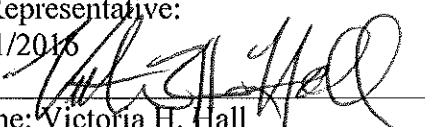


Item No.	Description	Retention
1 Accounting Records	A. General Accounting Records. Bankbooks, statements, deposit receipts, cancelled checks, check stubs/copies, paid bills, invoices, receipt and disbursement journals, withholding tax forms and statements	Retain for seven (7) years and until all audit requirements have been fulfilled, and then destroy.
	B. Special Accounting Records General Ledger and Report Audits	Retain Permanently. To be offered to the Maryland State Archives after 3 years for permanent retention.
	C. Budget and Fiscal Planning Records Budget Estimates, Budget papers, work sheets, materials & supply inventories, reports of fixed assets, reports of materials & supplies	Retain for seven (7) years and until all audit requirements have been fulfilled, and then destroy.
	D. Payroll Accounting Payroll & check register, payroll exceptions time report, leave records	Retain for seven (7) years and until all audit requirements have been fulfilled, and then destroy.
	E. Personal Data Any accounting records containing Social Security Numbers, Drivers License numbers, or other personal data which may have been collected related to payroll, employment, bank signatory cards, insurance, and other financial records.	Retain any such records as paper records only; digital records will be avoided and any generated will permanently deleted. Documents which were born digital will be printed out and the digital version permanently deleted. Retain paper records, with personal data redacted, in a locked cabinet in the Village Office for seven (7) years and until all audit requirements have been fulfilled, and then destroy.

Schedule Approved by Department, Agency or Division Representative: Date: 1/11/2016 Signature:  Typed name: Victoria H. Hall Title: Village Manager	Schedule Authorized by State Archivist: Date: _____ Signature: _____
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Department of General Services Records Management Division Records Retention and Disposal Schedule	Schedule No.
	Page 2 of 4
Village of Martin's Additions	

Item No.	Description	Retention
2 <u>Administrative</u> <u>File</u>	A. Copies of Contracts and insurance policies of the Village of Martin's Additions	Retain for 3 years after expiration then destroy.
	B. Deeds of property and agreements between the Village and individuals/entities	Retain Permanently. To be offered to the Maryland State Archives after 3 years for permanent retention.
	C. Written opinions rendered by the Village Attorney at the request of the Council and litigation cases involving the Village	Retain Permanently. To be offered to the Maryland State Archives after 3 years for permanent retention.
	D. Building permits/plans for residents, zoning information, variances and right-of-way use agreements.	Retain Permanently. To be offered to the Maryland State Archives after 3 years for permanent retention.
	E. Bid specifications, drawings, advertisement and other associated documents.	Retain incumbent for five (5) years then destroy. Retain other bids for six (6) months then destroy.
	F. Any Village Official's conflict of interest disclosure (Village Code Section 4-201 A)	Retain for length of term and then two (2) years thereafter and then destroy.

Village of Martin's Additions

3 <u>General File</u>	<p>A. Original incoming letters, e-mails, and other correspondence, copies of outgoing letters, e-mails, and other correspondence, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, newsletters, directives and miscellaneous papers, and other records not expressly addressed by this Schedule.</p>	<p>Screen annually:</p> <p>Directives, policies, surveys and other material related to the planning and policy that illustrate the development of the Village retain permanently. To be offered to the Maryland State Archives after 1 year. Destroy all other material no longer needed for current business.</p>
	<p>B. Newsletters: <i>Martin's Edition</i></p>	<p>Retain Permanently. For those issues which were born digital, a paper printout will also be retained permanently. Printed and digital versions to be offered to the Maryland State Archives in the calendar year they were published, with all issues for a calendar year sent to MSA together at the end of each calendar year.</p>

Village of Martin's Additions

4 <u>Elections</u>	A. Actual ballots cast in the annual Village election	Retain for six (6) months after the election and then destroy.
	B. Election results	Retain Permanently. To be offered to the Maryland State Archives after 1 year.
5 <u>Minutes, Legal and Ordinances</u>	Administrative, legislative and legal opinions from which the Village Council or a committee takes appropriate action. Included: meeting agendas, minutes of meetings, statements to close a meeting, audio recordings, charter, ordinances, resolutions, policies and oaths of office.	Retain Permanently. To be offered to the Maryland State Archives after 1 year.
6 <u>Personnel Files</u>	A. Alphabetical arrangement containing the history of each employee actively employed with the Village government. Included in the file are applications, letters of recommendations, salary changes, performances evaluations, correspondence, citations, disciplinary actions, training records, medical information and resignations.	Retain, with Social Security numbers redacted, in a locked cabinet in the Village Office until termination of employment and for three (3) years thereafter, and then destroy.
	B. Recruitment files, including applications and correspondence submitted in response to job openings.	Retain for three (3) years then destroy.
7 <u>Historic Documents</u>	Any oral histories, photographs of historic and special events, histories of architectural styles and houses, essays about life in the Village, genealogies of Village residents which were prepared by an employee of the municipality in the conduct of municipal business.	Retain Permanently. To be offered to the Maryland State Archive after 1 year.