DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. M258 Page 1 of 5

Agency
Town of University Park

Division/Unit
General Government

Item No.	Description	Retention
101	Minutes:	
	Council Meetings (Regular & Special)	Permanent *
	Summary of Work Sessions	Permanent *
	Council Standing Committee Meetings	Permanent *
	Special Committee Meetings/Hearings	Permanent *
	Council Executive Sessions	
102	Tape Recordings & Audio CDs of: Council Meetings Work Sessions Public Hearings	Retain 1 year then destroy.
103		Permanent *
104	Charter Resolutions	Permanent *
105	Code Resolutions	Permanent *
106	Ordinances	Permanent *
107	Proclamations	Permanent *
	Election Results	
	***Retain permanently for eventual transfer to State Archives.**	

RECEIVED
JUN 15 2009
RECORDS

Schedule Approved by Department, Agency, or Division Representative.

Date April 14, 2009

Signature

Typed Name John Rogard Tabori

Title Mayor, Town of University Park

Schedule Authorized by State Archivist

Date 2 Jun 09

Signature

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. M258 Page 2 of 5

Agency	Division/Unit
Town of University Park	General Government

Item No.	Description	Retention
108	Legal Ads:	
	Charter & Code Amendments	Permanent *
	Election Notices	Retain 3 years then destroy.
	Financial Statements	Permanent *
	Job Opportunities	Retain 3 years then destroy.
	Other miscellaneous ads	Retain 3 years then destroy.
109	Expired and completed Contracts & Agreements	Retain 3 years then destroy.
110	Expired Insurance Policies	Retain 4 years then destroy.
111	Deeds for Town owned Property	Permanent *
112	Financial Disclosure Statements	Permanent *
113	Official Correspondence: Received-Email or paper Sent-Email or paper	Screen and retain permanently, both hardcopy and electronic, any materials that serve to document the origin, development, functions and accomplishments of the Town. Transfer periodically to the State Archives in accordance with Archives' rules and regulations. Retain all other material, both hardcopy and electronic, for 4 years then destroy.
114	Legal Opinions	Permanent *
115	Health Insurance Plans/Applications	Retain current plus 1 additional year then destroy.
116	Administrator's Subject Files	Retain 4 years then destroy.
117	Chronological Files: Senior Administrators	Retain 4 years then destroy.
118	Active Personnel Files	Retain until no longer employed. (see item 119)
119	Inactive Personnel Files	Retain 10 years then destroy.
120	Personnel Applications	Retain 1 year then destroy.
	*** Retain permanently for eventual transfer to State Archives.**	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. M258 Page 3 of 5

Agency	Division/Unit
Town of University Park	General Government

Item No.	Description	Retention
121	County Bills & Resolutions	Screen annually and retain permanently* all material which has continuing administrative, fiscal, legal or historical value. Transfer periodically to State Archives. Retain all other materials for two (2) years then destroy.
122	Department Administrative Files	Retain 3 years then destroy.
123	Plans: Washington Gas Light Company WSSC (Washington Suburban Sanitary Commission) Verizon PEPCO	Retain until superseded then destroy.
124	Working Files for Projects, Maintenance Contracts	Retain until completion of project then destroy.
125	Maps of City Streets, Rights of way, Town Property, Storm Sewers, Surveys, Plats, Elevations, etc.	Permanent *
126	Architectural Drawings for Town Buildings	Permanent *
127	Town Permits	Retain 1 year after completion then destroy.
128	Architectural Drawings & Site Plans: Submitted with Town Permit Applications Submitted to Town for Comment	Retain 1 year after completion then destroy.
129	Paid Bills	Retain 3 years then destroy.
130	Receipt Copies	Retain 3 years then destroy.
131	Audited Financial Statements and Uniform Financial Reports	Permanent *
	*** Retain permanently for eventual transfer to State Archives**	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M258 Page 4 of 5
Agency Town of University Park		**Division/Unit** General Government
Item No.	**Description**	**Retention**
	Code Enforcement Office	
201	Rental License Application & License	Permanent *
202	Violation Notices	Retain until expiration, renewal or otherwise superseded then destroy.
203	A thru Z-General Information	Screen and retain permanently* materials which serve to document the origin, development, functions and accomplishments of the Code Enforcement Office. Transfer periodically to the State Archives. Destroy other material no longer needed for current operation.
	***Retain permanently for eventual transfer to State Archives.**	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. M258 Page 5 of 5
Agency Town of University Park	**Division/Unit** General Government

Item No.	Description	Retention
	Department of Public Works	
301	Interdepartmental Memorandum	Screen annually and retain permanently* all materials which serve to document the origin, development, functions and accomplishments of the Department. Transfer periodically to the State Archives. Retain all other materials 4 years then destroy.
302	Purchase Orders	Retain 4 years then destroy.
303	Time Sheets	Retain 4 years then destroy.
304	Vehicle Maintenance Records and Statistics	Retain until vehicle is disposed of plus 4 years then destroy.
305	Work Orders	Retain 6 weeks then destroy.
306	Special Trash Requests	Retain 6 weeks then destroy.
307	Daily Department Work Records	Retain 4 years then destroy.
308	Official Correspondence	Screen and retain permanently* all materials which serve to document the origin, development, functions and accomplishments of the Department. Transfer periodically to the State Archives. Retain all other material 4 years then destroy.
	***Retain permanently for eventual transfer to State Archives.**	