

<b>Agency</b> TOWN OF UPPER MARLBORO	<b>Division/Unit</b> General Government
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Item No.	Description	Retention
	General Government includes those files and records pertaining to the elected officials (Legislative), Administrative (Executive), Election Records, Accounting/Financial/ Personnel and Police files.  <b>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 review for their potential historical, administrative, legal, fiscal or other archival value before destruction.</b>  <u>Legislative Records</u>	
1	Minutes of Board of Commissioners official meetings	Permanent
2	Videos and recordings of official Commissioner meetings	2 years after approval of minutes
3	Ordinances, Resolutions and Proclamations with legislative history if any	Permanent
4	Charter, amendments with legislative history	Permanent

Schedule Approved by Department, Agency, or Division Representative.

Date 9/17/08

Signature *Stephen Sonnett*

Typed Name **STEPHEN SONNETT**

Title President Board of Commissioners  
Town of Upper Marlboro, MD

Schedule Authorized by State Archivist

Date 13 May 09

Signature *[Handwritten Signature]*

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

Schedule No. M245

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**Agency**

TOWN OF UPPER MARLBORO

**Division/Unit**

General Government

**Item No.**

**Description**

**Retention**

5

Administrative Records

General correspondence: original incoming and copies of outgoing letters, notices, reports, directives, policies and other material related to Town administration.

Screen annually and destroy material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development 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, quotes, purchase orders, specifications, advertisements and associated documents if any.

3 years after satisfactory completion and/or audit requirements

8

Town Publications

Permanent  
(retain one copy)

9

Opinions of Legal counsel, Court Opinions and Judgments where the Town was a party

Permanent

10

Insurance claims: including related records

7 years after settlement

11

Vehicle, equipment, other asset records

2 years after disposition

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TOWN OF UPPER MARLBORO

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**Retention**

**Election Records**

- |    |   |  |
|----|---|--|
| 12 | Election Returns; Town voter registration records                 | Permanent  |
| 13 | Candidate petitions; notice of elections; election worker records | 5 years  |
| 14 | Ballots, paper, absentee  | Minimum of 6 months to maximum of 1 year after election is final |

**Accounting/ Financial/Personnel Records**

- |    |  |  |
|----|--|--|
| 15 | Bonds, audit Reports, Budgets, General Ledger  | Permanent                              |
| 16 | Paid bills, vouchers, invoices, bankbooks, statements, deposit slips, tax assessment lists, employee payroll reports, tax returns, investment records, bank signatory statements | 4 years after end of Fiscal Year audit |
| 17 | Personnel records  | 7 years after end of employment        |

**Police Records**

- |    |   |         |
|----|---|---------|
| 18 | Incident reports of various types <i>P&amp;C</i>                        | 7 years |
| 19 | Daily activity Log of Officer on Patrol <i>P&amp;C</i>                  | 3 years |
| 20 | Non-current Citations, flagging documents and reports <i>only this!</i> | 4 years |