

COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND

RESOLUTION NO. 10-15

Introduced By Councilwoman Elenora Simms

Date Introduced February 22, 2010

Date Adopted February 22, 2010

Date Effective February 22, 2010

A RESOLUTION concerning

Records Retention and Disposal Schedule

FOR the purpose of adopting a schedule for the retention and disposal of records of The City of Seat Pleasant.

EXPLANATORY STATEMENT: The City staff has developed a schedule to govern the retention and disposal of records of the City. Such a schedule will provide guidance to the City's officials and employees, and the general public, as to the length of time that various types of records will be kept by the City before the City may destroy or otherwise dispose of them. Such a schedule also will allow the City to dispose of records in a timely manner to reduce the amount of storage space needed for the perpetual maintenance of such records.

NOW, THEREFORE,

SECTION I: BE IT RESOLVED BY THE SEAT PLEASANT CITY COUNCIL that the Records Retention and Disposal Schedule consisting of five (5) pages, attached to and incorporated into this Resolution, is hereby adopted.

ATTEST:



Dashaun N. Lanham, City Clerk

COUNCIL OF THE CITY OF
SEAT PLEASANT



LaTasha C. Gatling, President

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

Schedule No.

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Agency City of Seat Pleasant

Division/Unit Public Works

Item No.	Description	Retention
	<p>This department provides the up-keep and repair of all city owned property. It provides leaf and snow removal, maintenance of city streets, parks and playgrounds. It maintains all city owned vehicles.</p>	
	<u>Type of Record</u>	
1	Vehicle Maintenance Records	Life of vehicle & 3 Year.
2	Various Correspondences	Retain for 5 years after audit, then destroy
3	Daily Department Work Log/Records	Retain for 3 years after audit, then destroy

Schedule Approved by Department, Agency, or Division Representative.

Date _____

Signature _____

Typed Name _____

Title _____

Schedule Authorized by State Archivist

Date _____

Signature _____

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No.

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Agency City of Seat Pleasant

Division/Unit Police Department

Item No.	Description	Retention
1	ADMINISTRATIVE RECORDS Correspondence (General) (Includes internal/external correspondence relating to police operations/functions and e-mail communication.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy
2	POLICE RECORDS Adult Arrest Reports (Includes case files relating to person arrested/tried for criminal activities)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy
3	Juvenile Arrest Reports (Includes case files relating to offenses committed by persons under 18 years of age.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy
4	Incident Reports (Includes police reports relating to crimes against persons, and property.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
5	Motor Vehicle Accident Reports (Includes records relating to motor vehicle accident investigations.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
6	Daily Inspection Records (Includes inspection records relating to offer activities/events.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
7	Disciplinary reports and internal investigation materials Note: Any documents pertaining to litigation or threats of litigation will be retained until conclusion of litigation or expiration of limitations for threats of litigation where a lawsuit has not been filed. PRINCE GEORGE'S COUNTY POLICE DEPARTMENT RETAINS RECORD COPIES OF ALL THE ABOVE RECORDS.	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No.

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Agency City of Seat Pleasant

Division/Unit General Government

Item No.	Description	Retention
	<p>General Government includes those files and records pertaining to the elected official (Legislative), Administrative (Executive), Election Records, Accounting/Financial/Personnel files.</p> <p>NOTE: All records listed as permanent in this schedule will be periodically transferred to the State Archives for storage and preservation. All records with time limited retentions are to be reviewed for their potential historical, administrative, legal, fiscal or other archival value before destructions.</p> <p><u>Legislative Records</u></p>	
1	Ordinances, Resolutions and Proclamations with legislative history if any	Permanent, Transfer periodically to the Maryland State Archives
2	Charter, amendments with legislative history	Permanent, Transfer periodically to the Maryland State Archives
3	<u>Elections</u> Notices, ballots, election results	6 (six) months
4	Minutes of the mayor and city council meetings	Permanent. Transfer periodically to the Maryland State Archives.
	Cassette tapes of meetings of the City Council	2 (two) years after approval of minutes
	<u>Administrative Records</u>	
5	General correspondence: Original incoming and copies of outgoing letters, e-mail's, notices, reports, directives, policies and other material related to City Administration.	Screen annually and destroy material that is no longer needed for current business. Retain permanently any material that serves to document
	Daily Inspection Records (Includes inspection records relating to offer activities/events.)	

		Schedule No.
		and accomplishments of the office. Transfer periodically to the Maryland State Archives.
6	Deeds, land use agreements, plats, surveys, including infrastructure contracts, and agreements correspondence and legal opinions relating thereto	Permanent
7	Contracts including: documentation and correspondence; bids awards, grant applications, agreements and supporting documents, quotes, purchase orders, specifications, advertisements and associated documents if any.	3 (three) years after satisfactory completion and/or audit requirements.
8	City Newsletter/Publications	Permanent (retain one copy)
9	Opinions of Legal counsel, Court Opinions and Judgments where the City was a party	Permanent
10	Insurance claims: including related records, expired insurance policies	7 (seven) years after settlement
11	Vehicle, equipment, other asset records	3 (three) years after disposition
12	Legal Advertisement	Permanent (retain one copy)
13	<u>Code Enforcement</u> Reports, notices and related documents, permits and permit applications	2 (two) years after disposition

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

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Agency City of Seat Pleasant

Division/Unit General Government

Item No.	Description	Retention
	<u>Accounting/Finance/Personnel Records</u>	
14	Bonds, Audit Reports, Budgets, General Ledger	Permanent
15	Paid bills, vouchers, invoices, bankbooks, statements, deposit slips, tax assessment lists, employee payroll reports, tax returns, investment records, purchase orders and purchase orders, bank signatory statements.	4 (four) years after end of Fiscal Year audit.
16	Personnel Records, Personnel Applications, Time Sheets	7 (seven) years after end of employment

Schedule Approved by Department, Agency, or Division Representative.
 Date _____
 Signature _____
 Typed Name _____
 Title _____

Schedule Authorized by State Archivist
 Date _____
 Signature _____