

**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

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.

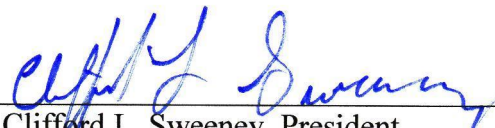
by a vote of 5 for, 0 against, 0 absent, and 0 abstain.

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

EXHIBIT A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M406 (To be completed by DGS/Records Management Division)
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Records Series Title: Audit Reports	Page 1 of 12
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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 bound 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 financial 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 and check stub size.
Volume (file drawers, gigabytes, etc.)	The Town currently has 14 banker boxes and 3 file drawers.
Annual Accumulation (file drawers, gigabytes, etc.)	1 banker box, 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 financial 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 financial 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 and 13 binders.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file folder.
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 financial 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 and 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 bill correspondences.
Record Series Function	Documents are used to substantiate amounts for the annual independent audit of the Town's financial 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)
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Records Series Title: Payroll Records	Page 9 of 12
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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 financial 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 General Provisions 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 financial 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)
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Records Series Title: Personnel Records	Page 11 of 12
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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 files.
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.

EXHIBIT B

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M407 (To be completed by DGS/Records Management Division)
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Records Series Title: Board of Appeal Documents	Page 1 of 10
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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 - 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)
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Records Series Title: Planning Commission Minutes & Reports	Page 2 of 10
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Record Series Content	Planning Commission meeting 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.
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)
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Records Series Title: Permit Files	Page 4 of 10
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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 property owner name and location.
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 subdivision/development 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)
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Records Series Title: Code Enforcement Records	Page 9 of 10
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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.

EXHIBIT C

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M408 (To be completed by DGS/Records Management Division)
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Records Series Title: Minutes	Page 1 of 27
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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 – 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. M408 (To be completed by DGS/Records Management Division)
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Records Series Title: Agenda Packets	Page 2 of 27
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Record Series Content	Agenda packets for the Board of Commissioners meetings.
Record Series Function	Documents outline 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 – 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
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Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Recordings (Tapes, DVDs, or Other Audio Format)

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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 – current.
Completeness /Gaps	No.
Schedule Item Number	3
Retention	Retain 10 years after approval of meeting minutes, then destroy. If no written meeting minutes, retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	N/A.

**DEPARTMENT OF GENERAL SERVICES
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Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Approved Legislation

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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 – current.
Completeness /Gaps	No.
Schedule Item Number	4
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
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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 – 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
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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 – current.
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
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Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Elections – Affidavits & Final Vote Counts

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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 vote counts.
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 – current.
Completeness /Gaps	No.
Schedule Item Number	7
Retention	Permanent. Retain 10 years, then transfer to the 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
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RECORDS INVENTORY AND RETENTION SCHEDULE**

Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Elections – Other

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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 – current.
Completeness /Gaps	No.
Schedule Item Number	8
Retention	Retain 3 years after election date, then destroy.
Justification for Permanent Retention	N/A.

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Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Financial Disclosures

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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 – current.
Completeness /Gaps	No.
Schedule Item Number	9
Retention	Retain 4 years after received date, then destroy.
Justification for Permanent Retention	N/A.

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Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Ethic Violation Compliant Forms

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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 – current.
Completeness /Gaps	No.
Schedule Item Number	10
Retention	Retain 5 years after resolution, then destroy.
Justification for Permanent Retention	N/A.

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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 – current.
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
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Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Request for Proposals (RFPs)

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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 notices.
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 – current.
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	N/A.

**DEPARTMENT OF GENERAL SERVICES
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Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Insurance Certificates

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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 – current.
Completeness /Gaps	No.
Schedule Item Number	13
Retention	Retain until expiration of insurance 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)
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Records Series Title: Accident Reports	Page 14 of 27
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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 – current.
Completeness /Gaps	No.
Schedule Item Number	14
Retention	Retain 3 years after accident date, then destroy.
Justification for Permanent Retention	N/A.

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Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Workman Compensation Claims

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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 – current.
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)
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Records Series Title: Insurance Claims	Page 16 of 27
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Record Series Content	Insurance claims include, but are not limited to, police reports, pictures of damage, corresponding invoices, copies of issued payment 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 – current.
Completeness /Gaps	No.
Schedule Item Number	16
Retention	Retain 3 years after claim is closed, then destroy.
Justification for Permanent Retention	N/A.

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(To be completed by DGS/Records Management Division)

Records Series Title: Phone Message Books

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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 – current.
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.

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Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Correspondences

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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 – current.
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
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Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Leases

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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 – current.
Completeness /Gaps	No.
Schedule Item Number	19
Retention	Retain 3 years after expiration of lease, then destroy.
Justification for Permanent Retention	N/A.

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Records Series Title: Building Records	Page 20 of 27
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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 properties.
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 – current.
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.

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Records Series Title: Vehicles Records	Page 21 of 27
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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), Department of Public Works Office and safety deposit box (PNC Bank).
Audit Requirements	No.
Date Span	1987 – current.
Completeness /Gaps	No.
Schedule Item Number	21
Retention	Retain until sale of vehicle, then destroy.
Justification for Permanent Retention	N/A.

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(To be completed by DGS/Records Management Division)

Records Series Title: Hunting and Fishing Licenses

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Record Series Content	Town issued hunting licenses and fishing licenses.
Record Series Function	Licenses documents who is using 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 – current.
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)
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Records Series Title: Community Pool Records	Page 23 of 27
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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 – current.
Completeness /Gaps	No.
Schedule Item Number	23
Retention	Retain 4 years, then destroy.
Justification for Permanent Retention	N/A.

**DEPARTMENT OF GENERAL SERVICES
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(To be completed by DGS/Records Management Division)

Records Series Title: Park and Gym Reservation Forms

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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 and Emmitsburg Community Center gymnasium usage.
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 – current.
Completeness /Gaps	No.
Schedule Item Number	24
Retention	Retain 1 year after form is received, 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)
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Records Series Title: Vendor Licenses	Page 25 of 27
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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 – current.
Completeness /Gaps	No.
Schedule Item Number	25
Retention	Retain 1 year after issued, then destroy.
Justification for Permanent Retention	N/A.

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Schedule No. M408

(To be completed by DGS/Records Management Division)

Records Series Title: Public Information Act (PIA) Requests

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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 – current.
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)
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Records Series Title: Legal Opinions and Litigation	Page 27 of 27
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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 – current.
Completeness /Gaps	No.
Schedule Item Number	27
Retention	Permanent. Retain 10 years, then transfer to the Maryland State Archives.
Justification for Permanent Retention	Documents provide legal and historical value regarding the business, development and origin of the Town.