City of Salisbury

MARYLAND

SALISBURY CITY COUNCIL
WORK SESSION AGENDA

NOVEMBER 4, 2013
COUNCIL CHAMBERS, ROOM 301
GOVERNMENT OFFICE BUILDING

4:30 p.m.	Community Organization Presentation
4:45 p.m.	Mechanical Permit – Fee Schedule/Permitting Requirement – Bill Holland
5:15 p.m.	Delmarva Zoological Society Donations (Bear Sculpture & Vermiculture Exhibit) – Michael Moulds/Amanda Pollack
5:30 p.m.	Definition of *Blight* in the Property Maintenance Code – Susan Phillips
6:00 p.m.	Changes to the Composition of the Housing Board of Adjustments & Appeals – Susan Phillips
6:30 p.m.	Records Retention Policy – Tom Stevenson
6:45 p.m.	Pay for Elected Officials – Council discussion
7:15 p.m.	2014 City Council Proposed Meeting Dates/Times – Council discussion
7:25 p.m.	General Discussion
7:30 p.m.	Adjournment

Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.
The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 10-508(a).

Posted: October 30, 2013

Memorandum

To: Tom Stevenson, Interim City Administrator

From: William T. Holland, Director

Date: 10/30/2013

Re: Mechanical Permit Fee Schedule

Tom, attached is a proposed ordinance adopting a fee schedule for mechanical permits. The purpose for initiating the requirement for a mechanical permit is to be in compliance with 2012 International Energy Conservation Code as mandated by the state. Any inspections and plan approval for HVAC and other mechanical trades will be done by third-party inspection agencies.

Please let me know if you have any questions.

ORDINANCE NO. _____

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF SALISBURY TO ESTABLISH THE FEE SCHEDULE FOR A MECHANICAL PERMIT FEE.

WHEREAS, Section 110.3.7 of the International Building Code requires that heating, ventilation and air conditioning units and equipment are inspected to determine compliance with Chapter 13, Energy Efficiency.

WHEREAS, the City Council has determined that it is in the best interest of the citizens of Salisbury to develop a permit and inspection program to better insure the quality of work performed by the trades installing and replacing mechanical systems,

WHEREAS, in order to determine compliance with the International Energy Conservation Code and the International Mechanical Code, and the state of Maryland, the City Council desires to establish a mechanical permit fee for the installation of heating, ventilation and air conditioning systems in new structures and the replacement of heating, ventilation and air conditioning systems in existing structures.

NOW, THERFORE, BE IT ENACTED AND ORDAINED by the City Council of the City of Salisbury, Maryland, in regular session, that the permit fee for the installation of heating, ventilation and air-conditioning systems in new structures be fifty dollars ($50.00);

AND BE IT FURTHER ENACTED AND ORDAINED by the City Council of the City of Salisbury, Maryland, that the permit fee for the replacement of heating, ventilation and air-conditioning systems shall be twenty-five dollars ($25.00);

AND BE IT FURTHER ENACTED AND ORDAINED by the City Council of the City of Salisbury, Maryland, that these fees set forth in the Ordinance shall take effect January 1, 2014.

THIS ORDINACE was introduced and read at a meeting of the Council of the City of Salisbury held on the 11th day of November, 2013, and having been published as required by law, in the meantime, was finally passed by the Council on the 25th day of November, 2013.

ATTEST

_____	_____
Kimberly R. Nichols	Jacob Day
City Clerk	City Council President

Approved by me this _____

day of _____

_____

James Ireton, Jr

Mayor

JAMES IRETON, JR.
MAYOR

TOM STEVENSON
ACTING CITY ADMINISTRATOR

City of Salisbury

MARYLAND

Salisbury
All-America City
2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

MICHAEL S. MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

To: Tom Stevenson, Acting City Administrator
From: Michael Moulds, Director of Public Works
Amanda Pollack, Deputy Director of Public Works
Date: October 24, 2013
Re: Zoo Donations

The Delmarva Zoological Society (DZS) has raised funds and received grants to be able to make continued donations to the Salisbury Zoo. DZS is pleased to donate $40,192 in the form of a sculpture and exhibit per the attached letter dated October 2, 2013 and email dated October 3, 2013. The donation includes the following items:

Donated items	**Approximate Value**
Bear Sculpture	$40,000.00
Vermiculture Exhibit	$192.00
Total Donation	**$40,192.00**

Attached is a Resolution for consideration to accept the donations from the Delmarva Zoological Society.

Unless you or the Mayor has further questions, please forward a copy of this memo to the City Council.

DELMARVA
Zoological
SOCIETY

Working to Renew the Zoo

October 2, 2013

Amanda H. Pollack, P.E., Deputy Director
City of Salisbury, Department of Public Works
125 N. Division St., Room 202
Salisbury, MD 21801

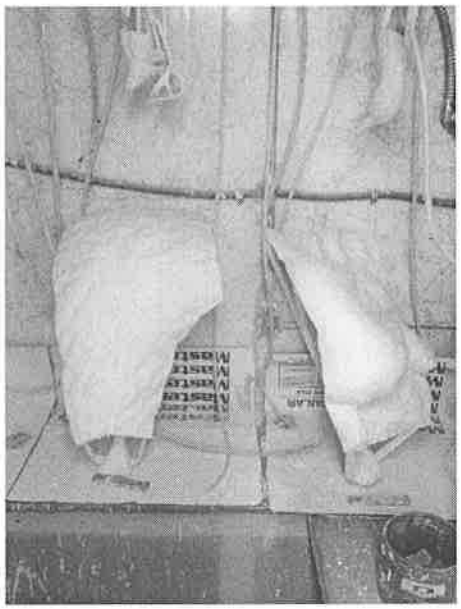
Amanda,
Delmarva Zoological Society is pleased to be able to Gift to the City of Salisbury a life size Bear Sculpture by renowned artist David Turner, valued at $40,000. This amazing statue will be placed at the Zoo and located in front of the bathroom building, close to the Beastro & facing the Andean Bear Exhibit. The sculpture will be installed on Wednesday, October 9, 2013.

Sculpture David Turner with life size bronze bear sculpture

Donors of the Bear Sculpture with small sculpture donated by Turner Sculpture as a thank you
Dedicated to Richard Dale Evans by his loving family

Please visit us on the web at www.RenewTheZoo.com
PO Box 4621, Salisbury, MD 21803
Physical Location: Chamber of Commerce Building, 144 East Main Street, Suite 202
Phone: 410-742-3977 Fax: 410-860-9925 Email:RenewTheZoo@yahoo.com

Part of the lost wax bronze casting process



Bear parts in slurry room

Bronze Bear parts

Beginning to take shape

Please let us know if you have any questions and as always, we thank you and the Department of Public Works for your help to *Renew the Zoo*.

With warmest regards,
Stacey
Stacey Weisner
Executive Driector

Amanda Pollack

From: taylor@renewthezoo.com
Sent: Thursday, October 03, 2013 10:09 AM
To: Amanda Pollack
Cc: Ralph Piland; Stacey Weisner
Subject: Worm Composting Exhibit

Good Morning Ms. Amanda,

Attached is some information about the newly opened Vermiculture (Worm Composting) Exhibit at the Salisbury Zoo! Along with an overview of the project, there are several pictures from the Grand Opening Event.

The cost of the exhibit (box, worms, signage) was $192.00, which was the cost of the worms (12 pounds at $16 each). The box, labor, and signs were donated.

If there are any questions regarding this project or exhibit please do not hesitate to contact me.

Thank you!
Taylor Whitehair
Technical Writer, Delmarva Zoological Society
Cell: (443) 480 - 9045
Office: (410) 742 - 3977

Vermiculture Exhibit

Our involvement with this great project first began when I met Tony Russo, of the Make it Matter Movement, at a Grant Writing Workshop hosted by the Community Foundation of the Eastern Shore. In addition to that workshop, he was doing the ShoreCAN Volunteer Academy, also hosted by CFES. To complete the Academy he had to partner with a non-profit organization, write a grant, and host an event.

Mr. Russo had already spoken with Ms. Leonora at the Zoo to run the exhibit idea by her, so I happily agreed to have the Delmarva Zoological Society help his cause. His vision was to use his youth volunteers from the Make it Matter Movement to construct a Worm Composting Box for the Zoo. In addition to the build event, there would be a "Grand Opening" event at the Salisbury Zoo to set up the exhibit and create smaller, take home versions of the box with children.

Both phases of the project were a huge success! The build took place on September 7 at Home Depot. The company was extremely generous – they donated all materials for the box and actually pre-constructed the box, then disassembled it, so the process would be easier for the children. The actual event at the Zoo went well, too. Many people came out to the Zoo that day specifically for the event. The exhibit was opened and the Vermiculture process was explained (Vermiculture is worm composting! The worms eat vegetable waste, egg shells, coffee grounds – anything you would typically compost – and turn it into casings which make an ultra-rich soil. The worms will also reproduce, so as the box fills with worms and dirt, a portion of both can be removed and used in your garden. As long as the box and worms are maintained, this process can continue!). Then, we helped about eighty children make their very own, mini worm composting boxes to take home.

Due to substantial donations from Home Depot and Robinson's Family of Businesses, the costs associated were minimal. The costs that did exist were covered by generous funding from CFES; costs included worms, t-shirts, and after-party supplies. Overall, the total project only cost about $467. 00. The actual cost of the exhibit (box, worms, and signage) was $192.00, which was the cost of the worms.

The exhibit can now be seen at the Salisbury Zoo! The box sits next to the Education Department Building, near the Education Stage. If you look inside, you can see the worms wiggling around and munching! Signs at the exhibit showcase what vermiculture is and the generous sponsors/partners.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACCEPTING A DONATION FROM THE DELMARVA ZOOLOGICAL SOCIETY FOR THE SALISBURY ZOOLOGICAL PARK.

WHEREAS, the Council of the City of Salisbury supports the acceptance of donations at the Salisbury Zoo; and

WHEREAS, the Delmarva Zoological Society would like to donate to the City a life sized bear sculpture and a vermiculture (worm composting) exhibit; and

WHEREAS, the Delmarva Zoological Society will secure and donate the sculpture, materials and labor necessary to fully utilize the bear sculpture and vermiculture exhibit to benefit the Zoo Education Department, and visitors to the Salisbury Zoo.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Salisbury, Maryland does hereby accept the donation of a bear sculpture and vermiculture exhibit valued at a maximum of approximately $40,192.

THIS RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on _____, 2013 and is to become effective immediately upon adoption.

ATTEST:

_____	_____
Kimberly R. Nichols	Jacob R. Day
CITY CLERK	PRESIDENT, City Council

APPROVED by me this _____ day of _____, 2013

_____
James Ireton, Jr.
MAYOR, City of Salisbury

Memo

To: Tom Stevenson

From: Susan Phillips

Date: October 23, 2013

Re: Blight Definition

Attached you will find an ordinance adding the definition of blight to *15.24.490 Definitions* of the Property Maintenance Code. The addition of this definition will assist with the proper enforcement of blighted properties.

Unless you or the mayor has any questions please forward this information to the city council for review and consideration.

CITY OF SALISBURY
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY TO AMEND SUBSECTION 15.24.490 GENERAL DEFINITIONS OF THE PROPERTY MAINTENANCE CODE OF THE CITY OF SALISBURY TO ADD A DEFINITION FOR "BLIGHT".

WHEREAS, the ongoing application, administration and enforcement of Chapter 15.24 of the Salisbury Municipal Code, demonstrates a need for periodic review, evaluation and amendment; and

WHEREAS, there is no definition for blight in the current code; and

WHEREAS, the addition of the definition of blight will strengthen the enforcement mechanism that the Department of Neighborhood Services and Code Compliance currently has in place; and

WHEREAS, the Department of Neighborhood services and Code Compliance does recommend approval of this proposed code change.

NOW, THEREFORE, be it enacted and ordained by the City Council of the City of Salisbury, that Chapter 15.24 Housing Standards, Subsection 15.24.490 General Definitions of the Salisbury Municipal Code be amended to add the following definition:

15.24.490 General Definitions

<u>Blight. A condition that endangers the public health, safety or welfare; or any condition that is detrimental to the public health, safety, or welfare because commercial, industrial, or residential structures or improvements are dilapidated, or deteriorated or</u>

because such structures or improvements violate minimum health and safety standards. Blight shall include, but not be limited to, debris or other material which results from or is intended to be utilized in demolition~~,~~ or construction~~,~~ or that results from any other cause or for any purpose, which remains on any property not specifically zoned for the keeping of such debris or material for more than sixty (60) days without being utilized or removed.

AND BE IT FURTHER ENACTED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that the Ordinance shall take effect upon final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the _____ day of _____, 2013 and thereafter, a statement of the substance of the ordinance having been published as required by law, in the meantime, was finally passed by the Council on the ___ day of _____, 2013.

ATTEST:

_____ _____

Kimberly R. Nichols, City Clerk Jake Day, City Council President

Approved by me, this _____day of _____, 2013.

_____

James Ireton, Jr., Mayor of the City of Salisbury

Memo

To: Tom Stevenson

From: Susan Phillips SP

Date: October 23, 2013

Re: Housing Board of Adjustments & Appeals Legislation

Attached you will find legislation changing the establishment of the Housing Board of Adjustments & Appeals. The proposed changes opens the appointments of individuals who are at-large City of Salisbury residents.

Unless you or the mayor has any questions please forward this information to the city council for review and consideration.

CITY OF SALISBURY
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY, MARYLAND, TO AMEND CHAPTER 15.24 HOUSING STANDARDS OF THE MUNICIPAL CODE TO CHANGE THE REQUIREMENTS FOR ELIGIBILITY OF BOARD MEMBERS FOR THE HOUSING BOARD OF ADJUSTMENTS AND APPEALS.

WHEREAS, the Mayor and Council are concerned about the selection of members of the housing board of adjustments and appeals;

WHEREAS, the Mayor and Council desire to change the establishment of the housing board of adjustments and appeals by requiring all members be residents of the City of Salisbury;

WHEREAS, the Mayor and Council seek to amend certain language in Subsections 15.24.360 and 15.24.370 of Article X Means of Appeal, of the Housing Standards to require all members to be residents of the City of Salisbury;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that the following sections be amended as follows:

15.24.360 Establishment of board.

There is established in the city a board to be called the housing board of adjustments and appeals, which shall consist of five members. Such board shall be composed of ~~one realtor or landlord, one physician, registered sanitarian or health official, one architect, structural engineer or general contractor, and two members~~

at large ~~from the~~ residents of the city of Salisbury ~~who are homeowners~~. The board shall be appointed by the mayor and council.

(Ord. 1665 Exh. A (part), 1997)

15.24.370 Terms of office.

~~Of the m~~Members ~~first appointed, two shall be appointed for terms of two years, two for terms of three years and one~~ shall be appointed for a term of four years~~, and thereafter they shall be appointed for terms of four years~~. Any continued absence of any regular member from regular meetings of the board shall, at the discretion of the mayor and council, render any such member subject to immediate removal from office.

(Ord. 1665 Exh. A (part), 1997)

AND BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that the Ordinance shall take effect upon final passage.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on the _____ day of _____, 2013, and thereafter, a statement of the substance of the ordinance having been published as required by law, in the meantime, was finally passed by the Council on the _____day of _____, 2013.

_____ _____

Kimberly R. Nichols, City Clerk Jake Day, City Council President

Approved by me this
day _____of _____, 2013.

_____

James Ireton, Jr.,
Mayor of the City of Salisbury

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To:	City Council Mayor
From:	Tom Stevenson
Subject:	Records Retention Policy
Date:	October 4, 2013

The Code of Maryland (COMAR) section 14.18.02 (copy attached), requires all local governments to develop a program to effectively manage its records.

"*Record*" as defined in section 14.18.02.02 (9) (a) in the attached; means

"Any documentary material in any format created or received by an agency in connection with the transaction of public business"

To comply with this requirement, a Records Retention Policy has been created (copy attached). The intent of the policy is to ensure that all qualifying records are adequately maintained and that after a prescribed period of time; nonessential records can be destroyed.

The policy includes criterion for maintaining records in hardcopy and electronic format, necessary software upgrades, periodic review and development requirements; and probably most importantly, an obligation to retain **all records** when the possibility of litigation exists.

To satisfy the requirements of the policy, a Records Retention and Disposal Schedule has been developed (copy attached). The Maryland State Archivist has reviewed and approved the recommended schedule.

The Records Retention and Disposal Schedule, requires all records to be maintained for at least one year. The significance of the record determines its retention requirements. Some records must be maintained permanently by the local government, and some, such as Council minutes, must be transferred periodically to the Maryland State Archives.

Considering the number of records that meet the retention criterion, it is imperative that a disposal schedule be considered.

City of Salisbury
Records Retention Policy

To facilitate efficient and effective operations, and to comply with the Records Retention Schedule approved by Maryland State Archives, the City of Salisbury will implement the following policy. The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time. All forms of records, including written, printed, recorded and electronic (including e-mails) should be kept no longer than the specified period. The Records Administrator shall destruct all records according to the terms of the approved schedule.

Maintaining records in electronic format requires that the records be accessible and retrievable throughout the stated retention period. This may mean the creation of a file that is separately maintained. If there is a system upgrade or a new version of software that is implemented during the retention life of the record, the various components of the record will need to be moved forward to the next technology in order to retain access and retrievability. If the content of an e-mail message has record value and relates to an established record series, it should be retained for the same time period as that of the related hard copy record series.

Each Department Head periodically should review currently-used records and forms to determine whether these are adequate and appropriate for each department's requirements. Each Department Head should also periodically review the Record Retention Schedule to determine any special circumstances that necessitate changes in the retention periods. Requests for changes in retention periods or deviations from specified retention periods should be made to the Records Administrator.

All records will be kept for the periods listed in the Records Retention Schedule. When there is a probability of litigation, all records (including electronic records and emails) will be retained beyond the listed retention periods. After becoming aware of a claim or potential litigation, these records will be retained until the litigation hold is lifted.

Destruction of all records will be performed only by the Records Administrator.

	Maryland State Archives 350 Rowe Boulevard Annapolis, Maryland 21401-1686	_____ Retain one (1) copy and forward original to address on left.
Reporting Agency		
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

		Authorization					
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Section and/or Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal

I hereby certify that the records listed above were disposed of as indicated.

_____ _____ _____

Signature Title Date

14.18.02.00

Title 14 INDEPENDENT AGENCIES

Subtitle 18 STATE ARCHIVES

Chapter 02 Records Retention and Disposition Schedules

Authority: State Government Article, §§9-1007—9-1012, and 10-632, Annotated Code of Maryland

14.18.02.01

.01 Purpose.

The purpose of these regulations is to:

A. Protect records considered essential to the continuing operation of government;

B. Guarantee the integrity and preservation of permanent records;

C. Ensure the legal admissibility of the permanent record;

D. Secure the rights and privileges of citizens;

E. Assure public access to the records of government;

F. Promote agency legal and fiscal accountability; and

G. Provide a means to document agency administrative history.

14.18.02.02

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Agency" means any office, department, board, commission or other separate unit of Maryland government, including the executive, legislative, and judicial branches of government, and all political subdivisions.

(2) "Appraisal" is the process of determining how long, in what format, and under what circumstances a record series ought to be preserved, based upon the information contained in the records inventory.

(3) "Archives" means the Maryland State Archives.

(4) "Custodian" means an officer or employee of the State or a political subdivision who, whether or not the officer or employee has physical custody and control of a public record, is responsible for keeping the public record.

(5) "Division" means the Records Management Division of the Department of General Services.

(6) "Non-permanent record" means a public record with temporary value which may be destroyed after the passage of a specified period of time.

(7) "Permanent record" means a public record which is considered by law, statute, rule, agency personnel or the State Archivist to have ongoing administrative, fiscal, legal, historical, or other archival value.

(8) "Publication" means any informational material developed by or for an agency for general public dissemination.

(9) Record.

(a) "Record" means any documentary material in any form created or received by an agency in connection with the transaction of public business; and

(b) "Record" includes:

(i) Written materials, email, books, photographs, photocopies, publications, forms, microfilms, tapes, computerized records, maps, drawings, and other materials in any format;

(ii) Data generated, stored, received, or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another.

(10) "Records inventory" means a survey of all records series maintained by an agency resulting in a detailed itemized compilation of the records in the possession of the agency, and is the first step in preparing a records retention and disposition schedule.

(11) "Records officer" means any person or persons designated according to the provisions of this chapter whose responsibilities include the development and oversight of agency records management programs.

(12) "Record series" means a set of similar records maintained in any form or format.

(13) "Schedule" means a records retention and disposition schedule which is an official document listing and describing all records of an agency, and provides:

(a) For the permanent retention of records considered by statute or the Archivist to be of permanent value; and

(b) For the destruction of records that are not essential to agency operations after the lapse of a stated period of

time.

14.18.02.03

.03 Scope.

These regulations apply to all:

A. Agencies; and

B. Records.

14.18.02.04

.04 Agency Responsibilities.

Agencies shall:

A. Develop schedules;

B. Review and update their schedules at least once every 2 years;

C. Establish and maintain a records management program;

D. Provide copies of publications to Archives as soon after release to the public as is practicable;

E. Initiate appropriate action to recover records removed unlawfully or without authorization; and

F. Transfer to Archives permanent record material not needed for the current operation of the agency in accordance with procedures outlined in this regulation.

14.18.02.05

.05 Duties of Custodians, Public Officials, and Employees.

A. It is the responsibility of all custodians, public officials, and employees to:

(1) Retain and protect all records in their custody;

(2) Cooperate with Division and Archives in the establishment and maintenance of an active and continuous program for the economical and efficient management of records;

(3) Ensure that agency records, including electronic records, are covered by a schedule, which shall outline procedures to ensure the retention and usability throughout the authorized lifecycle of the records.

B. No officer, employee, or contractor of any agency shall destroy, sell, or otherwise dispose of any record in such person's care or custody or under such person's control without first having followed the procedures under Regulation .07 of this chapter.

14.18.02.06

.06 Duties of Division and Archives.

A. The Division shall assist agency personnel in the development of schedules by providing guidance, templates, forms, and advice.

B. Upon request from an agency or the Division, the Archives will provide assistance in determining what records may be considered permanent.

C. The Division and Archives shall provide additional instruction and guidance on the scheduling process and records transfers on a website to be maintained by Archives: http://www.msa.md.gov/msa/intromsa /html/record_mgmt/homepage.html

14.18.02.07

.07 Procedures.

A. Records Inventory.

(1) Agencies shall submit to Division for review a records inventory for each record series.

(2) For each record series in inventory, the following information is required:

(a) Name of the agency that created record;

(b) Record series title;

(c) Dates of the oldest and most recent records;

(d) Description of the types of information, data, or documents which includes:

(i) Physical form or forms, such as letter-size paper, legal-size paper, bound book, audio tape, electronic data, video tape, film, or other medium;

(ii) Total quantity of materials, stated in terms of number of units, such as cubic feet, reels of film, tapes, gigabytes of data;

(iii) Estimated annual growth;

(iv) Current location or locations;

(v) Index system used for access, if any;

(vi) Access restrictions, if any, based on laws or regulations (with citations); and

(vii) Audit requirements, if any.

B. Records Schedule.

(1) A Schedule shall be prepared by:

(a) Inventorying the records;

(b) Appraising the records;

(c) Preparing the schedule;

(d) Obtaining legal authorization for use of the schedule from the State Archivist.

(2) Schedules shall:

(a) Provide for periodic transfer to the Archives, at a stated frequency, of records designated to be of permanent value, including electronic records;

(b) Provide for annual or more frequent transfer to the Archives of master security microform designated as permanent;

(c) Designate agency publications as permanent and provide for copies to be sent to Archives;

(d) Define any access restrictions that apply, give legal or regulatory citation for access restrictions, and note when or under what circumstances those restrictions will be lifted; and

(e) Specify the length of time nonpermanent records will be kept in the agency or, if applicable, stored in a records center, or retained after required audit.

(3) Schedules containing new record series must be submitted to the Division with records inventories.

C. Legal Authorization and Implementation of Schedules.

(1) Before an agency submits to Division a proposed schedule, the schedule shall have been approved in writing by the agency director.

(2) Three signed copies of any proposed schedule and one copy of the records inventory accompanying each proposed schedule shall be submitted to Division for review.

(3) Proposed revisions made by Division and approved by the agency shall be incorporated into proposed schedule and signed by the agency director.

(4) The Division shall assign a control number (schedule number) and forward to Archives all three copies of proposed schedule, as amended or revised, and records inventory.

(5) Archives shall review proposed schedule and, if the State Archivist approves it as submitted, two copies signed by the State Archivist shall be returned to the Division (one copy for transmittal to the agency). If the State Archivist disapproves the proposed schedule, in whole or in part, the Archives shall return all copies to Division with a statement of reasons for disapproval. The Division then shall request the agency to modify the schedule and resubmit it to the State Archivist for approval.

(6) Until it has been approved in writing by the State Archivist, a schedule does not constitute legal authorization for the disposal of records.

(7) At any time, a schedule may be amended or revised by an agency, or at the request of Division or Archives. Reasons for amendments or revisions may include the creation of new record series, changes in record-keeping practices, changes in formats, or reorganization of an agency. To amend or revise a schedule, steps outlined in this chapter shall be followed.

14.18.02.08

.08 Form and Format.

Records designated by schedule as being permanent are to be considered permanent regardless of the form and format of the records, and whether or not a duplicate exists in some other form or format. All permanent records shall be scheduled for transfer to Archives.

14.18.02.09

.09 Custodian Designated.

Public officials charged with the statutory or delegated responsibility for administering an agency, and for creating, storing, and maintaining records shall be the custodian of such records. Upon transfer of any and all records to Archives, the State Archivist shall become the custodian.

14.18.02.10

.10 Appointment of Records Officers.

A. Each agency shall designate at least one records officer to serve as liaison with Division and with Archives for the purpose of implementing and overseeing a records management program, and coordinating legal disposition, including destruction of obsolete records.

B. Appointment of agency records officers shall be made by the head of each agency.

14.18.02.11

.11 Storage and Protection of Records.

A. All records shall be kept in facilities maintained by the agency responsible for the creation and maintenance of such records, unless the consent of Division is obtained for their transfer or storage elsewhere.

B. The public official responsible for maintaining an office or offices where records are created or kept shall establish such safeguards against damage, removal, or loss of records as may be required by Archives or Division. Such safeguards shall include notifying all employees of the requirements of this chapter.

14.18.02.12

.12 Delivery of Records to Successors.

The custodian of records shall, at the expiration of the custodian's term of office, appointment, or employment, deliver custody and control of all records kept or received in the transaction of official business to the custodian's successor, supervisor, or records officer, or to Archives.

14.18.02.13

.13 Transfer of Records upon Termination of Agencies.

A. All records which are in or shall come into the possession of any agency shall, upon termination of such agency, be transferred to the custody of Archives, provided that such transfer is consistent with the provision of any such termination.

B. All records which are in or shall come into the possession of any political subdivision of this State shall, upon termination of such political subdivision, be transferred to the custody of Archives.

14.18.02.14

.14 Recovery of Record.

A. Public officials shall notify the Archives of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records that shall come to the agency's attention.

B. The State Archivist may request the Attorney General to seek appropriate relief.

14.18.02.15

.15 Certificate of Records Destruction.

When nonpermanent records are destroyed in accordance with the terms of an approved schedule, the agency or Records Center shall submit a certificate of records destruction to Archives. For each record series, the certificate shall contain:

A. Name of the agency that created the record;

B. Record series title;

C. Inclusive dates;

D. Schedule number or numbers, assigned by Division, authorizing destruction of record series as well as item number from Schedule;

E. Quantity of material;

F. Date of destruction;

G. Method of destruction; and

H. Signature of agency director, or the director of the Records Management Division of the Department of General Services, or the State Archivist.

14.18.02.16

.16 Certified Copies.

Archives may issue certified copies of any records in its custody.

14.18.02.9999

Administrative History

Effective date: July 12, 1987 (14:14 Md. R. 1574)

Chapter revised effective July 4, 1994 (21:13 Md. R. 1159)

Regulation .02 amended effective November 15, 1999 (26:23 Md. R. 1777)

Regulation .03 amended effective November 15, 1999 (26:23 Md. R. 1777)

Regulations .01—.04 repealed and new Regulations .01—.16 adopted effective July 12, 2010 (37:14 Md. R. 940)

§ 10-631. Definitions.

(a) *In general*.- In this Part IV of this subtitle the following words have the meanings indicated.

(b) *Division*.- "Division" means the Records Management Division of the Department of General Services.

(c) *Program*.- "Program" means a program for the management of the records of a unit of the State government.

[1984, ch. 286, §§ 5, 9.]

§ 10-632. Regulations.

The Division and the State Archivist jointly shall adopt regulations to:

(1) define the character of records of archival quality;

(2) determine the quantity of those records;

(3) set standards for the development of record retention and disposal schedules; and

(4) provide for the periodic transfer to the State Archivist or disposal of records, in accordance with the schedules.

[1984, ch. 286, §§ 5, 8.]

§ 10-633. Program.

(a) *Required*.- Each unit of the State government shall have a program for the continual, economical, and efficient management of the records of the unit.

(b) *Contents*.- The program shall include procedures:

(1) to ensure the security of the records;

(2) to establish and to revise, in accordance with the regulations, record retention and disposal schedules that ensure the prompt and orderly disposition of records that the unit no longer needs for its operation; and

(3) to facilitate compliance with Part V of this subtitle.

[1984, ch. 286, §§ 5, 9; 2000, ch. 4.]

§ 10-634. Duties of Division.

The Division shall:

(1) inspect the records of the units of the State government;

(2) study the records management practices of the units;

(3) review a proposal to buy or rent equipment, storage space, or services for records, including microfilming or photocopying, and, as appropriate, make recommendations about the proposal to:

(i) the Department of Budget and Management; or

(ii) the Board of Public Works;

(4) on July 1, 1985 and for each subsequent 5-year period, report a series analysis of the character and quantity of records that a unit of the State government holds and that an official of the State government or the head of a unit is required or is permitted to offer to the State Archives; and

(5) otherwise further the programs of each unit of the State government.

[1984, ch. 286, §§ 5, 8; 1996, ch. 349, § 13.]

INTER

OFFICE

MEMO

OFFICE OF THE CITY CLERK

To: City Council
From: Kimberly R. Nichols, CMC
City Clerk
Subject: 2014 Proposed Meeting Schedule
Date: October 28, 2013

Attached is the proposed meeting schedule for City Council Legislative Sessions and Work Sessions for 2014.

One regular Legislative Session is proposed for the month of June due to City Council members and City staff attending the MML Convention in Ocean City. Normally, the second Legislative Session in June is the one canceled, but since the MML Convention is planned for June 8 – 10 next year, the first meeting is proposed for cancellation.

City of Salisbury

MARYLAND

SALISBURY CITY COUNCIL
PROPOSED MEETING DATES
2014

REGULAR MEETINGS – 6:00 P.M. – Council Chambers

January 13
January 27
February 10
February 24
March 10
March 24
April 14
April 28
May 12
May 27 (Tuesday)
~~June 9~~ Canceled (MML Convention)
June 23

July 14
July 28
August 11
August 25
September 8
September 22
October 13
October 27
November 11 (Tuesday)
November 24
December 8
December 22

No first meeting in June

WORK SESSIONS - Council Chambers unless otherwise indicated*

January 6
January 21 (Tuesday) –Rm. 306
February 3
February 18 (Tuesday) - Rm. 306
March 3
March 17
April 7
April 21
May 5
May19
June 2
June 16

July 7
July 21
August 4
August 18
September 2 (Tuesday) - Rm. 306
September 15
October 6
October 20
November 3
November 17
December 1
December 15

4:30 p.m. – first work session of the month
1:30 p.m. – second work session of the month

dcn- 07/26/13 (dcn-rvsd-10/25/13)