage for the multi-user trails in the Town watershed. Town staff will look into the one year hunting ban on the Scott Road Farm and see if the Board wants to continue to pursue regulations.

Town Planners Report:

Ms. Willets presented the July 2019 Town Planner's Report on behalf of Mr. Zachary Gulden (exhibit in agenda packet). The Town was awarded a grant to paint a mural on the pool house through the Frederick County Art Council. Mr. Gulden, Ms. Willets and Becky Wilson (DNR) met regarding the required Forest Conservation Ordinance. Mr. Gulden created 500 new property folders and continues to work on the 140 South Seton Avenue subdivision project (among other projects).

Commissioner Comments:

- **Commissioner O'Donnell:** He explained some residents are requesting the pool parties and farmer's market occur on Saturday instead of Friday. He would like to revisit the appeal process for the sign ordinance at a future meeting.

- Commissioner Ritz III: He stated there was a Parks Committee meeting on August 20 and the status of the 2019 pool season was requested. Ms. Willets explained in 2018 there was 8,404 people that visited the pool for 86 days for an average of 97.72 people per day. In 2019 there was 9,911 people that visited the pool for 88 days for an average of 112.63 people per day. The attendance totals do not include season passes. He requested the town consider grant funding for two covered picnic tables near the bandstand.
- Commissioner Buckman: She explained the town is decorated in purple for National Recovery Month and asked if Town committees used to have designated budgets. Commissioner Sweeney and O'Donnell explained the structures of the committees were changed in the 1990s to allow for a clearer chain of command. If a budget was set aside for each committee, it would have been pre-1990s.
- Commissioner Blanchard: He requested drivers watch for children with the new school season. He encouraged people to vote at the October 1, 2019 town election. There are four candidates and only two commissioner seats.
- Commissioner Sweeney: He thanked town staff for their hard work at the pool during the 2019 pool season.

Mayor's Comments:

Mayor Briggs attended numerous meetings in August 2019 (meetings listed in agenda packet). Mayor Briggs thanked Sheriff Jenkins and the 500 (approx.) people who joined the Town for National Night Out 2019. He met with Mount St. Mary's regarding the new school year and Ion Design Firm regarding the next four historic wayside exhibits, which will be written on the history of the Carriage House Inn, Vigilant Hose Company, Chronicle Press and Great Fire of 1863. The new Rutter's and Dunkin Donuts will begin construction in 2020. The Town received a \$5,000 grant from the Chesapeake Bay Trust for the purchase of rain barrels. The ribbon cutting for the William Cochran "Volunteers" glass etching will occur on October 4.

Public Comments:

Dennis Ebaugh, 39 Federal Avenue - Mr. Ebaugh stated his frustration with the length of the MD140 bridge project and the cross connection control program. He requested residents get a copy of the MDE mandate for the cross-connection program. He also requested a handicap ramp get added to the corner of DePaul Street and North Seton Avenue. Ms. Willets explained town staff is working on getting a grant to install handicap ramps in Town and the mandate is posted on the Town website.

Administrative Business:

- I. **Appointment of Two New Members to the Sustainable Community Board for Consideration:** Mayor Briggs recommends Sharon Hane, who is also the chief election judge for 2019. Ms. Willets explained this Board reviews and approves the Community Legacy applications before the applications are submitted to the State. The second recommendation will come in the future once the Mayor is able to finalize the second volunteer.

Motion: To accept Sharon Hane as a new member of the sustainable community Board. Motion by Commissioner O'Donnell, second by Commissioner Buckman. Vote: 5 – 0 in favor.

Consent Agenda:

Motion: To appoint Bernard Franklin to the Citizen's Advisory Committee (CAC) for a two-year term from September 3, 2019 to September 3, 2021. Motion by Commissioner Ritz III, second by Commissioner O'Donnell. Vote: 5 – 0 in favor. Commissioner Buckman also stated Melissa and Brian McKenney would like to resign from the CAC.

Treasurer's Report:

Commissioner O'Donnell presented the Treasurer's Report for August 2019 (exhibit in agenda packet). The operating balance forward is \$5,700,131. The top 10 checks are listed in the agenda packet.

Planning Commission Report:

Commissioner Blanchard explained there is a tentative meeting scheduled for September 30, 2019 at 7:30 p.m.

II. Agenda Items

Agenda #1 - Approval of the Street Paving Contractors for Consideration: Ms. Willets explained the Director of Public Works, Jimmy Click, has a ten year paving plan for the Town. A request for proposal was advertised on May 6, 2019 for the paving of eight different street areas with a due date of June 28, 2019 by 4:00 p.m. Three total bids were

received from ECM Corporation, C.J. Miller LLC and Frederick Co. Paving. Town staff recommends dividing the eight projects up to save time and money. The total amount for the work would be \$90,941 and there is \$174,509 in fund 2 paving. The Board requested flyers be distributed to residents about the paving as soon as the work is scheduled. The eight paving projects are numbered and listed in the agenda packet with the bid amounts submitted by each contractor. **Motion:** To accept the street paving contractors as presented by town staff with ECM Corporation doing projects one, two, three, four and six; C.J. Miller LLC doing project five; and Frederick Co. Paving doing projects seven and eight for a total sum of \$90,941. Motion by Commissioner O'Donnell, second by Commissioner Blanchard. Vote: 5 – 0 in favor.

Agenda #2 - Approval of the Fire Wood Access Policy for Consideration: Ms. Willets explained the Fire Wood Access Policy was pursued by town staff at the request of the Board. John Clapp, Town Attorney, recommends a policy and a resolution. Ms. Willets read Resolution 19-02R and PolicyP19-04 aloud. If passed, the policy would allow residents to remove downed wood on Town property within 100 feet of Hampton Valley Road. Ms. Willets showed a map with the allowed areas. Residents must obtain a free permit from the Town Office prior to removing wood. Wood can only be removed by hand, cart or wheelbarrow. If approved, town staff would like to hire a surveyor to flag the designated areas. Commissioner O'Donnell requested adding the word “motorized” before off-road equipment and “trails” as a place brush and debris must be removed from. *Jack Weller, 8117 Hampton Valley Road* - He requested the legislation get modified to allow the Emmitsburg 21727 area. The Board agreed to change it to the 21727 zip code to align with the hunting license guidelines.

Note: Mayor Briggs departed at 9:13 p.m.

Motion: To accept the firewood access policy as modified.

Motion by Commissioner O'Donnell, second by Commissioner Blanchard. Vote: 5 – 0 in favor.

Motion: To accept resolution 19-02R as modified.

Motion by Commissioner O'Donnell, second by Commissioner Ritz III. Vote: 5 – 0 in favor.

Agenda #3 - Approval of the North Seton Avenue Bridge Letter for Consideration: Ms. Willets explained the 1927 bridge on North Seton Avenue has various cracks and needs to be replaced. The bridge cannot handle stormwater and frequently floods during heavy rains and entraps the Northgate Development. Town staff would like to send a letter with pictures to the Maryland Department of Transportation, Maryland State Senate and the Maryland House of Delegates requesting the bridge get replaced. Ms. Willets read the proposed letter aloud and showed pictures of the bridges condition. The Board requested sidewalks get added to the bridge if a replacement is approved. The Board requested modification to the first sentence of the letter. Town would like to send the letter to the local representatives before contacting higher representatives.

Motion: To send the letter to the recipients listed for the North Seton Avenue Bridge Replacement Request as modified. Motion by Commissioner Buckman, second by Commissioner O'Donnell. Vote: 5 – 0 in favor.

Set Agenda Items for October 7, 2019 Town Meeting

1. Swearing in of New Commissioners.
2. Mayor's Recommendation for Reorganization of the Board of Commissioners for Consideration.
3. Potomac Edison Right-Of-Way at the Wastewater Treatment Plant for Consideration.
4. Approval of the Community Park Disc Golf Course Design for Consideration.
5. Approval of Legal Services Bid for Consideration.
6. Approval of the MS4 Impervious Restoration 5-Year Plan for Consideration.
7. Approval of Resolution 19-03R, Maryland State Archives Record Retention Schedule, for Consideration.

Administrative Business:

8. Presentation by State Highway Administration on the MD140 Bridge Project Status.
9. Approval of Multi-User Trail Workdays for Fall 2019 for Consideration.

Motion: To accept the agenda as presented.

Motion by Commissioner Buckman, second by Commissioner Blanchard. Vote: 5 – 0 in favor.

Motion: To close the September 3, 2019 town meeting at 9:51 p.m. for a closed executive session to consult with staff consultants or other individuals about pending potential litigation regarding the collection of a debt as permitted by the *General Provisions Article Section 3-305(b), Item 8*. Motion by Commissioner O'Donnell, second by Commissioner Blanchard. Vote: Motion carries 5-0 in favor.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the September 3, 2019 town meeting was adjourned at 9:51 p.m. A five-minute recess was taken prior to entering into a closed executive session.

Respectfully submitted,

Madeline Shaw, Town Clerk
Approved On:

**CLOSED EXECUTIVE SESSION SUMMARY
EMMITSBURG TOWN OFFICE
SEPTEMBER 3, 2019**

Time Closed Session Began: 10:05 p.m.

Place of Closed Session: Town Office, 300A South Seton Avenue Emmitsburg, Maryland.

Purpose: To consult with staff, consultants, or other individuals about pending or potential litigation.

Members Who Voted to Meet in Closed Session: Commissioners: Clifford Sweeney, Glenn Blanchard, Timothy O'Donnell, Elizabeth Buckman, and Joseph Ritz III.

Persons Attending Closed Session: Commissioners: Clifford Sweeney, Glenn Blanchard, Timothy O'Donnell, Elizabeth Buckman, and Joseph Ritz III. Staff Present: Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer. Others Present: Deputy Jason Ahalt.

Authority Under § 3-305 for the Closed Session: Item 8, pending or potential litigation.

Topics Actually Discussed: Pending or potential litigation in relation to the collection of a debt.

Actions Taken: Consensus among all five Board members to authorize the Mayor to pursue litigation in circuit court by filing suit. The Board also set a threshold limit for settlement. The Mayor shall bring any settlement offers below the threshold limit back to the Board for review.

Time Closed Session Ended: 10:35 p.m.

B. POLICE REPORT: Presentation by deputies at the meeting.

C. TOWN MANAGER'S REPORT

**Town Manager's Report
August 2019
Prepared by Cathy Willets**

Streets:

- Staff conducted monthly street sweeping.
- Staff repaired and replaced some streetlights.
- Contractor removed and stump grinded four trees on St. Joseph's Lane.
- Staff put Chesapeake Bay markers on storm drain inlets on East & West Main Street as well as on South Seton Ave.
- Staff mowed weeds in curbs in all developments.
- Staff weed ate and weed killed around guardrails.

Parks:

- Staff conducted daily park checks – trash cans, cameras, dog waste stations, restrooms, etc.
- Staff conducted monthly park maintenance – playground equipment, roads, fences, pavilions, etc.
- Staff mowed, trimmed and weed killed in all parks.
- Staff removed grass and weed killed on ballfields in Memorial Park.
- Contractor removed and stump grinded large dead silver maple tree in Community Park.

Water:

- Rainbow Lake is .2" below the spillway level (16.4 feet).
- The roughing filters are being backwashed four times a day and the DE filters are being done one time per week.
- Lake quota is not being met due to the poor water quality from the lake. The inflow of fresh water into the lake has really slowed down. Rain needed.
- Well levels (optimum level was determined to be May 2011).

	<u>May 2011</u>	<u>August</u>	<u>Change</u>
○ Well #1:	35'	34'	+1
○ Well #2:	8'	8'	0
○ Well #3:	12'	26'	-14
○ Well #4:	108'	121'	-13
○ Well #5:	10'	OFF'	N/A

- Water production and consumption. We produced an average of 298,728 GPD. We consumed an average of 255,840 GPD. The difference is "Backwash Water" ... (21.10%).
 - 55.8% of this water came from wells.
 - 4.7% of this water came from Mt. St. Mary's.
 - 39.5% of this water came from Rainbow Lake.

We purchased 432,050 gallons of water from MSM this month.

Wastewater:

For more information, go to www.emmitsburgmd.gov

- We received about 2.50” of precipitation this month (the average is 3.6”).
 - We have a precipitation SURPLUS of 7.2’ over the last six months. The average precipitation for the period from March 1 through August 31 is 23.9”. We have received 31.1” for that period.

Wastewater Treatment:

- We treated an average of 394,000 gpd (consumed 255,840 GPD) which means that 35.1% of the wastewater treated this month was "wild water".
- We had no spills of untreated sewage in the month of August.
- We did not exceed the plant’s design capacity at any time in the month of August.
- The WWTP ran smoothly in the month of August.

Trash: Trash pickup will remain Mondays in the month of October.

Meetings Attended:

- 08/01 Met with Mayor
- 08/01 Met with Town Clerk regarding project updates
- 08/05 Attended staff meeting
- 08/05 Met with Mayor
- 08/07 Met with staff regarding sidewalk complaint on DePaul St.
- 08/07 Conference call with Town Attorney
- 08/13 Attended meeting with MSM staff and deputies
- 08/14 Attended progress meeting with staff
- 08/14 Attended department head meeting
- 08/15 Met with Mayor
- 08/16 Met with Mayor
- 08/26 Conference call with Town Clerk and USDA
- 08/26 Met with Mayor
- 08/26 Met with resident regarding water service
- 08/26 Attended progress meeting with staff
- 08/28 Attended support staff meeting
- 08/29 Met with Town Clerk and office manager regarding website ADA revisions

Noteworthy:

- Staff installed some new water meter upgrades (approx. 150 left).
- Staff put down top soil, seeded and mulched around EV charging stations.
- Staff repaired three leaks and is investigating one on North Seton Ave.
- Staff is preparing for the manhole installation on East Main St. (Tentatively scheduled for week of September 30th).

**PARKING ENFORCEMENT REPORT
AUGUST 2019**

Overtime Parking	68
Restricted Parking Zone	14
Street Sweeping	2
Parked in Crosswalk	
Parked on Sidewalk	
Parked Blocking Road	
Parked by Fire Hydrant	
Parked on Highway	
Failure to Park between Lines	
Left Side Parking	1
Total Meter Money	\$ 1,228.19
Parking Permits	\$ 60.00
Meter Bag Rental	\$ 15.00
Parking Ticket Money	\$ 320.00
Total:	\$1,623.19

D. TOWN PLANNER'S REPORT

**Town Planner's Report
August 2019
Prepared by Zachary R. Gulden, MPA**

1. Board of Appeals

- Received and processed variance requests and staff reports for:
 - 301 W Main St.
 - 140 S Seton Ave.

2. Board of Commissioners

- Attended the BOC meeting on 8/5.
- Created a suggested procedures document for future public hearings.
- Wrote the N Seton Ave bridge replacement request letter.
- Prepared the proposed firewood use resolution & policy for 9/3 meeting.
- Started working on updating Town Code Chapter 16 – Subdivisions

3. Grants

- Completed and submitted the FY2017 Community Legacy façade \$75k grant final report.
- Took inventory and created maps of the locations that are required to have ADA ramps. This information will be used to apply for a Community Development Block Grant in the future.
- Applied for an Impact Grant from the Community Foundation of Frederick County.
- Created a news release for being awarded a \$5,000.00 grant from the Chesapeake Bay Trust in order to start a rain barrel program.
- Created a flyer for the new rain barrel program.

4. Municipal Separate Storm Sewer System (MS4)

- Continued working on the MS4 yearly report.
- Assisted GPI with the baseline impervious assessment & MS4 restoration work plan.

5. Permits & Zoning

- Processed the following zoning applications:
 - 2x signs.
 - 1x addition.
 - 1x shed.
 - 1x roof.
 - 2x fence.
 - 2x deck.
 - 1x change of use.
 - 2x no permit needed Frederick County forms.
- 4x cross-connection permits.
- Investigated various complaints.
- Applied for a Frederick County permit extension for the glass etching project.
- Prepared the Frederick County logging permit for Stand 5.
- Processed the State stream crossing permit for Stand 5.

(continued on next page)

6. Miscellaneous

- Created 400 new property folders.
- Met with the Mayor & Office Manager on 8/2 to open Stand 5 logging bids.
- Attended a staff meeting on 8/5.
- Processed bid documents for the Stand 5 logging project.
- Met with the Town Manager, Accountant, Public Works Director, and Water/Sewer Superintendent on 8/7.
- Completed the Clifton Strength's Assessment for upcoming HR training event.
- Attended the EBPA breakfast on 8/15.
- Met with Manager, Director of Public Works, & Sewer/Water Superintendent on 8/15.
- Attended the all-day National Safety Council defensive driving course on 8/20.
- Created the state required forest conservation general plan.

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

Meetings Since Last Town Meeting:

- September 2, Town Meeting
- September 3, meeting with Town Manager.
- September 5, meeting with Town Manager.
- September 9, meeting with Town Manager.
- September 9, Meeting and lunch with Ron Siarnicki, Executive Director Fallen Fire Fighters Foundation.
- September 9, Meeting at St Joseph's with Pastor Marty McGeogh and Property manager Dennis Ebaugh.
- September 9, Emmitsburg Board of Appeals, presenter with Town Planner Gulden. RE: s/d of town owned property 140 S. Seton Ave.
- September 11, 9-11 Moment of silence observed with staff.
- September 11, Emmitsburg Green team meeting.
- September 12, meeting with Town Manager.
- September 13, Meeting, tour of town and lunch with Dr. Bernard Franklin, VP for Student Life, Mount St Marys' University.
- September 13, shopping with Mrs. at Emmitsburg Farmer's Market.
- September 17, Meeting to accept \$25,000 check from the Catoctin Area Civitan Club for the accessible playground.
- September 18, swearing in of election judges 10:30 am Charlotte Mazaleski, Tracy Lewis, Sharon Hane and Tammy May, 4:00 pm.
- September 20, Mother Seton School, Grandparents Day.
- September 23, Monday 6:45 am Greeter for students at Thurmont Middle School.
- September 30, Meeting with Town Manager.
- September 30, Accessible playground: meeting with Playground Specialist, town staff and Civitan Club at Community Park site.
- September 30, Emmitsburg Planning Commission, presenter with Town Planner Gulden re: s/d of town owned property 140 S. Seton Ave.
- October 1, Tuesday town election for two commissioner seats. Congratulations to Commissioners elect Frank Davis and T J Burns.
- October 1, Rain Barrel Workshop in town office at 6:00 pm.
- October 2, Meeting 10:30 am, Jim Click, Dan Fissel and I met with D. Ebaugh at St. Joseph's Parish Hall re: back flow system.
- October 3, Town Clerk Mrs. Shaw and I met with 2020 Wayside exhibit designers (2nd meeting to review sketch).
- October 4, Unveiling and lighting of William Cochran "Volunteers" Glass Etching in front of Community center and Fredrick County Fire Rescue Museum.
- October 5, Motorola Solutions and NFFF Board of Directors Dinner. Dinner Carriage House Inn, Mayor and Mrs. Briggs. Welcoming presentation.
- October 6, Welcoming address, 38th National Fallen Firefighters Memorial honoring the 69 fallen fire fighters in 2018 and in total 169 including firefighters from previous years.
- October 7, Town Meeting.

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS

- I. Presentation by State Highway Administration on the MD140 Bridge**
Project Status: Presentation at town meeting by Maryland State Highway Administration (SHA).

ADMINISTRATIVE BUSINESS CONTINUED:

- II. Approval of Multi-User Trail Workdays for Fall 2019 for Consideration:**
Presentation by Commissioner O'Donnell at town meeting.

Requested Trail Dates:

- Sunday, November 10, 2019
- Sunday, December 15, 2019

ADMINISTRATIVE BUSINESS CONTINUED:

- III. Proclamation Thanking John Clapp, Town Attorney, for his service to the Town of Emmitsburg for consideration:** Presentation by town staff.

PROCLAMATION

HONORING JOHN R. CLAPP, TOWN ATTORNEY FOR HIS 24 YEARS OF SERVICE TO THE TOWN OF EMMITSBURG

WHEREAS, John R. Clapp, began his services at Town Attorney for the Town of Emmitsburg in January 1995; and

WHEREAS, Mr. Clapp has retired as of October 1, 2019, after over twenty-four (24) years of outstanding and meritorious services to the Town of Emmitsburg; and

WHEREAS, Mr. Clapp, has been practicing law for nearly forty (40) total years; and

WHEREAS, throughout his twenty-four (24) years of service, Mr. Clapp has been an integral link to the Town of Emmitsburg by providing sound legal advice to the Town through an estimated 1,500 hours of legal counsel and estimated 325 legislative documents; and

WHEREAS, the Board of Commissioners, town staff and Emmitsburg Community have greatly benefited from the knowledge and legal expertise of Mr. Clapp.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland do hereby express our sincere and grateful appreciation to Mr. Clapp for his twenty-four years of service, and do hereby extend our congratulations to him on a well-earned retirement. We wish him continued success, happiness, and good health in the years to come.

ADOPTED this 7th day of October, 2019.

Donald N. Briggs
Mayor

Clifford L. Sweeney, President
Board of Commissioners

ADMINISTRATIVE BUSINESS CONTINUED:

- IV. Proclamation Declaring October as Breast Cancer Awareness Month for consideration:** Presentation by Mayor Briggs and town staff.



PROCLAMATION
BREAST CANCER AWARENESS MONTH
OCTOBER 2019



WHEREAS, while considerable progress has been made in the fight against breast cancer, this year an estimated 268,600 new cases of invasive breast cancer will be diagnosed in women; and

WHEREAS, this year an estimated 41,760 women will die from breast cancer in the United States; and

WHEREAS, an estimated 2,670 men will be diagnosed with invasive breast cancer in the United States and approximately 500 men will die;

WHEREAS, 1 and 8 women will develop breast cancer in her lifetime; and

WHEREAS, there are over 3.5 million breast cancer survivors in the United States; and

WHEREAS, during this month, we reaffirm our commitment to support breast cancer research and to educate all citizens about its risk factors, detection and treatment; and

WHEREAS, as we display pink ribbons and wear pink clothing to raise awareness, we also support those courageously fighting breast cancer and honor the lives lost to the disease; and

WHEREAS, this October 2019, we recognize breast cancer survivors, those battling the disease, their families and friends who are a tireless source of love and encouragement, and applaud the efforts of our medical professionals and researchers working to find a cure for this deadly disease, and

WHEREAS, Breast Cancer Awareness Month is an opportunity to unite all citizens in our community to prevent breast cancer deaths through increased education and regular screening.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and Board of Commissioners of the Town of Emmitsburg, Maryland do hereby proclaim the month of October 2019 as Breast Cancer Awareness Month.

ADOPTED this 7th day of October, 2019.

Donald N. Briggs
Mayor

Clifford L. Sweeney, President
Board of Commissioners

I. CONSENT AGENDA

- 1. Planning Commission – Replacement of Frank Davis (New Commissioner Elect):**
 Appointment of Bernard Franklin to the Planning Commission.
 Term: 10/07/2019 to 07/02/2022

J. TREASURER REPORT

**Town of Emmitsburg
 CASH ACTIVITY as of September 30, 2019**

\$5,702,391	Cash Balance September 1, 2019
297,596	Deposits
<u>-309,216</u>	Withdrawals
\$5,690,771	Operating Balance Forward

Top 10 Check Amounts:

<u>Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check No.</u>
\$19,475	MD Dept of Budget & Mgmt	Aug 19 Health Insurance	08.28.19	40117
19,475	MD Dept of Budget & Mgmt	Sep 19 Health Insurance	09.25.19	40220
13,272	UGI Energy Services	Aug 19 Solar Field 1	09.18.19	40207
12,974	UGI Energy Services	Aug 19 Solar Field 2	09.18.19	40207
11,969	Harrington & Sons	Cub Cadet	09.11.19	40167
9,766	RSV Pools	Sep 19 Pool Mgmt Services	09.18.19	40203
8,631	P&S Compressor	Compressor #2	09.18.19	40200
7,207	Display Sales	Holiday Decorations	09.11.19	40160
6,975	Baker Tree Service	Tree Removal - Comm Park & St. Josephs Lane	09.18.19	40184
6,513	Republic Services	Sep 19 Refuse Services	09.11.19	40178

Check dates 08.28.19 to 09.30.19

K. PLANNING COMMISSION REPORT: Presentation at town meeting.

Last Meeting: Monday, September 30, 2019

L. AGENDA ITEMS:

AGENDA ITEM I. Swearing in of New Commissioners: Presentation at meeting by Mayor Briggs.

October 1, 2019 Town of Emmitsburg Election Results

Two Commissioner Seats Up for Election

Votes for Commissioner:

117 Glenn Blanchard

278 Frank Davis

140 Elizabeth A. Buckman

170 TJ Burns

371 Total Ballots Cast

Certified by the Following 2019 Election Judges:

Sharon Hane
Print Name

Sharon Hane
Signature

Tammy May
Print Name

Tammy May
Signature

CHARLOTTE MARPLESKI
Print Name

Charlotte Marplewski
Signature



AGENDA ITEM II. Mayor's Recommendation for Reorganization of the Board of Commissioners for Consideration: Presentation at town meeting by Mayor Briggs.

AGENDA ITEM III. Potomac Edison Right-Of-Way at the Wastewater Treatment Plant for Consideration: Presentation at meeting by town staff.



draft

RIGHT-OF-WAY AGREEMENT
(Distribution - Maryland/West Virginia)



For good and valuable consideration, the receipt of which is acknowledged, and of the covenants and agreements herein contained, I/we, **TOWN OF EMMITSBURG** the undersigned Grantors, grant unto **THE POTOMAC EDISON COMPANY**, a Maryland and Virginia corporation, its successors and assigns, (the "Company") a right-of-way TEN feet (10') wide for the purpose of constructing, reconstructing, inspecting, operating and maintaining an overhead and/or underground electric and communication system including all necessary poles, anchors, wires, trenches, conduits, cables, and other facilities under, over and upon the property which I/we own or in which I/we have any interest, situated in 5TH District of **FREDERICK** County, State of **MARYLAND**, acquired by me/us from **HORACE H. WAYBRIGHT and JEFFEREY H. WAYBRIGHT** by deed dated the 25TH day of **NOVEMBER, 1986**, of record in **DEED** Book No. **1379** Page **732** of the land records of **FREDERICK** County, State of **MARYLAND** together with right of ingress to and egress from said right-of-way at all times over the lands of Grantors; said system and easement to be located as indicated on Company's Drawing No. **59599723**, which is incorporated herein by reference and is either attached hereto or filed in Company office, said right-of-way being more particularly described as follows:

On, over, under and across the property of the undersigned with the installed facilities being the center of said easement, from Junction 212335C13266 extending to Transformer 212337C13262,

and to permit the installation of wires, cable, conduit or other facilities of any Company or persons. The Grantors, and their successors in ownership of the property, shall not, and shall not permit others to, plant any trees or erect or place any buildings or other structures within the right-of-way, except usual fences, nor alter the surface elevation of said property from the elevation existing upon completion of construction and/or burial of facilities hereunder. The Company shall have the right to install, maintain, operate and replace its underground and overhead facilities without responsibility for any damage caused thereby to trees, shrubs, flowers or any other obstruction grown, constructed or placed on said right-of-way and shall at all times have the right to clear and keep clear the right-of-way and to control, cut down, trim and remove trees, limbs and brush under and alongside of said facilities sufficiently for the safe and proper operation and maintenance thereof; said sum being in full payment therefor.

The Company shall pay for or repair all damages to fences, crops, and livestock caused by the construction, operation, maintenance, rebuilding and removal of said facilities, if notice in writing is given within thirty days after such damages are suffered, otherwise it is understood that such damages are waived.

Witness the following signatures and seals this ✓ day of ✓ in the year ✓.

GRANTORS: TOWN OF EMMITSBURG

✓
SIGN

✓
PRINT

✓
TITLE / MEMBER OF AFFILIATION

State of ✓ County of ✓ to-wit:

I hereby certify that on this ✓ day of ✓ before me, a Notary Public in and for the State and County aforesaid, personally appeared ✓ (MONTH/YEAR)

known to me to be the person(s) whose name(s) is/are signed to the written instrument hereto annexed and acknowledged before me in my said County that he/she/they executed the same for the purposes therein contained, and that the actual consideration paid, including amounts assumed by the Grantee, is in the sum total of **ZERO DOLLARS (\$0.00)**.

My Commission Expires _____ (NOTARY PUBLIC)

State of _____ County of _____ to-wit:
I hereby certify that on this _____ day of _____ before me, a
(MONTH/YEAR)
Notary Public in and for the State and County aforesaid, personally appeared _____

known to me to be the person(s) whose name(s) is/are signed to the written instrument hereto annexed and acknowledged before me in my said County that he/she/they executed the same for the purposes therein contained, and that the actual consideration paid, including amounts assumed by the Grantee, is in the sum total of _____.

My Commission Expires _____
(NOTARY PUBLIC)

MARYLAND CERTIFICATION

This instrument was prepared by the undersigned, an employee of Allegheny Power, a party to the above instrument.

Aaron T Meedy (EMPLOYEE) Distribution Tech (TITLE)
Aaron T Meedy

**DECLARATION OF CONSIDERATION
(West Virginia)**

The undersigned does hereby declare that the transfer involved in the document to which this declaration is appended is not subject to State Excise Tax upon the privilege of transferring the right-of-way for the reason designated as follows

The cost being less than One Hundred Dollars (\$100).

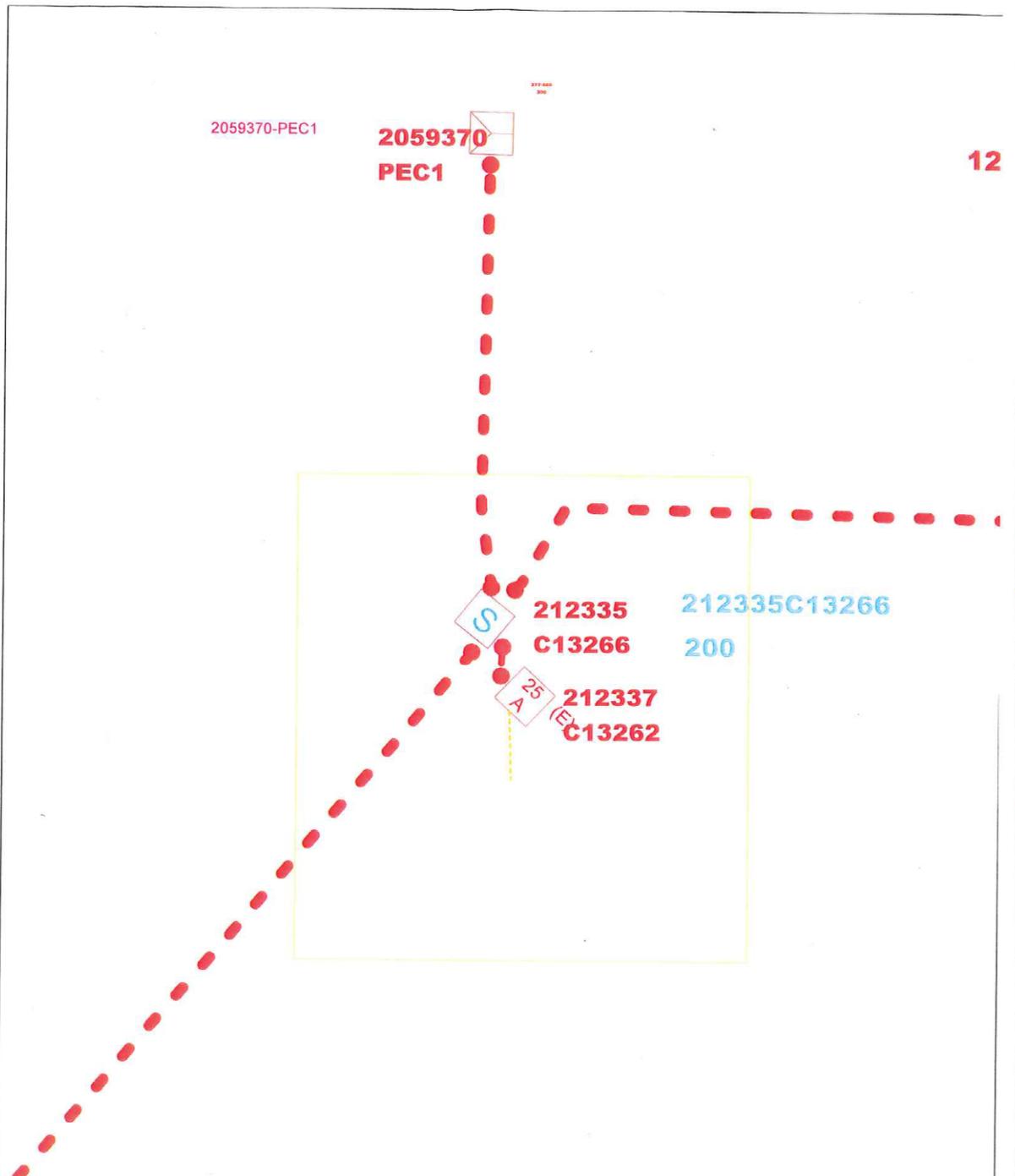
Executed this _____ day of _____.

By _____
(RIGHT-OF-WAY SOLICITOR)

This instrument prepared by _____ under the direction of Edward G. Kennedy, Attorney at Law for Allegheny Power.

RIGHT-OF-WAY	
Name	_____
Line	_____
Project ID	_____
Company	_____
Service	_____
Center	_____
State	_____ County _____
Date	_____
COUNTY LAND RECORDS	

FORM 13-059 REV. 11 (BACK)



Designer : NEEDY, AARON T	Phone : (301)271-5907	WR Name : 5059723	FirstEnergy Region : Potomac Edison -- Potomac Edison Region
Sales Rep : SCHEIB, DAVID A	Phone : (301)694-4418	Township - County: -----	Substation : ----- Circuit : -----
Scheduler : RIDENOUR, TINA M	Phone : (301)271-5906 ext.	Tax District: TH	Upstream Device: N
Work Request: 6080723	SAP Order #: 1588505	Cust/Elect Name: -----	Primary Voltage : 120/208Y S
Customer: EMMITSBURG TOWN OF.	Phone: (301)600-6300	Cust/Elect Phone: -----	Forestry Req: N
Apprv: _____ Date: _____	Apprv: _____ Date: _____	Street No : 16707	Easement: N
Street Name : CREAMERY RD	City : EMMITSBURG	Zip : 21727	Foreman's Signature: _____
Proposal : [Y or N]/s: N	Const. Comp. Date: _____		Scale: 1: 62

AGENDA ITEM IV. Approval of the Community Park Disc Golf Course Design for Consideration: Presentation at meeting by town staff.

Funding Available for the Project:

Estimated Project Cost: \$14,000

Grant Funding: \$14,000 (Maryland CP&P)

Fund Two: \$5,000 (as needed)

Project Expenses:

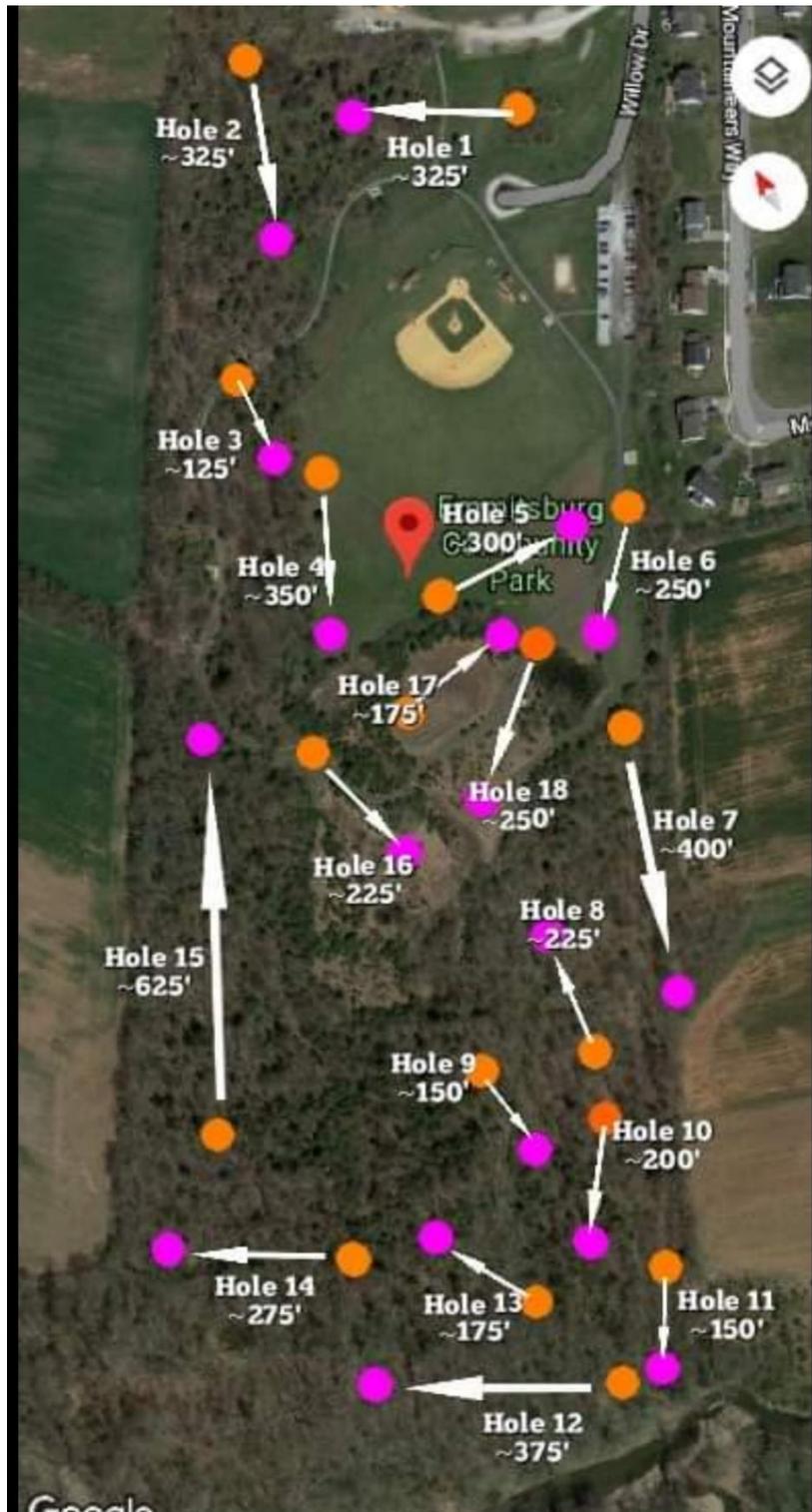
18 Innova Discatcher Baskets	\$5,850
Sleeves for Baskets	\$450
Tee Signs	\$1,080
Tee Pads (Rubber for now)	\$5,620
Trails Signs	\$1,000

- 1. What is disc golf?** Disc golf is a flying disc sport in which players throw a disc at a “basket” (see image); it is played using rules similar to golf on a 9-hole or 18-hole course.
- 2. What are the benefits of disc golf?** Disc golf is a low impact sport that can be played by people of any age throughout the year.
- 3. Who is designing the course?** FredRock Disc Golf is volunteering their time to design and install the course. They have approx. 565 members on Facebook.
- 4. What other municipalities have disc golf?** Walkersville, Woodsboro and Middletown.
- 5. Once the design is approved, what are the next steps?** The next step will be to flag the approved areas, then clear brush to make a hiking trail to each tee and basket. Once a trail is established the baskets and tees will be installed. Lastly, maps/signage will be installed.
- 6. How will trees be removed and selected for removal?** Only dead/diseased trees or invasive plant species would be removed. Most of the clearing would involve the removal of thorn bushes, poison ivy, stinging nettle, etc. There is a patch of dead ash trees (killed by the Emerald Ash Borer) around hole #12 that need to be removed. Otherwise, all trees would remain. Trees are needed in disc golf to provide challenge to players.
- 7. When will the course be ready for the public?** The course is tentatively scheduled to be completed by April 2020. The baskets and tees are easily movable if a “hole” needs to be moved or modified in the future.
- 8. What support of maintenance would be requested from the Town (if any)?**
If possible, Town staff is requested to mow/weed eat around reachable holes. The trails will need minor brush clearing, which FredRock is offering to do.



Notes for the Map:

- Hole #4 is approx. 75 feet from the baseball field and throwing away from the field.
- Hole #5 is approx. 87 feet from the baseball field and throwing parallel to the field.
- Hole #12 is approx. 150 feet from the stream.
- Hole #18 is approx. 100 feet from the well.



AGENDA ITEM V. Approval of the Legal Services Bid for Consideration: Presentation at meeting by town staff.

TIMELINE – LEGAL SERVICES BID:

RFP available on the Town’s website	Thursday, August 15, 2019
Deadline: Bids due by 4:00 p.m.	Friday, September 20, 2019
DEADLINE EXTENSION, RFP re-advertised	Wednesday, September 12, 2019
Extension Deadline: Bids due by 4:00 p.m.	Friday, September 27, 2019
Bid opening meeting	Tuesday, October 1, 2019 at 3:15 PM

REQUEST FOR PROPOSAL ADVERTISING:

- *Public Notice On Town Website:* Thurs. August 15, 2019 to Fri. September 20, 2019
- *Public Notice on Town’s Facebook:* Posted Mon. August 19, 2019
- *Notice on MML Classifieds:* Thurs. August 15, 2019 to Tues, October 1, 2019
- *Frederick News Post Publication:* Thurs. August 15, 2019 & Mon. August 19, 2019
- *Extension Notice on Town’s Facebook:* Thurs. September 12, 2019
- *Frederick News Post, Extension Notice:* Mon. September 16, 2019
- We also emailed the RFP directly to four attorneys recommended by John Clapp.

LEGAL SERVICES BIDS RECEIVED:

Attorney:	Hourly Rate:
Powell, LLC	Leslie Powell -- \$250.00 Clark Adams, Associate -- \$160.00
William J. Holtzinger	\$250.00

TOWN STAFF RECOMMENDATION:

Town staff recommends Powell, LLC for the following reasons:

1. Lower hourly rate with the use of Mr. Adams (associate).
2. 11 Years of municipal experience (William Holtzinger has no direct experience).
3. 30-years of experience with a variety of courts.
4. Excellent references including Town of Thurmont.
5. Ms. Powell was John Clapp’s recommendation as a replacement.

REFERENCE CHECKS:

Powell, LLC	William J. Holtzinger
<p>Town of Thurmont Jim Humerick, Administrator</p> <ol style="list-style-type: none"> 1. How long has Ms. Powell been working with your organization? Leslie was the town’s attorney when I was hired in February 2014. She had been the town attorney for several years prior to then. 2. How is Ms. Powell’s communication and response time? Leslie and her team’s response time and communications are exemplary. If I inform her that my request is critical and/or time sensitive, she always meets and sometimes beats the deadlines that we establish. 3. Has there been any unresolved issues with Ms. Powell or legal situations that you wished she would have handled differently? Absolutely not. Every case she’s worked on, as well as her legal consultations are spot on. She has assisted greatly in tasks such as revising our employee handbook, inspection program for utilities on private property, and many other management tools. 4. Is there any other information you would like to provide? Leslie and her team are the best. I often joke that I’m happy I am sitting on her side of the table and not across from her!! 5. Would you recommend her to the Town? Absolutely. She will do a great job for you. I would recommend one thing however – you may want to warn staff and your elected officials that Leslie won’t arbitrarily give the answer they want. However, she will always give the answer that’s in the best interest of the town. Some don’t always understand that. 	<p>Embrace Home Loans Thomas Trott, JR – Branch Manager</p> <p>I have worked with Mr. Holtzinger over the past 30 years. I would highly recommend him to the Town of Emmitsburg.</p> <p>Jeff is a great communicator who has always been responsive. All matters that he has handled for me have been resolved to my satisfaction.</p> <p>I know Mr. Holtzinger has a lot of expertise in municipal matters and am confident that he will be a great choice for the Town of Emmitsburg.</p> <p>Feel free to call me if you would like any additional information. - Tom</p>

Powell, LLC	William J. Holtzinger
<p>President of Kiwalik Inc. T/A Buckeystown Veterinary Hospital Shelton E. Sewell III (Terry)</p> <ol style="list-style-type: none"> 1. How long has Ms. Powell been working with your organization? ~15 years 2. How is Ms. Powell's communication and response time? In both areas, Ms. Powell has been excellent, she has been very responsive. 3. Has there been any unresolved issues with Ms. Powell or legal situations that you wished she would have handled differently? There has NOT been a single issue or situation. 4. Is there any other information you would like to provide? I, without hesitation, have recommended Ms. Powell to other business owners and individuals seeking expert legal counsel. 5. Would you recommend her to the Town? I would, as I feel Ms. Powell has an extremely keen intelligence that allows her to identify the issues and legal solutions very accurately. 	<p>Prior Owner, Lindquist Insurance Randy Lindquist</p> <p>I have been working with Jeff for about four years and will continue to do so. I have found his knowledge and ability along with his responsive communication more than satisfactory. I wouldn't consider switching to anyone else at this point and would recommend him accordingly.</p>

AGENDA ITEM VI. Approval of the MS4 Impervious Restoration 5-Year Plan for Consideration: Presentation at meeting by town staff.

Impervious Area Restoration Work Plan

Timeline	Management Strategies & Goals
<p>Year 1 10/31/18 – 10/30/19</p>	<ul style="list-style-type: none"> ✓ Develop impervious area baseline assessment. ✓ Perform watershed assessments and identify water quality problems and opportunities for restoration. ✓ Develop restoration work plan for MDE review & approval. ✓ Assess opportunities and timelines for implementing water quality BMPs. ✓ Determine funding needs and develop a long-term budget. ✓ Develop a list of specific projects to be implemented for restoration and identify on the Restoration Activity Schedule.
<p>Year 2 10/31/19 – 10/30/20</p>	<ul style="list-style-type: none"> • Collect contractor proposals for the first restoration project (forestation on pervious urban – 10 acres). • Apply for restoration grants / assess opportunities to form partnerships. • Evaluate and refine budget needs for project implementation. • Update and submit Urban BMP database. • Maintain inspection records for all BMPs.
<p>Year 3 10/31/20 – 10/30/21</p>	<ul style="list-style-type: none"> • Implement first restoration project. • Collect contractor proposals for the second restoration project (Silo Hill SWM Pond Retrofit). • Apply for restoration grants / assess opportunities to form partnerships. • Update and submit Urban BMP database and documented maintenance and inspection status for all BMPs. • Develop adaptive management strategies for BMP implementation that identify opportunities for improved processes and procedures. • Continue to identify opportunities for water quality improvement projects and collaborative partnerships to meet restoration requirements.
<p>Year 4 10/31/21 – 10/30/22</p>	<ul style="list-style-type: none"> • Implement second restoration project. • Update and submit project implementation status in the Restoration Activity Schedule. • Update and submit Urban BMP database and documented maintenance and inspection status for all BMPs. • Submit narrative describing progress and updated adaptive management strategies toward implementing restoration projects.
<p>Year 5 10/31/22 – 10/30/23</p>	<ul style="list-style-type: none"> • Collect contractor proposals for the third restoration project (Northgate – ED Pond #1 Retrofit). • Apply for restoration grants / assess opportunities to form partnerships. • Update and submit project implementation status in the Restoration Activity Schedule.
<p>Year 6 10/31/23 – 12/31/24</p>	<ul style="list-style-type: none"> • Implement third restoration project.

Restoration Activity Schedule

Type of Restoration Project	BMP Code	Estimated Cost	Imperv. Acres Treated	Imperv. Acre Target & Balance	Project Status	Projected Implementation Year	MD Grid Coordinates	
							Northing	Easting
Silo Hill SWM Pond				20.36				
Extended Detention Dry Pond Retrofit to Wet Extended Detention Pond	PWED	\$100,000 - \$150,000	7.96	12.40	P	2022	TBD	TBD
Northgate – ED Pond #1								
Extended Detention Dry Pond Retrofit to Wet Extended Detention Pond	PWED	\$100,000 - \$150,000	6.07	6.33	P	2024	TBD	TBD
Planting Trees / Forestation on Pervious Urban	FPU	\$50,000 - \$70,000	3.80	2.53	P	2021	TBD	TBD
Provincial Parkway Storm Drain Outfall Stabilization	OUT	\$6,035.78	0.8	1.73	C	2019	TBD	TBD
Mechanical Street Sweeping	MSS	\$0.00 Completed In-House	TBD	TBD	OG	2018 - 2024	N/A	N/A
Catch Basin Cleaning	CBC	\$0.00 Completed In-House	TBD	TBD	OG	2018 - 2024	N/A	N/A

P = Planning & Design, UC = Under Construction, C = Completed, TBD = To Be Determined, OG = On Going, N/A = Not Applicable

PWED = Extended Detention Structure (Wet), FPU = Planting Trees or Forestation on Pervious Urban, MSS = Mechanical Street Sweeping, OUT = Outfall Stabilization, CBC = Catch Basin Cleaning

Estimated cost to meet MS4 permit restoration requirements by 2025

- **\$256,035.78 - \$376,035.78**

Restoration Activity Summary

Silo Hill SWM Pond (FR15POI000531)

- The Silo Hill extended detention pond was constructed in 2002. The design of this facility consists of a dry pond with multi-stage riser, although the pond appears to be functionally wet. This facility has a total drainage area of 22.22 acres and intercepts runoff from the Silo Hill subdivision. Total untreated impervious within the drainage area is 7.96 acres. The Town will retrofit this basin to a wet extended detention pond. Estimated costs range from \$100,000 to \$150,000.

Northgate – Extended Detention Pond #1 (FR15POI000140)

- The Northgate extended detention pond #1 was constructed in 1994. The design of this facility consists of a dry pond with multi-stage riser. This facility has a total drainage area of 17.31 acres and intercepts runoff from the Northgate subdivision. Total untreated impervious within the drainage area is 6.07 acres treated. The Town will retrofit this basin to a wet extended detention pond. Estimated costs range from \$100,000 to \$150,000.

Planting Trees / Forestation on Pervious Urban

- The Town will conduct forestation on 10 acres of pervious urban land. Areas buffering a stream will be considered high priority.
- Calculating impervious acre credit:
 - Acres of reforested land multiplied by 0.38 = acres of credit
 - $10 \times 0.38 = 3.80$

Provincial Parkway Storm Drain Outfall Stabilization

- The Town contracted with an outside organization to conduct outfall stabilization (regrade drainage, pipe flushing, & class one riprap installation) of the Provincial Parkway storm drain outfall in May of 2019.
- Calculating impervious acre credit:
 - Linear feet of outfall stabilized multiplied by 0.01 = acres of credit
 - $80 \times 0.01 = 0.8$

Mechanical Street Sweeping

- The Town's Department of Public Works will mechanically sweep at least one mile of Town streets each month and track the weight of dry material collected per permit year.
- Calculating impervious acre credit:
 - Tons of dry materials collected multiplied by 0.40 = acres of credit
 - _____ x 0.40 = _____

Catch Basin Cleaning

- The Town's Department of Public Works will clean catch basins as needed and track the weight of dry material collected per permit year.
- Calculating impervious acre credit:
 - Tons of dry material collected multiplied by 0.40 = acres of credit.
 - _____ x 0.40 = _____

AGENDA ITEM VII. Approval of Resolution 19-03R, Maryland State Archives Record Retention Schedule, for Consideration: Presentation at meeting by town staff.

Notes:

Date of Last Record Retention Schedule: January 12, 1979

Date of Last Review by Board: July 9, 2018

Maryland State Archives Recommends updating/reviewing every two (2) years.

Town staff proposes the adoption of three (3) record retention schedules:

1. M406 – Accounting Department
2. M407 – Planning Department
3. M408 – Administrative Department

Once approved by the Board, the Maryland State Archives would review the schedules for final approval and compliance with retention laws.

Timeline of Events:

July 9, 2018	Board reviewed and approved revised schedules at town meeting.
July 12, 2018	1 st draft schedules sent to Maryland State Archives (MSA) for review.
October 18, 2018	Letter from MSA saying the schedules were received.
January 28, 2019	Formal letter from MSA with in-depth requested revisions (mostly wording).
February 14, 2019	2 nd draft schedules informally emailed to MSA for review.
March 8, 2019	3 rd draft schedules informally emailed to MSA for review.
July 29, 2019	4 th draft schedules informally emailed to MSA for review.
August 5, 2019	Email received from MSA saying schedules are ready for formal submission.
October 7, 2019	Board reviews schedules for second approval at town meeting.

Most Common Changes Made:

- There were no issues with the retention timeline/timeframe.
- **Formatting** – in 2019 a new form was implemented by MSA requiring each schedule item be on its own page with details about the record.
- **Wording** – language was needed explaining justification of permanent records. If a record was permanent, we had to specify when the file would be transferred to the MSA (e.g. Retain 7 years, then transfer paper and electronic records to the Maryland State Archives).

Contents:

Resolution 19-03RPage 36
Exhibit A, New Schedule: M406 – Accounting Department.....Page 38
Exhibit B, New Schedule: M407 – Planning Department.....Page 51
Exhibit C, New Schedule: M408 – Administrative DepartmentPage 62
Old Retention Schedule (1979).....Page 90
July 2018 Schedule Draft: M408 - Administrative DepartmentPage 92
July 2018 Schedule Draft: M406 - Accounting DepartmentPage 95
July 2018 Schedule Draft: M407 – Planning DepartmentPage 97

RESOLUTION: 2019
RESOLUTION NO. 19 – 03R

Page 1 of 2

**A RESOLUTION
APPROVING THE MARYLAND STATE ARCHIVES
RECORD RETENTION SCHEDULE M406, M407, M408
FOR THE TOWN OF EMMITSBURG**

WHEREAS, a record retention schedule establishes minimum retention periods for the various types of Town records; and,

WHEREAS, the Mayor and Board of Commissioners recognize that there is a significant need to maintain, organize and protect historically significant records in the possession of the Town; and

WHEREAS, the Town has worked closely with the Maryland State Archives to update the Record Retention Schedule, schedule number M28, dated January 12, 1979, to include current records of the Town; and

WHEREAS, the Town desires to replace the M28 record retention schedule with the three (3) Record Retention Schedules attached hereto as Exhibit A, Exhibit B, and Exhibit C; and

WHEREAS, records identified as permanent shall not be destroyed, but shall be retained by the Town in perpetuity or transferred to the Maryland State Archives for permanent retention upon resolution of the Board of Commissioners.

WHEREAS, records that are not considered permanent shall be retained for the period specified in the retention schedule and until destruction is approved by the Mayor or Town Manager.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Emmitsburg, pursuant to the authority granted to it by the laws of the State of Maryland and the Charter of the Town of Emmitsburg, that the Department of General Services Records Management Division Records Inventory and Retention Schedules (“Record Retention Schedules”) M406, M407, and M408, which are attached hereto and incorporated by reference herein as Exhibit A, Exhibit B and Exhibit C, are hereby adopted by and for the Town of Emmitsburg; and it is further

RESOLUTION: 2019
RESOLUTION NO. 19 – 03R

Page 2 of 2

RESOLVED that the Mayor and Town Manager are hereby authorized to execute these Record Retention Schedules and take any action necessary to carry out the authorization provided by this Resolution.

BE IT FUTHER RESOLVED that this Resolution shall be effective on the date that the Mayor approves the Resolution after approval by the Board of Commissioners or the date on which the Board of Commissioners pass the Resolution over the veto of the Mayor.

PASSED and ADOPTED this 7th day of October, 2019.

by a vote of _____ for, _____ against, _____ absent, and _____ abstain.

ATTEST:

EMMITSBURG BOARD OF COMMISSIONERS:

Madeline Shaw, Town Clerk

Clifford L. Sweeney, President

_____ APPROVED _____ VETOED

this 7th day of October, 2019.

Donald N. Briggs, Mayor

Schedule M406
Accounting Department
Exhibit A
12 Pages

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
Records Series Title: Audit Reports	Page 1 of 12

Record Series Content	Annual audit reports.
Record Series Function	Documents are created by the Town's independent auditor to verify and confirm legal compliance of the Town's financials for each fiscal year.
Organization/ Arrangement	Chronological order by date.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Letter size bound books.
Volume (file drawers, gigabytes, etc.)	The Town currently has 26 bounds books.
Annual Accumulation (file drawers, gigabytes, etc.)	1 bound book and 1 PDF file.
Current Location	Town Office (Accounting Department & File Room) and Town's I-Drive (electronic files).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	1992 - 2019
Completeness /Gaps	No.
Schedule Item Number	1
Retention	Permanent. Retain 7 years, then transfer paper and electronic records to the Maryland State Archives.
Justification for Permanent Retention	Yearly independent confirmation of Town's financial activities by certified public auditors. Requirements of Town, County and State.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
Records Series Title: Budget and Fiscal Planning Records.	Page 2 of 12

Record Series Content	Adopted budget resolutions, presentations, legal advertisements, public hearing records, and adopted budget amendments.
Record Series Function	Documents are used to substantiate amounts for the annual independent audit of the Town's financials statements.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Loose paper, letter size and legal size.
Volume (file drawers, gigabytes, etc.)	The Town currently has 1 file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file
Current Location	Town Office (Accounting Department & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	1997 - 2018
Completeness /Gaps	No.
Schedule Item Number	2
Retention	Permanent. Retain 7 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Yearly budget presentation and budget approval are required by the Emmitsburg Municipal Code. Documents are used as a basis for Town operations in each fiscal year.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
Records Series Title: Banking Records	Page 3 of 12

Record Series Content	Bank deposit slips, cash receipts, all other front desk receipts, check registers and bank statements.
Record Series Function	Documents are used to substantiate amounts by the Town's independent auditor.
Organization/ Arrangement	Chronological order by date.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	The Town currently has 9 banker boxes and 1 file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 bankers box.
Current Location	Town Office (Accounting Department & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	1995 - 2019
Completeness /Gaps	No.
Schedule Item Number	3
Retention	Retain 7 years after audited, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
Records Series Title: Accounts Payable	Page 4 of 12

Record Series Content	Check stubs, canceled checks and/or voided checks, copies of paid bills and invoices.
Record Series Function	Documents are used to substantiate amounts by the Town's independent auditor.
Organization/Arrangement	Alphabetical and chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Loose paper, letter size, check stub size.
Volume (file drawers, gigabytes, etc.)	The Town currently has 14 banker boxes and 3 file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 banker boxes, 1 file drawer
Current Location	Town Office (Accounting Department & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	2002 - 2019
Completeness /Gaps	No.
Schedule Item Number	4
Retention	Retain 7 years after audited, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
Records Series Title: Loan & Bond Documents & Agreements	Page 5 of 12

Record Series Content	Bond documents and loan documents.
Record Series Function	Documents are used to substantiate amounts for the annual independent audit of the Town's financials statements.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Loose paper, letter size. Bound bond books.
Volume (file drawers, gigabytes, etc.)	4 banker boxes. 8 bound books.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Accounting Department & File Room).
Audit Requirements	Yes. State, Federal and independent auditor.
Date Span	1988 - 2016
Completeness /Gaps	No.
Schedule Item Number	5
Retention	For loans and/or bonds less than \$500,000, retain 7 years after loan/bond close out, then destroy. For loans and/or bonds totaling \$500,000 or more, retain 7 years after loan/bond close out, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Large loan and bond documents totaling \$500,000 or more should be retained permanently for historical reference/data when completing future larger projects in Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
Records Series Title: Revenue Documents	Page 6 of 12

Record Series Content	Real estate tax rolls, personal property tax rolls, real estate and corporate tax bills, tax sale records, escrow accounts, county revenue receipts, state revenue receipts.
Record Series Function	Documents are used to substantiate amounts for the annual independent audit of the Town's financials statements.
Organization/ Arrangement	Chronological order by date.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper, letter size, legal size and binders.
Volume (file drawers, gigabytes, etc.)	The Town currently has 21 files, 13 binders
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder a year.
Current Location	Town Office (Accounting Department & File Room).
Audit Requirements	Yes, independent auditor.
Date Span	1997 – 2019
Completeness /Gaps	No.
Schedule Item Number	6
Retention	Retain 7 years after audited, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
Records Series Title: Grant Records	Page 7 of 12

Record Series Content	Grant applications, grant agreements, budget breakdowns, reimbursement requests, grant reports, copies of paid invoices and copies of canceled checks.
Record Series Function	Documents are used to substantiate amounts for the annual independent audit of the Town's financials statements and to provide supporting documents to grantor.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Letter size, legal size, binder.
Volume (file drawers, gigabytes, etc.)	5 banker boxes. 4 files.
Annual Accumulation (file drawers, gigabytes, etc.)	1 binder. 1 file.
Current Location	Town Office (Accounting Department & File Room).
Audit Requirements	Yes. State, Federal, independent auditor,
Date Span	1998 – 2019
Completeness /Gaps	No.
Schedule Item Number	7
Retention	Retain 7 years after grant closeout, or until grantee audit requirements have been fulfilled (whichever is later), then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
Records Series Title: Water & Sewer & Refuse Billing	Page 8 of 12

Record Series Content	Water and sewer consumption records, water/sewer/trash bill payment receipts, utility accounts list, water and sewer correspondences.
Record Series Function	Documents are used to substantiate amounts for the annual independent audit of the Town's financials statements.
Organization/Arrangement	Chronological order by date.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Letter size.
Volume (file drawers, gigabytes, etc.)	3 file drawers, 8 banker boxes, 5 files.
Annual Accumulation (file drawers, gigabytes, etc.)	1 banker box.
Current Location	Town Office (Accounting Department & File Room & Receptionist Area).
Audit Requirements	Yes, independent auditor.
Date Span	1990 – 2019
Completeness /Gaps	No.
Schedule Item Number	8
Retention	Retain 7 years after audited, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
Records Series Title: Payroll Records	Page 9 of 12

Record Series Content	W-4 forms, W-2 forms, Federal Insurance Contributions Act (FICA), payroll withholdings, payroll forms, form 940, form 941, employee leave slips, signed employee time sheets.
Record Series Function	Documents are used to substantiate amounts for the annual independent audit of the Town's financials statements and verify payroll documents.
Organization/Arrangement	Alphabetical and chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	Yes. Personnel records in accordance with the <i>General Provisions</i> Article, Section 4-311, Annotated Code of Maryland.
Formats (paper, electronic, etc.)	Letter size, legal size, binders.
Volume (file drawers, gigabytes, etc.)	13 binders, 3 banker boxes, 8 files.
Annual Accumulation (file drawers, gigabytes, etc.)	1 banker box.
Current Location	Town Office (Accounting Department & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	1996 – 2019
Completeness /Gaps	No.
Schedule Item Number	9
Retention	Retain 7 years after audited, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
Records Series Title: General Ledger Journal Entries	Page 10 of 12

Record Series Content	General ledger journal entries.
Record Series Function	Documents are used to substantiate amounts for the annual independent audit of the Town's financials statements.
Organization/ Arrangement	Chronological order by date.
Indexing System	Yes. Year/Month/JV Number.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Letter size folders and binders.
Volume (file drawers, gigabytes, etc.)	The Town currently has 26 binders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 binder.
Current Location	Town Office (Accounting Department & File Room).
Audit Requirements	Yes, independent auditor.
Date Span	1993 – 2019.
Completeness /Gaps	No.
Schedule Item Number	10
Retention	Retain 7 years after audited, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
Records Series Title: Personnel Records	Page 11 of 12

Record Series Content	Employee personnel files, pension records and health insurance records.
Record Series Function	To fulfill Federal and State requirements regarding employee personnel files and to verify work history.
Organization/Arrangement	Alphabetical.
Indexing System	No.
Restrictions (Law or Regulation Citation)	Yes. Personnel records in accordance with the <i>General Provisions</i> Article, Section 4-311, Annotated Code of Maryland.
Formats (paper, electronic, etc.)	Letter size.
Volume (file drawers, gigabytes, etc.)	The Town currently has 2 file drawers and 2 banker boxes.
Annual Accumulation (file drawers, gigabytes, etc.)	2 filed.
Current Location	Town Office (File Room & Town Clerks Office).
Audit Requirements	Yes, State and Federal.
Date Span	1987 – 2019
Completeness /Gaps	No.
Schedule Item Number	11
Retention	Retain 7 years after termination of employment, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
Records Series Title: General Correspondence	Page 12 of 12

Record Series Content	Interoffice memos, copies of mailed letters, other correspondence.
Record Series Function	Provide supporting documentation and explanations for Town's business.
Organization/Arrangement	Topical (by topic).
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Letter size.
Volume (file drawers, gigabytes, etc.)	5 files.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file.
Current Location	Town Office (Accounting Department & File Room).
Audit Requirements	Yes. Independent auditor.
Date Span	1998 - 2019
Completeness /Gaps	No.
Schedule Item Number	12
Retention	Retain 1 year, then screen annually and destroy material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development or accomplishments of the Town. For permanent correspondence, retain 7 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

Schedule M407
Planning Department
Exhibit B
10 Pages

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M407 (To be completed by DGS/Records Management Division)
Records Series Title: Board of Appeal Documents	Page 1 of 10

Record Series Content	Board of Appeals meeting minutes, appeal findings and staff reports.
Record Series Function	Documents are used to record actions and decisions of the Board of Appeals and to show proper appeal procedures were followed.
Organization/ Arrangement	Chronological and topical.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper, letter size stored in file folders and 3-inch binders.
Volume (file drawers, gigabytes, etc.)	One 3-inch binder, 29 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	5 file folders.
Current Location	Town Office (Accounting Room).
Audit Requirements	No.
Date Span	1987 to current.
Completeness /Gaps	No.
Schedule Item Number	1
Retention	Permanent. Retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M407 (To be completed by DGS/Records Management Division)
Records Series Title: Planning Commission Minutes & Reports	Page 2 of 10

Record Series Content	Planning Commission minutes, staff reports and annual report.
Record Series Function	Documents are used to record actions and decisions of the Planning Commission and to show procedures in the Town Code were followed.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper, letter size, stored in binders and file folders.
Volume (file drawers, gigabytes, etc.)	Nine 3-inch binders, one 5-inch binder and 10 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	5 file folders per year.
Current Location	Town Office (Outside of Town Planner's Office)
Audit Requirements	No.
Date Span	1986 – current.
Completeness /Gaps	No.
Schedule Item Number	2
Retention	Permanent. Retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M407 (To be completed by DGS/Records Management Division)
Records Series Title: Zoning Text & Map Amendments	Page 3 of 10

Record Series Content	Documents include staff reports, Planning Commission findings, Board of Commissioner findings and public notice records.
Record Series Function	Documents are used to record actions and decisions of the Planning Commission and to show procedures in the Town Code were followed.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	3 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Planning File Room)
Audit Requirements	No.
Date Span	1991 – current.
Completeness /Gaps	No.
Schedule Item Number	3
Retention	Permanent. Retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M407 (To be completed by DGS/Records Management Division)
Records Series Title: Permit Files	Page 4 of 10

Record Series Content	Documents include zoning permits, site plans and other town issued permits.
Record Series Function	Documents are used to record alterations to structures and properties within Town limits.
Organization/ Arrangement	Topical by address.
Indexing System	Yes, by property address.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1,100 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	100 letter size pages.
Current Location	Town Office (file cabinet outside Town Planner's office) and file room.
Audit Requirements	No.
Date Span	1990 – current.
Completeness /Gaps	No.
Schedule Item Number	4
Retention	Permanent. Retain 25 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town and property owners.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M407 (To be completed by DGS/Records Management Division)
Records Series Title: Annexations	Page 5 of 10

Record Series Content	Documents include annexation petitions, annexation agreements and file of proceedings.
Record Series Function	Documents show development of Town and verify procedures in the Town Code were followed.
Organization/ Arrangement	Chronological order by date.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	25 file folders, 200 pages.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Black File Cabinet Outside Town Planner's Office)
Audit Requirements	No.
Date Span	1987 – current.
Completeness /Gaps	No.
Schedule Item Number	5
Retention	Permanent. Retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M407 (To be completed by DGS/Records Management Division)
Records Series Title: Deeds & Easements	Page 6 of 10

Record Series Content	Documents include deeds, easements, right-of-ways and other recorded land instruments.
Record Series Function	Documents are used to record legal authority and usage of properties.
Organization/ Arrangement	Topical by address.
Indexing System	Yes, by name.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	69 deed folders. 47 easement folders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town office (Outside Town Planner's Office)
Audit Requirements	No.
Date Span	1958 – current.
Completeness /Gaps	No.
Schedule Item Number	6
Retention	Permanent. Retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M407 (To be completed by DGS/Records Management Division)
Records Series Title: Comprehensive Plans	Page 7 of 10

Record Series Content	Current and prior comprehensive plans approved by the Board of Commissioners.
Record Series Function	Documents guide the future growth of the Town by detailing visions of the Town and core data.
Organization/ Arrangement	Chronological order by date.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	3 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 plan every 10 years.
Current Location	Town Office (Town Planner's Office)
Audit Requirements	Yes. Required by the Maryland Department of Planning.
Date Span	1998 – current.
Completeness /Gaps	No.
Schedule Item Number	7
Retention	Permanent. Retain 25 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M407 (To be completed by DGS/Records Management Division)
Records Series Title: Subdivisions & Development Records	Page 8 of 10

Record Series Content	Documents include the improvement plans, subdivision plans and conservation plans for the Town.
Record Series Function	Documents are used to record legal authority and usage of properties.
Organization/ Arrangement	By subdivision name.
Indexing System	Yes, by type and name.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper, letter size, in file folders. Paper plan's 3-feet x 4-feet.
Volume (file drawers, gigabytes, etc.)	300 letter size pages. 128 plans.
Annual Accumulation (file drawers, gigabytes, etc.)	Five 3' x 4' plans, 5 file folders.
Current Location	Town Office (Accounting Room).
Audit Requirements	No.
Date Span	1915 – current.
Completeness /Gaps	No.
Schedule Item Number	8
Retention	Permanent. Retain 25 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M407 (To be completed by DGS/Records Management Division)
Records Series Title: Code Enforcement Records	Page 9 of 10

Record Series Content	Documents include incident reports and code enforcement letters.
Record Series Function	Documents are used to record code violations within Town and actions taken by town staff to rectify the violation.
Organization/ Arrangement	Chronological order by date.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	11 binders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 binder.
Current Location	Town office (office 215 and file room).
Audit Requirements	No.
Date Span	2008 – current.
Completeness /Gaps	No.
Schedule Item Number	9
Retention	Retain 5 years after last entry date in binder, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M407 (To be completed by DGS/Records Management Division)
Records Series Title: Paid Parking Tickets, Flagging Letters and Parking Meter Reservation Sheets.	Page 10 of 10

Record Series Content	Documents include paid parking tickets, paid flagging letters and paid parking meter reservation sheets.
Record Series Function	Documents are used to record parking violations within Town and the use of parking meters.
Organization/ Arrangement	Chronological order by date.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper (8-inch x 3.5-inch) stored in boxes (16-inch x 4.5-inch).
Volume (file drawers, gigabytes, etc.)	20 boxes.
Annual Accumulation (file drawers, gigabytes, etc.)	960 tickets or 1 storage box.
Current Location	Town Office (file room and office 215).
Audit Requirements	No.
Date Span	2004 – current.
Completeness /Gaps	No.
Schedule Item Number	10
Retention	Retain 3 years after paid date, then destroy.
Justification for Permanent Retention	N/A.

Schedule M408
Administrative Department
Exhibit C
27 Pages

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Minutes	Page 1 of 27

Record Series Content	Board of Commissioners meeting minutes (open and closed meetings), citizen's advisory committee minutes, parks and recreation committee minutes.
Record Series Function	Documents are used to record legislative action and business transacted by the Town Council and committees.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	Yes. Closed meeting minutes/recordings in accordance with General Provisions Article, Sections 3-306(c)(3) and 3-306(c)(4), Annotated Code of Maryland.
Formats (paper, electronic, etc.)	Letter size in binders. Closed meeting minutes are in sealed manila envelopes.
Volume (file drawers, gigabytes, etc.)	72 binders.
Annual Accumulation (file drawers, gigabytes, etc.)	2 binders.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	1947 – 2019
Completeness /Gaps	No.
Schedule Item Number	1
Retention	Permanent. Retain 10 years, then transfer to Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Agenda Packets	Page 2 of 27

Record Series Content	Agenda packets for the Board of Commissioners meetings.
Record Series Function	Documents outlines business transacted by the Council and Mayor at town meetings and provides supporting documentation for the town meetings.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	Yes. Closed meetings in accordance with General Provisions Article, Sections 3-306(c)(3) and 3-306(c)(4), Annotated Code of Maryland.
Formats (paper, electronic, etc.)	Letter size in binders.
Volume (file drawers, gigabytes, etc.)	72 binders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 binder.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	1947 – 2019
Completeness /Gaps	No.
Schedule Item Number	2
Retention	Permanent. Retain 10 years, then transfer to Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Recordings (Tapes, DVDs, or Other Audio Format)	Page 3 of 27

Record Series Content	Audio and digital recordings of the Board of Commissioners meetings, public hearings and other public meeting recordings.
Record Series Function	Recordings provide word-for-word documentation of what was said during town meetings.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	Yes. Closed meeting minutes/recordings in accordance with General Provisions Article, Sections 3-306(c)(3) and 3-306(c)(4), Annotated Code of Maryland.
Formats (paper, electronic, etc.)	Tapes and DVDs.
Volume (file drawers, gigabytes, etc.)	1 file drawer (tapes) and 1 banker box (DVDs).
Annual Accumulation (file drawers, gigabytes, etc.)	18 DVDs.
Current Location	Town Office (Receptionist Area & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	1998 - 2019
Completeness /Gaps	No.
Schedule Item Number	3
Retention	Retain 10 years after approval of meeting minutes, then destroy. If not written meeting minutes, retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Approved Legislation	Page 4 of 27

Record Series Content	Passed legislative documents to include ordinances, charter amendments, resolutions, proclamations and policies.
Record Series Function	Documents are used to record legislative action taken by the Board of Commissioners.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Letter size in binders.
Volume (file drawers, gigabytes, etc.)	10 binders.
Annual Accumulation (file drawers, gigabytes, etc.)	30 letter size pages.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	1974 – 2019
Completeness /Gaps	No.
Schedule Item Number	4
Retention	Permanent. Retain 10 years, then transfer to Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Public Hearings – Resulting in Legislation	Page 5 of 27

Record Series Content	Contains, but is not limited to, public hearing notices, minutes and sign-in sheets that result in the Board of Commissioners taking legislative action.
Record Series Function	Explains reasoning for public hearings and resulting legislation.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder (or less).
Current Location	Town Office (Town Clerk’s Office & File Room).
Audit Requirements	Yes. State and Federal.
Date Span	1991 – 2019
Completeness /Gaps	No.
Schedule Item Number	5
Retention	Permanent. Retain 10 years, then transfer to Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Public Hearings – Not Resulting in Legislation	Page 6 of 27

Record Series Content	Contains, but is not limited to, public hearing notices, minutes and sign-in sheets from public hearings that do not result in the Board of Commissioners taking legislative action.
Record Series Function	Explains reasoning for public hearings and resulting actions.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder (or less).
Current Location	Town Office (Town Clerk’s Office & File Room).
Audit Requirements	Yes. State and Federal.
Date Span	1991 – 2019
Completeness /Gaps	No.
Schedule Item Number	6
Retention	Retain 3 years after hearing or until resolution (whichever is later), then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Elections – Affidavits & Final Vote Counts	Page 7 of 27

Record Series Content	Elected official's oaths of office/affidavits and final vote count posters signed by the election judges.
Record Series Function	Documents record elected officials of the Town, opposing candidates and final outcome.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size. Poster (11-inch x 17-inch)
Volume (file drawers, gigabytes, etc.)	23 file folders. 23 posters.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder and 1 poster.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	1995 – 2018
Completeness /Gaps	No.
Schedule Item Number	7
Retention	Permanent. Retain 10 years, then transfer to Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on elected officials for Town by documenting the swearing in date, opposing candidates and final vote count of the annual election.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Elections – Other	Page 8 of 27

Record Series Content	Election documents to include application for candidacy, used ballots (mail-in or regular), precinct register, election judge's applications, election judge oaths of office and referendum documents.
Record Series Function	Documents prove proper election procedures were followed for each election year.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	2 file drawers.
Annual Accumulation (file drawers, gigabytes, etc.)	3 file folders.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	1995 – 2018
Completeness /Gaps	No.
Schedule Item Number	8
Retention	Retain 3 years after election date, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Financial Disclosures	Page 9 of 27

Record Series Content	Completed Financial Disclosure Forms.
Record Series Function	Documents are used to verify ethical compliance of elected officials and committee members.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1 file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	2 file folders.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State.
Date Span	2004 – 2019.
Completeness /Gaps	No.
Schedule Item Number	9
Retention	Retain 4 years, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Ethic Violation Compliant Forms	Page 10 of 27

Record Series Content	Ethic Violation Compliant Forms and Ethic Commission findings.
Record Series Function	Documents record suspected ethical violations and the review process of the suspected violation.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1 banker box. 1 file folder.
Annual Accumulation (file drawers, gigabytes, etc.)	1 form.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State.
Date Span	2007 – 2019.
Completeness /Gaps	No.
Schedule Item Number	10
Retention	Retain 5 years after resolution, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Contracts and Agreements	Page 11 of 27

Record Series Content	Contracts and agreements between the Town and a contractor(s) for services and work.
Record Series Function	Documents create legally binding record between Town and contractor for services/work and are necessary for orderly business transactions.
Organization/ Arrangement	Alphabetical.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter Size.
Volume (file drawers, gigabytes, etc.)	1 file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	3 file folders.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	No.
Date Span	2001 – 2019
Completeness /Gaps	No.
Schedule Item Number	11
Retention	Retain until warranty expires, then destroy. If there is no warranty, retain for life of contract plus 3 years, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Request for Proposals (RFPs)	Page 12 of 27

Record Series Content	Requests for proposal (RFP) documents include, but are not limited to, RFP bid packets, received bids, timed/date stamped envelopes, bid tabulations, summary of bids received and amounts with signatures of individuals in bid opening meeting, copies of acceptance and rejection letters, newspaper ads.
Record Series Function	Documents explain/support the bid process and services solicited and are necessary for orderly Town transactions.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	File folder.
Volume (file drawers, gigabytes, etc.)	18 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	5 file folders.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	2015 – 2019
Completeness /Gaps	No.
Schedule Item Number	12
Retention	Retain for life of contract plus 3 years or until project completion date plus 3 years (whichever is later), then destroy.
Justification for Permanent Retention	No.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Insurance Certificates	Page 13 of 27

Record Series Content	Insurance certificates.
Record Series Function	Documents show proof of insurance coverage.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1 file folder.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	No.
Date Span	2018 – 2019
Completeness /Gaps	No.
Schedule Item Number	13
Retention	Retain until expiration of certificate, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Accident Reports	Page 14 of 27

Record Series Content	Accident reports.
Record Series Function	Documents record accidents that happen with town property and/or on town property.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1 file folder.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2015 – 2018
Completeness /Gaps	No.
Schedule Item Number	14
Retention	Retain 3 years after accident date, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Workman Compensation Claims	Page 15 of 27

Record Series Content	Workman Compensation Claims.
Record Series Function	Documents employee workman compensation claims.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1 file folder.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	2015 – 2018.
Completeness /Gaps	No.
Schedule Item Number	15
Retention	Retain for length of employment with the Town plus 7 years, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Insurance Claims	Page 16 of 27

Record Series Content	Insurance claims include, but are not limited to, police reports, pictures of damage, corresponding invoices, copies of issued checks.
Record Series Function	Documents contain supporting evidence for insurance claims.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	4 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	3 file folders.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	Yes. State, Federal, independent auditor.
Date Span	2016 – 2019
Completeness /Gaps	No.
Schedule Item Number	16
Retention	Retain 3 years after claim is closed, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Phone Message Books	Page 17 of 27

Record Series Content	Completed phone message books.
Record Series Function	Documents explains the phone calls received by the Town and messages left for town staff.
Organization/ Arrangement	Chronological by date.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 phone message book.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2002 – 2019
Completeness /Gaps	No.
Schedule Item Number	17
Retention	Retain 2 years after last entry date in book, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Correspondences	Page 18 of 27

Record Series Content	Correspondence includes, but is not limited to, interoffice memos, copies of mailed letters, printed email correspondence, other correspondence.
Record Series Function	Documents are used to explain the business actions of the Town.
Organization/ Arrangement	Topical by correspondence subject.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	2 file folders.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2002 – 2019
Completeness /Gaps	No.
Schedule Item Number	18
Retention	Retain 1 year, then screen annually and destroy material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development or accomplishments of the Town. For permanent correspondence, retain 7 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents contain historical information on the origin, development and accomplishments of the Town.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Leases	Page 19 of 27

Record Series Content	Town rental property leases.
Record Series Function	Documents provide legal guidance for rental properties.
Organization/ Arrangement	Geographical.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer,
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	No.
Date Span	2000 – 2019
Completeness /Gaps	No.
Schedule Item Number	19
Retention	Retain 3 years after expiration of lease, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Building Records	Page 20 of 27

Record Series Content	Content includes, but is not limited to, property maintenance records, and building evaluations/inspections (such as lead inspections, monthly inspections) for Town owned property.
Record Series Function	Documents verify history of Town owned properties.
Organization/Arrangement	Geographical.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer,
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	No.
Date Span	2000 – 2019
Completeness /Gaps	No.
Schedule Item Number	20
Retention	Retain for the length of property ownership plus 5 years, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Vehicles Records	Page 21 of 27

Record Series Content	Vehicle titles and vehicle maintenance records.
Record Series Function	Documents verify Town ownership of vehicles and maintenance performed on vehicles.
Organization/ Arrangement	Vehicle make/year.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	½ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office) and Department of Public Works office.
Audit Requirements	No.
Date Span	1987 – 2018
Completeness /Gaps	No.
Schedule Item Number	21
Retention	Retain until sale of vehicle, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Hunting and Fishing Licenses	Page 22 of 27

Record Series Content	Town issued hunting licenses and fishing licenses.
Record Series Function	Licenses documents who is using the Town property for hunting and fishing.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter Size.
Volume (file drawers, gigabytes, etc.)	½ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	1/8 file drawer.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2014 – 2019
Completeness /Gaps	No.
Schedule Item Number	22
Retention	Retain 3 years after issued date, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Community Pool Records	Page 23 of 27

Record Series Content	Community Pool daily attendance log and pool cash box settlement sheets.
Record Series Function	Documents verify pool attendees and admission fees paid.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	4 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2014 – 2019
Completeness /Gaps	No.
Schedule Item Number	23
Retention	Retain 4 years, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Park and Gym Reservation Forms	Page 24 of 27

Record Series Content	Documents include park pavilion reservation forms for Memorial Park and Community Park, ball field reservation forms for Memorial Park and Community Park, and gym reservation forms.
Record Series Function	Documents verify use of town parks.
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	¼ file drawer.
Annual Accumulation (file drawers, gigabytes, etc.)	4 file folders.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2014 – 2019
Completeness /Gaps	No.
Schedule Item Number	24
Retention	Retain 1 year, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Vendor Licenses	Page 25 of 27

Record Series Content	Vendor licensing for door-to-door sale of merchandise.
Record Series Function	Documents door-to-door solicitors in Town.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	1 file folder.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office & File Room).
Audit Requirements	No.
Date Span	2017 – 2019
Completeness /Gaps	No.
Schedule Item Number	25
Retention	Retain 1 year after issued, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Public Information Act (PIA) Requests	Page 26 of 27

Record Series Content	Public Information Act (PIA) Requests.
Record Series Function	Documents are used by the public to request access to public records.
Organization/ Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	3 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	No.
Date Span	2015 – 2019
Completeness /Gaps	No.
Schedule Item Number	26
Retention	Retain 3 years after request fulfilled, then destroy.
Justification for Permanent Retention	N/A.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
Records Series Title: Legal Opinions and Litigation	Page 27 of 27

Record Series Content	Documents include, but are not limited to, written legal opinions by the town attorney and case files regarding legal actions taken against the town or by the town.
Record Series Function	Documents
Organization/Arrangement	Chronological.
Indexing System	No.
Restrictions (Law or Regulation Citation)	No.
Formats (paper, electronic, etc.)	Paper. Letter size.
Volume (file drawers, gigabytes, etc.)	3 file folders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
Current Location	Town Office (Town Clerk's Office).
Audit Requirements	No.
Date Span	2015 – 2019
Completeness /Gaps	No.
Schedule Item Number	27
Retention	Permanent. Retain 10 years, then transfer to MSA.
Justification for Permanent Retention	Documents provide legal and historical value regarding the business, development and origin of the Town.

Schedule from 1979 (Old Schedule):

DGS-650-1 REV. 6/79	DEPARTMENT OF GENERAL SERVICES Records Management Division	SCHEDULE NO. M-28 PAGE NO. 1
RECORDS RETENTION AND DISPOSAL SCHEDULE		
Town of Emmitsburg		
<small>AGENCY</small>		<small>DIVISION</small>
Item No.	Description	Retention
1	GENERAL ACCOUNTING RECORDS Annual financial reports to Stat & Fed agencies. Assessment lists. Audit reports. Bankbooks, statements & deposit slips. Budget recors, papers & work sheets. Business & traders licenses. Cancelled checks, check copies & stubs. Expense reports. Paid bills, vouchers & invoices. Paid bonds and coupons. Payroll checks & carbon copies. Receipt & disbursement ledgers. Time sheets. Requisitions & purchase orders. Tax & water collection cards. Withholding forms & statements, State & Fed. General Ledger Books.	5 yrs. 3 yrs. 5 yrs. 5 yrs. 5 yrs. 3 yrs. 5 yrs. 5 yrs. 5 yrs. 5 yrs. permanent 5 yrs. 5 yrs. permanent 5 yrs. permanent permanent
2.	CORRESPONDENCES Burgess & Commissioners'. Town Clerk & Manager.	5 yrs. 5 yrs.
3.	ELECTIONS Oaths of offices. Election candidates. Election Affidavits.	3 yrs. 3 yrs. 3 yrs.
4.	PLANNING & ZONING Zoning Certificates. Building permits.	permanent permanent
5.	MINUTES Burgess & Commissioners. Planning & Zoning. Recreation Committee. Board of Zoning Appeals.	permanent permanent permanent permanent
6.	RESOLUTIONS	permanent
7.	DEEDS & RIGHT-OF-WAYS	permanent
Schedule Approved by Department, Agency, or Division Representative		Schedule Authorized by Hall of Records Commission
12-12-78 <small>Date</small>	 <small>Signature</small>	1/1/79 <small>Date</small>
Town Manager <small>Title</small>		 <small>State Archivist</small>

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		SCHEDULE NO. M-28
		PAGE 2 NO.
No.	Description	Retention
8.	EMPLOYMENT Applications. Personnel files.	3 yrs. permanent
9.	BOND RETIREMENT RATE SHCEDULES	3 yrs. or until bonds are retired

PS - 042

July 2018 Schedule Drafts (from Boards initial review):

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M408
		Page 1 of 3
Agency Town of Emmitsburg Frederick County, Maryland		Division/Unit Administration
Item No.	Description	Retention
1.	MINUTES a) Town Meetings (Open & Closed Meetings) b) Citizen’s Advisory Committee c) Parks and Recreation Committee	Permanent. Transfer to MSA every 10 years.
2.	AGENDA PACKETS a) Board of Commissioner’s Meetings	Permanent. Transfer to MSA every 10 years.
3.	RECORDINGS (TAPE, DVDS, OR OTHER AUDIO FORMAT) a) Town Meeting Recordings b) Public Hearings c) Other Recordings	Retain 15 years after approval of minutes, then destroy.
4.	LEGISLATION a) Ordinances and Amendments to the Town Charter b) Resolutions c) Proclamations d) Policies	Permanent. Transfer to MSA every 10 years.
5.	TOWN CODE BOOK AND SUPPLEMENTS a) Town Code Books b) Municipal Code Supplements (Extra Copies)	a) Retain permanently in house. b) After all code books are updated, retain for 5 years.
6.	PUBLIC HEARINGS a) Resulting in Legislation b) Resulting in Non-Legislative Action c) Resulting in No Action	a) Permanent, transfer periodically to State Archives. b) Retain 3 years (or until resolution), then destroy. c) Retain 3 years, then destroy.
7.	ELECTIONS a) Elected Officials Oaths of Office b) Application for Candidacy c) Used Ballots (Mail-in and Regular) d) Final Vote Count e) Precinct Register f) Election Judge Application & Oath of Office g) Referendum Documents	a) Permanent. Periodically transfer to State Archives. b) 3 years, then destroy. c) 3 years, then destroy. d) 3 years, then destroy. e) 3 years, then destroy. f) Permanent. Periodically transfer to State Archives. g) 3 years, then destroy.
8.	OTHER LEGISLATIVE MATERIAL a) Financial Disclosures b) Ethic Complaints & Ethic Commission Findings	a) Retain 4 years, then destroy. b) Retain 5 years after resolution, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continued)		Schedule No.
Agency Town of Emmitsburg Frederick County, Maryland		Page 2 of 3 Division/Unit Administration
Item No.	Description	Retention
9.	CONTRACTS AND AGREEMENTS a) Contracts b) Agreements	Retain 3 years after work is completed, then destroy. If there is a warranty, retain until warranty expires.
10.	REQUEST FOR PROPOSALS (RFP) a) Request for Proposal (RFP) Bid Packet b) Received Bids (With Time Stamped Envelope) c) Summary of Bids Received and Amounts d) Copies of RFP Acceptance or Rejection Letters	Retain 2 years after project completed, then destroy.
11.	INSURANCE (PROPERTY, VEHICLE) a) Insurance Certificates b) Property Insurance Appraisals c) Accident Reports d) Loss Reports e) Workmen Compensation Claims f) Insurance Claims g) Correspondence	a) Retain until expiration date of certificate, or replacement is received, then destroy. b) Retain 1 year after the completion of the next appraisal. c) Retain 3 years, then destroy. d) Retain 1 year after the completion of the next report. e) Retain for length of employment with the Town plus 5 years, then destroy. f) Retain 3 years after claim is closed, then destroy. g) Screen annually and destroy material that is no longer needed for current business.
12.	CORRESPONDENCES a.) Phone Messages Book b.) Interoffice Memos c.) Copies of Mailed Letters d.) Other Correspondences.	a) Retain 2 years, then destroy. b) Screen annually and destroy material that is no longer needed for current business. c) Screen annually and destroy material that is no longer needed for current business. d) Screen annually and destroy material that is no longer needed for current business.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continued)		Schedule No. M408
		Page 3 of 3
Agency Town of Emmitsburg Frederick County, Maryland		Division/Unit Administration
Item No.	Description	Retention
13.	BUILDINGS a) Leases b) Property Maintenance Records c) Building Evaluations	a) Retain 2 years after expiration, then destroy. b) Retain for the length of property ownership plus 5 years, then destroy. c) Retain for the length of property ownership plus 5 years, then destroy.
14.	VEHICLES a) Vehicle Titles b) Vehicle Maintenance Records c) Insurance Certificates	a) Retain 1 year after sale of vehicle, then destroy. b) Retain for the life of vehicle plus one year, then destroy. c) Retain until expiration date of certificate, or replacement is received, then destroy.
15.	PARKS AND RECREATION a) Hunting Licenses b) Fishing Licenses c) Community Pool Daily Attendance Log d) Pool Settlement Sheets e) Park Pavilion Reservation Forms (Memorial & Community Park). f) Ball Field Reservation Forms (Memorial & Community Park). g) Farmers Market Vendor Applications.	a) Retain 3 years, then destroy. b) Retain 3 years, then destroy. c) Retain 4 years, then destroy. d) Retain 4 years, then destroy. e) Retain 1 year, then destroy. f) Retain 1 year, then destroy. g) Retain 1 year, then destroy.
16.	MISCELLANEOUS RECORDS a.) Town Newsletters b.) Vendor Licenses c.) Newspaper Clippings On Town d.) Photographs e.) Public Information Act (PIA) Requests f.) State Highway Administration Special Event Permits	a) Retain permanently, transfer periodically to state archives. b) Retain one year after expiration. c) Screen annually. Retain permanently any material having historic value regarding the origin, development, functions and accomplishments of the Town. d) Screen annually. Retain permanently any photos having historic value regarding the origin, development, functions and accomplishments of the Town. e) Retain 3 years, then destroy. f) Retain 6 months after event.
17.	LEGAL OPINIONS AND LITIGATION a) Written Legal Opinions by the Town Attorney b) Case Files Regarding Legal Actions	Permanent. Transfer periodically to the State Archives.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M406
		Page 1 of 2
Agency Town of Emmitsburg Frederick County, Maryland		Division/Unit Accounting Department
Item No.	Description	Retention
1	GENERAL ACCOUNTING RECORDS a) Bank Deposit Slips b) Cash Receipts c) All Other Front Desk Receipts d) Check Registers e) Bank Statements	Retain 7 years after audited, then destroy.
2	ACCOUNTS PAYABLE a) Check Stubs b) Canceled and/or Voided Checks c) Paid Bills and Invoices	Retain 7 years after audited, then destroy.
3	AUDIT REPORTS a.) Annual Audit Reports	Permanent. Retain 10 years then transfer to the Maryland State Archives.
4	BUDGET AND FISCAL PLANNING RECORDS a) Adopted Fiscal Year Budget	Permanent. Retain 10 years then transfer to the Maryland State Archives.
5	BONDS a) Paid Bonds and Coupons	Retain 7 years, or until audited, then destroy.
6	GENERAL LEDGER JOURNAL ENTRIES a) General Ledger Journal Entries	Permanent. Retain 10 years then transfer to the Maryland State Archives.
7	LOAN DOCUMENTS & AGREEMENTS a.) Loan Documents	Permanent. Retain 10 years then transfer to the Maryland State Archives.
8	TAX DOCUMENTS a) Real Estate Tax Rolls b) Personal Property Tax Rolls c) Real Estate and Corporate Tax Bills d) Tax Sale Records e) Escrow Accounts f) County Revenue Receipts g) State Revenue Receipts	Retain 7 years after audited, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M406
		Page 2 of 2
Agency Town of Emmitsburg Frederick County, Maryland		Division/Unit Accounting Department
Item No.	Description	Retention
9	PERSONNEL RECORDS a.) Applications for Employment b.) Personnel Files c.) Pension Records d.) Health Insurance Records e.) Employee Handbooks (old)	a - d.) Retain 7 years after termination of employment, then destroy. e.) Retain 1 year after approval of new handbook.
10	PAYROLL RECORDS a.) W-4 / W-2 / FICA / Withholding / 940 / 941 / Payroll Forms b.) Leave Slips c.) Employee Time Sheets	Retain 7 years after audited, then destroy.
11	MISCELLANEOUS ACCOUNTING RECORDS a) Computer Generate Reports (spreadsheets, etc.) b) Investment Records (statements, wire info, confirmation of withdrawals)	Retain for 7 years and until all audit requirements have been met.
12	GENERAL CORRESPONDENCE e.) Interoffice Memos f.) Copies of Mailed Letters g.) Other Correspondences.	Screen annually and destroy material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development or accomplishments of the Town.
13	GRANT RECORDS a) Grant Applications b) Grant Agreements c) Budget Breakdown d) Reimbursement Requests e) Copies of Invoices, Correspondences & Approval Letters	a - b.) Permanent. Retain 10 years then transfer to the Maryland State Archives. c - e.) Retain 7 years after grant closeout, or until audit requirements have been fulfilled, then destroy.
14	WATER & SEWER & REFUSE BILLING a) Water and Sewer Consumption Records b) Water/Sewer/Trash Bill Payment Receipts c) Utility Accounts List d) Water and Sewer Correspondences	Retain 7 years or until audited, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M407
		Page 1 of 2
Agency Town of Emmitsburg Frederick County, Maryland		Division/Unit Planning Department
Item No.	Description	Retention
1	GENERAL CORRESPONDENCE Original incoming letters, copies of outgoing letters, copies of emails, memorandums.	Screen annually and destroy material that is no longer needed for current business.
2	BOARD OF APPEALS & PLANNING COMMISSION a) Minutes & Agenda Packets b) Planning Commission & Board of Appeals findings	Permanent. Transfer periodically to State Archives.
3	ZONING TEXT AMENDMENTS a) Staff Reports b) Planning Commission Findings	Permanent. Transfer periodically to State Archives.
4	PERMIT FILES a) Zoning Permit Applications b) Site Plans & Engineer Drawings c) Correspondences d) Building Inspection Documents	Permanent. Transfer periodically to State Archives.
5	ANNEXATIONS a) Correspondence Regarding Background Information. b) Annexation Petitions c) Annexation Agreements d) File of Proceedings	Permanent. Transfer periodically to State Archives.
6	DEEDS AND EASEMENTS a) Deeds b) Easements c) Other Recorded Land Instruments	Permanent. Transfer periodically to the State Archives.
7	MAPS a) Maps	Permanent. Transfer periodically to the State Archives.
8	COMPREHENSIVE PLANS a) Comprehensive Plan	Permanent. Transfer periodically to the State Archives.
9	CODE ENFORCEMENT RECORDS a) Incident Reports b) Code Enforcement Letters (other than Zoning issues) c) Zoning Enforcement Letters	a) Retain 5 years, then destroy. b) Retain 5 years after resolution, then destroy. c) Permanent. Transfer periodically to State Archives.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M407 Page 2 of 2
Agency Town of Emmitsburg Frederick County, Maryland		Division/Unit Planning Department
Item No.	Description	Retention
10	PARKING TICKETS, PARKING PERMITS AND FLAGGING a) Paid Parking Tickets b) Unpaid Parking Tickets c) Paid Flagging Letters d) Unpaid Flagging Letters e) Parking Meter Reservation Sheets	a) Retain 3 years, then destroy. b) Retain 8 years, then destroy. c) Retain 3 years, then destroy. d) Retain 8 years, then destroy. e) Retain 1 year after paid, then destroy.
11	MISCELLANEOUS a) Major Subdivision Requests (application, final plat, staff reports) b) Traffic Studies c) Photographs d) Newspaper Clippings	a) Permanent. Transfer periodically to State Archives. b) Screen annually. Destroy material having no further legal, administrative or operational value. c) Screen annually. Retain permanently any photos having historic value regarding the origin, development, functions and accomplishments of the Town. d) Screen annually. Retain permanently any clippings having historic value regarding the origin, development, functions and accomplishments of the Town.

M. SET AGENDA FOR NEXT MEETING: NOVEMBER 4, 2019

- 1.
- 2.
- 3.
- 4.
- 5.

Administrative Business:

- A.
- B.
- C.
- D.