City of Salisbury

MARYLAND

SALISBURY CITY COUNCIL
WORK SESSION AGENDA

NOVEMBER 18, 2013
COUNCIL CHAMBERS, ROOM 301
GOVERNMENT OFFICE BUILDING

1:30 p.m.	Community Organization Presentation – HEAL Cities & Towns Campaign – Marisa Jones
1:45 p.m.	Enhanced Call Back Verification requirement – Ron Boltz
2:15 p.m.	Storm Window Replacement Grant for Poplar Hill Mansion – Ginny Hussey/Aleta Davis
2:45 p.m.	Records Retention Policy – Tom Stevenson
3:20 p.m.	Charter Resolution No. 2348 – Veterans Preference Policy – Council discussion
4:00 p.m.	Closed Session – 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter than affects one or more specific individuals and, 2) to consult with counsel to obtain legal advice on a legal matter as permitted under the Annotated Code of Maryland §10-508(a)(1)(7)

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: November 13, 2013

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To:	City Council Mayor
From:	Tom Stevenson
Subject:	Enhanced Call Verification
Date:	November 13, 2013

Attached please find an ordinance that will have the effect of amending Chapter 8.04 of the Salisbury Municipal Code. The improvements define Enhanced Call Verification (ECV) and introduce the procedure.

ECV has been adopted by numerous cities and towns across the country, with great success. Not only will this process eliminate the need for costly and unnecessary dispatch, it will help property owners avoid preventable false alarm fees.

CITY OF SALIBURY

ORDINANCE No. _____

AN ORDINANCE OF THE CITY OF SALISBURY AMENDING CHAPTER 8.04 OF THE SALSIBURY MUNICIPAL CODE TO REQUIRE ENHANCED CALL VERFICATION (ECV) FOR ALARM DISPATCH NOTIFICATION SYSTEMS.

WHEREAS, through the creation of section 8.04 the City has established standards and regulations pertaining to alarm systems; and

WHEREAS, from time to time it is prudent to review and amend the code, and

WHEREAS, it has been shown that countless alarm notifications prove to be unintentional; and

WHEREAS, responses to the these unintentional alarms can be expensive and consume valuable city resources; and

WHEREAS, requiring participation in an Enhanced Call Verification (ECV) system will significantly reduce the number of inadvertent calls.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that Chapter 8.04 be modified as follows:

Chapter 8.04 ALARMS*
Sections:

8.04.010 Purpose and definitions.
8.04.020 License—Required.
8.04.030 Application for license—Fees.
8.04.040 Alarm companies to provide list of users to police and fire departments.
8.04.050 False alarms—Violations and penalties.
8.04.060 Weather-related activation of alarms.
8.04.070 Holdup alarms.
8.04.080 Panic alarms prohibited.
8.04.090 Audible alarm systems.
8.04.100 Auto dialer.
8.04.120 Operating without a license—Penalties.

8.04.130 Alarm system operating instructions.

8.04.140 Alarm system operation and maintenance.

8.04.150 Enhanced Call Verification

8.04.010 Purpose and definitions.

The purpose of this chapter is to provide standards and regulations applicable to alarms such as burglar (intrusion), holdup (robbery) alarms, life safety alarms (fire detection, heat detection, smoke detection and water flow in occupancies), alarm companies, alarm agents and alarm users as defined in this chapter. It is the intent of this chapter to provide for the registration of alarm companies, and alarm systems, to control false alarms, to ensure the proper operation, maintenance, and use of alarm systems, to place a time limit on audible alarms and to provide penalties for violations of this chapter.

For the purpose of this chapter, the following words shall have the meanings ascribed to them:

"Alarm" means activation of any alarm system that indicates that a criminal activity, fire or fire-related emergency, or medical emergency is taking place. The alarm may be an audible alarm at or within the occupancy or it may be transmitted to a central monitoring station by electronic means.

"Alarm agent" means any person employed by an alarm company whose duties shall include the altering, installing, maintaining, moving, repairing, replacing, selling, servicing, responding, or causing others to respond, to an alarm system.

"Alarm company" means any person who engages in the business of altering, maintaining, selling at retail, servicing or responding to an alarm system but does not include telephone answering services which receive alarm activation signals and relay information to the police or fire department dispatch centers but do not function in any other manner.

"Alarm dispatch notification" means the process for notification of the fire or police dispatch centers indicating that an alarm, either automatic or manual, has been activated at a particular alarm site.

"Alarm signal" means the actual activation of an alarm system.

"Alarm site" means a single premise or location served by an alarm system or systems.

"Alarm system" means any assembly of equipment, mechanical or electrical, device or series of devices, including, but not limited to, systems interconnected by radio frequency signals, arranged or designed to signal an alarm indicating an unauthorized entry to, or criminal activity requiring attention and to which the police are expected to respond. It shall also mean an alarm indicating fire, smoke, excessive heat, or sprinkler water flow in the occupancy by emitting or transmitting a remote or local audible, visual, or electronic signal indicating an alarm condition that requires immediate attention and to which the fire department is expected to respond. Alarm system includes devices activated automatically, such as burglary alarms, fire, heat, or smoke detectors, water flow alarms and devices activated manually, such as holdup alarms and

individual emergency pull stations. Alarm system does not include an alarm installed on a vehicle or an alarm designed to alert only the occupants of a premise that does not have a sounding device that is audible on the exterior of the alarm site.

"Alarm user" means any owner or lessor of any alarm system, the occupant of any dwelling unit with an alarm system, each tenant using an alarm system in a multi-tenant occupancy, or any person, firm, partnership, corporation, government or other entity which uses an alarm system at an alarm site.

"Audible alarm system" means an alarm system, which utilizes an audible device such as a siren, bell, horn, klaxon, etc., as a warning device when the alarm is activated.

"Automatic dialing device" means an alarm system, which automatically sends over a regular telephone line, by, direct connection or otherwise, a prerecorded voice message indicating the existence of the emergency situation that the alarm system is designed to detect.

"Cancellation" means verification from the alarm business or company that there is no actual emergency at the alarm site and there is no further need for the police or fire department to respond.

"Central monitoring station" means a control center, including but not limited to a telephone answering service which provides for the receiving, on a continuous basis through trained employees, emergency signals from alarm systems and thereafter immediately relaying the message by live voice to the communication center of the police department or the dispatch center for the fire department of the city of Salisbury.

"City" means the city of Salisbury, Maryland.

"Control panel" means the on-site central processing unit designed to control, manage, and operate an alarm system.

"Digital dialer" means a device that transmits digital signals from an alarm system to a central monitoring station through the telephone network.

<u>“Enhanced Call Verification” means that all central monitoring stations that handle residential or commercial intrusion and/or burglar alarm activations will make two (2) phone calls in an attempt to verify the validity of any monitored alarm activation.</u>

"False alarm" means any alarm caused by means other than criminal activity, or an actual fire or medical emergency including, but not limited to, the activation of an alarm system through mechanical failure, malfunction, improper installation or the negligence of the owner or lessee of an alarm or of his employees or agents; any alarm that is caused by means other than criminal activity or when functioning properly.

"Fire chief" means the chief of the fire department of the city of Salisbury, Maryland, or his/her designated representative.

"Fire department" means the city of Salisbury fire department.

"Fire department dispatch center" means the agency responsible for dispatching the fire department for event response.

"Holdup alarm system" means an alarm system signaling a robbery or attempted robbery.

"Key box entry system" means a device designed to safely secure keys, or other information, for use by fire department personnel to quickly gain access and entry into an occupancy.

"Keypad or touch pad" means a device that permits the control of an alarm system by the manual entering of a coded sequence of numbers or letters.

"Monitoring" means the process by which an alarm company receives signals from alarm systems and relays an alarm dispatch notification to the dispatching agency for the purpose of summoning fire, emergency medical services, and/or police personnel to respond to the alarm site.

"Panic alarm" means an alarm system described or advertised for the purpose of being normally or otherwise activated by a person to summon fire department personnel or police for any reason other than robbery or robbery attempts or an actual fire or a medical emergency.

"Person" means any person, firm, partnership, association, corporation, company of any kind.

"Police chief" means the chief of police department of Salisbury, Maryland or his/her designated representative.

"Police department" means the Salisbury police department.

"Proprietor" means any person who owns or controls the use of property in which an alarm system is installed.

"Residential alarm user" means the occupant of any residential dwelling that constitutes a single alarm site with an alarm system.

"Takeover" means the transaction or process by which an alarm user takes over the control of an existing alarm system that was previously controlled by another alarm user.

"Twelve-month period" means a consecutive twelve (12) month period within a calendar year.

"Verification" means the attempt by the alarm company or its representative/s to contact the alarm site by telephone or other electronic means, whether or not actual contact with a person is made, to corroborate, or verify, the information transmitted by the alarm signal.

"Written notice" means notice by certified mail, return receipt requested.

(Ord. 1955 (part), 2005)

8.04.020 License—Required.

A. It is unlawful for any person or alarm company intending to conduct business within the city limits of the city of Salisbury without first having obtained a license from the director of internal services.

B. The application for an alarm company license shall be signed by the individual proprietor of the business or by a partner or by the proper corporate official as is appropriate for the form of business seeking to register for a license.

C. The police department shall establish standards that an alarm company must meet to obtain an alarm company license. The police department shall refuse a license to any alarm company that fails to meet its alarm company standards.

D. The police department shall, within thirty (30) days after receipt of the application, either approve or deny the issuance of a license. In the case of approval, the director of internal services shall notify the applicant in writing of the approval and shall issue a license on a form established by the director of internal

(Ord. 1992 (part), 2006: Ord. 1955 (part), 2005)

8.04.030 Application for license—Fees.

Applications shall be made on forms furnished by the director of internal services. The applicant shall pay a one-time registration fee of fifty dollars ($50.00) and may renew the registration, at no cost, prior to expiration each calendar year. All companies currently conducting business in the city shall re-register and update information before July 1, 2006.

(Ord. 1992 (part), 2006: Ord. 1955 (part), 2005)

8.04.040 Alarm companies to provide list of users to police and fire departments.

All licensed alarm companies shall provide the police and fire departments with the following:

1. A complete list of names and addresses of all persons to whom alarm systems have been sold, leased, rented or otherwise given use of;
2. The alarm system's location;
3. All other information requested on a form provided by the police department.

(Ord. 1955 (part), 2005)

8.04.050 False alarms—Violations and penalties.

A. If, within a calendar year, the fire and/or police departments respond to more than two false alarms at the same location, the following response fees will be charged to the property owner.

False Alarm Occurrence	Fees	
	Fire	Police
1st	$ 0.00	0.00
2nd	0.00	0.00

3rd	200.00	50.00
4th	400.00	100.00
5th	600.00	150.00
6th	800.00	200.00
7th	1,000.00	250.00
8th	1,200.00	300.00
9th	1,400.00	400.00
10th	1,600.00	500.00
11th	1,800.00	600.00
12th	2,000.00	700.00
13th	2,200.00	800.00
14th and above	2,500.00	1,000.00

Failure to pay said fines within ninety (90) days of notification of the violation will result in a lien on the property until fines are satisfied.

B. Newly installed alarm systems will be given a thirty (30) day grace period to allow for correction of equipment and user errors. During the thirty (30) day period, the alarm user will be allowed unlimited false alarms, as long as steps are being taken to correct any problems. The alarm company installing the new system shall notify the police and fire departments in writing of the new installation, including the effective date.

C. The director of internal services will maintain accurate records of false alarms and will bill for payment thereof by mailing said bill to the property owner of the subject location.

D. If the false alarm bill remains unpaid for more than ninety (90) days, the director of internal services shall place a lien against the subject property by forwarding to the last known address of the owner as recorded in the real estate assessment records of the city of Salisbury by written notice, a notice of lien, and such receipt shall constitute a prima facie evidence of service upon such owner if it is signed either by the owner or by a person of

suitable age and discretion located at such address. In the event that delivery of said notice of lien is refused by the property owner or his agent, then valid service may be accomplished by hand delivery of same to either the property owner or a person of suitable age and discretion employed or residing at the subject location.

(Ord. 1992 (part), 2006; Ord. 1955 (part), 2005)

8.04.060 Weather-related activation of alarms.

A. Police Department Actions. Due to the activation of many alarms during severe weather, the on-duty commander of the police department shall have the option of assigning alarms a low priority during this time. If time permits the building may be visually checked by an officer. If, because of other calls or because of an excessive amount of alarms, the police department is unable to respond to the alarm location, the central monitoring station will be notified of the problem, and it will be the alarm company's responsibility to have someone check the building or to notify a representative of the business of the situation. Once this notification is made, the police department is relieved of any responsibility to respond to that alarm.

B. Fire Department Actions. Due to the activation of many alarms during severe weather, the fire department shall have the option of assigning alarms a low priority during this time. Priority assignments shall be made based on the type of alarm, the type of occupancy, and the fire department's previous experience and history of alarms received from the occupancy and its response to the location. The fire department shall cause a process of verification of the alarm to be initiated to assist in the assignment of a priority to the alarm activation. If the fire department is unable to immediately respond to the location due to the increased volume of alarm system activations, the fire department dispatch center shall be notified. The alarm company shall be responsible to investigate the nature and cause for the alarm activation and advise the fire department dispatch center. Unless verification indicates that the fire department's services are required at the alarm location, the fire department is relieved of any responsibility to respond to the alarm and of any liability associated with the lack of a sufficient response to the alarm site.

(Ord. 1955 (part), 2005)

8.04.070 Holdup alarms.

It is unlawful for any alarm user to activate any alarm system known as a "holdup alarm" to summon police for anything other than a holdup in progress. Use of alarm systems for crimes such as thefts, disorderly or intoxicated subjects is prohibited and shall be charged as a false alarm.

(Ord. 1955 (part), 2005)

8.04.080 Panic alarms prohibited.

No system known as a "panic alarm" will be permitted within the limits of the city of Salisbury.

(Ord. 1955 (part), 2005)

8.04.090 Audible alarm systems.

It is unlawful for any person, firm or business to install or maintain any audible alarm system which does not automatically discontinue emitting an audible sound within fifteen (15) minutes. The use of an audible alarm by itself is prohibited. The alarm must have the capability of notifying someone of an alarm activation by means other than emitting an audible sound. This shall not apply to fire alarms, elevator emergency alarms, water flow activation alarms, or alarms which indicate a medical emergency.

(Ord. 1955 (part), 2005)

8.04.100 Auto dialer.

It is unlawful for any person to have any device attached in any way to a telephone or telephone-type equipment which, when activated by remote control, dials a preprogrammed number and transmits a prerecorded message communicating a then-existing emergency condition including, but not limited to fire, illness or a criminal offense, which used the number of the police or fire departments. The police chief is authorized to grant exceptions for handicapped persons.

(Ord. 1955 (part), 2005)

8.04.120 Operating without a license—Penalties.

A. An alarm company may not conduct business, including, but not limited to installing, altering, leasing, monitoring, maintaining, repairing, replacing or servicing an alarm system, within the city of Salisbury, without an alarm company license. A violation of this subsection shall be a misdemeanor, subject to imprisonment of up to thirty (30) days, or a fine not to exceed five hundred dollars ($500.00) and imprisonment not to exceed thirty (30) days.

B. Any alarm company conducting business within the city of Salisbury on the effective date of the ordinance codified in this chapter shall apply for a license within thirty (30) days of the effective date of the ordinance codified in this chapter and may continue conducting business while its license application is being processed. An alarm company not previously conducting business in the limits of the city on the effective date of this chapter shall not commence conducting business until the application is approved.

C. Any violation of this chapter which does not specifically provide for a penalty shall be a misdemeanor and subject to a fine of not more than one hundred dollars ($100.00).

(Ord. 1955 (part), 2005)

8.04.130 Alarm system operating instructions.

The alarm user shall maintain a copy of the operating instructions for the alarm system at the alarm site and provide this document to the fire department upon request.

(Ord. 1955 (part), 2005)

8.04.140 Alarm system operation and maintenance.

The alarm user shall:

A. Maintain the premises and the alarm system in such a manner that will minimize or eliminate unnecessary false alarms.

B. Cause a representative to respond to the alarm system's location within thirty (30) minutes (or less) when requested by the fire department.

C. Ensure that the alarm system control key(s) or code(s) are safely secured in the facility's key box in accordance with key box entry system code provisions.

8.04.150 Enhanced Call Verification

All central monitoring stations that handle residential or commercial intrusion and /or burglar alarm activations shall make two (2) phone calls in an attempt to verify the validity of any monitored alarm activation prior to calling the Salisbury Police Department to request a dispatch.

AND BE IT FURTHER ENACTED AND ORDAINED BY 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

Office of Community Development

MEMO

To: Tom Stevenson

From: Ginny Hussey, CAP-OM

Subject: Resolution Accepting a Grant from the Maryland Heritage Areas Authority for Window Replacement for Poplar Hill Mansion

Date: November 13, 2013

Attached is a copy of the letter from the Maryland Heritage Areas Authority Financing Fund informing the City of Salisbury that a grant award up to $20,000.00 was approved for the project entitled "*Poplar Hill Mansion Window Replacement.*"

The City of Salisbury owns the Poplar Hill Mansion, which was built in 1805 and is the oldest structure in the City. The City is responsible for the maintenance of the buildings and grounds of the Mansion. The Friends of Poplar Hill Mansion, Inc. operate the building and grounds of the Mansion as a museum and as a venue for the community, social and entertainment events to maximize its education value.

Attached is a Resolution accepting these Maryland Heritage Areas Authority grant funds which have been awarded to the City of Salisbury. Please forward this Resolution to the City Council so that it may be placed on their agenda for the meeting on November 18, 2013.

Ginny Hussey, CAP-OM

Ginny Hussey, CAP-OM

Administrative Support Technician

Community Development

Attachments

August 5, 2013

Dr. Lore Chambers
Assistant City Administrator
City of Salisbury
125 Division Street
Salisbury, MD 21801

Dear Dr. Chambers:

It is my pleasure to inform the City of Salisbury that a grant award of up to $20,000.00 from the FY 2014 Maryland Heritage Areas Authority Financing Fund was approved for the project entitled "*Poplar Hill Mansion Window Replacement.*" On behalf of the Maryland Heritage Areas Authority, I am delighted to offer support for this important project.

A Grant Agreement between the City of Salisbury and the Maryland Heritage Areas Authority will be mailed to you as soon as it is complete. The project monitor, who will be your primary contact on this project, is Jennifer Ruffner.

Because this is a capital grant for one or more significant historic properties on which the Maryland Historical Trust (MHT) holds a historic preservation easement, **MHT must review and approve all proposed capital improvements prior to initiation of the project and disbursement of grant funds.** Please contact MHT to discuss your project prior to the development of detailed plans and specifications. **Questions regarding MHT review should be directed to the MHT Easement Processor, Anne Eastman, at 410-514-7308 or ceastman@mdp.state.md.us. Additional information is available at *www.mht.maryland.gov/easement.html*.**

Please note that all FY 2014 grantees are required to send a representative to a Maryland Heritage Areas Authority grantee orientation meeting or webinar. Failure to have a representative attend could result in the forfeit of the grant award. New grantees must attend an orientation session **in person**. The two in person sessions available are as follows:

September 5, 2013, 2:00 p.m.
Frederick Visitor Center
151 S. East Street
Frederick, MD 21701
Visit: http://tinyurl.com/lojlo3o to register

September 6, 2013, 10:00 a.m.
Queen Anne's County
Department of Planning & Zoning
160 Coursevall Drive
Centreville, MD 21617
Visit: http://tinyurl.com/ksqyz29 to register

Returning grantees who have previously received a grant from MHAA may choose to attend the online webinar instead of an in person session. Please email Jennifer Ruffner for registration materials at jruffner@mdp.state.md.us.

In the meantime, if you have any questions, please do not hesitate to contact Richard Hughes, Administrator of the Maryland Heritage Areas program, at 410-514-7685 or rhughes@mdp.state.md.us or Jennifer Ruffner, Assistant Administrator of the Maryland Heritage Areas program, at 410-514-7612 or jruffner@mdp.state.md.us.

Congratulations and best wishes for a successful project!

Sincerely,

Richard E. Hall
Chairman
Maryland Heritage Areas Authority
Secretary of Planning

cc: Senator Richard F. Colburn
Delegate Rudolph C. Cane
Mr. Jay Parker

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND ACEPTING FUNDS AWARDED THROUGH A GRANT FROM THE MARYLAND HERITAGE AREAS AUTHORITY FOR THE PURPOSE OF WINDOW REPLACEMENT FOR THE POPLAR HILL MANISION.

WHEREAS, the Council of the City of Salisbury recognizes that the City of Salisbury owns the Poplar Hill Mansion which was built in 1805 and is the oldest structure in the City; and

WHEREAS, the City of Salisbury is responsible for the maintenance of the buildings and grounds of the Poplar Hill Mansion; and

WHEREAS, the Friends of Poplar Hill Mansion, Inc., operate the building and grounds of the Poplar Hill Mansion as a museum and as a venue for community, social and entertainment events to maximize its educational value; and

WHEREAS, the Maryland Heritage Areas Authority has awarded a grant to the City of Salisbury, for window replacement for the Poplar Hill Mansion, in the amount of $20,000.

NOW, THEREFORE, BE IT RESOLVED THAT, on this 18th day of November 2013, that the City of Salisbury, Maryland, does hereby accept the funds awarded through the Maryland Heritage Areas Authority for the project as funded and in the amount outlined above.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on November 18, 2013, and is to become effective immediately.

_____ _____

Kimberly R. Nichols
CITY CLERK

Jacob R. Day
COUNCIL PRESIDENT

APPROVED BY ME THIS

_____ day of November 2013

_____

James Ireton, Jr.
Mayor

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To:	City Council Mayor
From:	Tom Stevenson
Subject:	Records Retention Policy
Date:	November 13, 2013

It was decided that further discussion was needed on the topic of records retention. After speaking with the Office of State Archives, Ms. Nichols learned that, if desired, amendments to the records retention schedule will not be as arduous now that the influx of schedules has ceased.

Additionally, Mr. Garrett has opined by way of memorandum (copy attached), as to the simplicity and effectiveness of the available LaserFiche digital repository.

City of Salisbury, MD

Memo

To: Tom Stevenson, Interim City Administrator

From: Bill Garrett, Director of Information Technology

Date: 11/8/2013

Re: Laserfiche Software

Laserfiche

As we discussed before, Laserfiche is a digital repository software that the City owns licensing for. Each department/division can be assigned their own secure "folder" within the system to scan and electronically store their documents. The system allows read-only, read-write, or administer access for each section of the system and can be configured as needed. The system allows OCR conversion, so the documents are not just scanned and stored, but can be searched for text inside the document.

Furthermore the Laserfiche server, which is physically located at the Fire Department in their secured, generator-powered and climate-controlled server room, and is backed-up both on-site and off-site to a backup repository in the Government Office Building. This allows us redundant backups of all files in the system in the event of a catastrophe or system failure.

With the pending discussions of file retention, I would recommend the Administration and City Council consider allowing the departments to use this system. It offers a very efficient way to allow departments to remove the physical documents while keeping a reliable copy at their fingertips. Not only does it make searching through old documents easier, it would be no or minimal cost to the city. We currently have 6 concurrent user licenses for the software, and if it got to the point where we needed to have more than 6 users inside the system concurrently, additional licenses are $900 each.

CITY OF SALISBURY

SCHEDULE NO. M-215

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Office of the Mayor

ITEM NO.	DESCRIPTION	RETENTION
1.	General Correspondence and Subject files. --Original incoming letters, copies of outgoing letters, memoranda, reports, studies, directives, policies, accident reports, and other materials related to administration of City business.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2.	Correspondence relating to City Departments.	Retain 5 years, then destroy.
3.	Time Sheets/Employees. --Daily time sheets (Originals to Finance Department.)	Retain 1 year, then destroy.
4.	Worker's Compensation Claims. --Incident reports, requests for checks, correspondence, medical reports, invoices and/or medical authorization reports. (Originals to Human Resources)	Retain 1 year, then destroy.
5.	Personnel Records. --Personnel files. (Originals to Human Resources)	Retain 1 year, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 6/18/07

SIGNATURE

TYPE NAME John R. Pick

TITLE City Administrator

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

SIGNATURE ~~DATE~~

DATE ~~SIGNATURE~~ 1/3/08

Agency	Division/Unit
City of Salisbury	Office of the Mayor

ITEM NO.	DESCRIPTION	RETENTION
6.	Special Events/Programs. --Correspondence, general liability insurance, agenda, contract information, copy of contract, applications & forms, hand-written notes, drawings/maps.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
7.	Budget Reports. --Budget work papers, first and second reading of the operating budget, legal notices, final fiscal year budget book.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
8.	Invoices. --Corporate Express, computer purchases, printer purchases, telephone, etc. (Originals to Parking & Procurement)	Retain 1 year, then destroy.
9.	Board & Commission Minutes. –Various Board & Commission meeting minutes transcribed and approved by the governing body.	Permanent. Transfer periodically to the Maryland State Archives.
10.	Board & Commission Audio Tapes. –Various Board & Commission minutes of meetings (if applicable).	Retain 1 year after approval of transcribed minutes by the governing body, then destroy.
11.	Media Services. --Press releases for various events, media contacts.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Retain all other material for 1 year, then destroy.

Agency	Division/Unit
City of Salisbury	Office of the Mayor

ITEM NO.	DESCRIPTION	RETENTION
12.	Board & Commission Records. -Various member lists, bylaws, procedures, etc.	Screen annually. Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the State Archives. Destroy non-permanent material having no further legal, administrative, legal, fiscal or operational value.
13.	Cable Franchise. –Franchise agreements, correspondence, tolling orders, etc.	Retain for the life of the agreement and for 6 years thereafter, then destroy.
14.	Auto/Liability Claims. –Correspondence, photos, insurance claim payments, copies of checks, invoices, recorded statement summaries, accident reports	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
15.	Event Lease Agreements. –Lease agreements, correspondence, report of general liability insurance (each event), memoranda, etc.	Retain 2 years after event, then destroy.
16.	Complaints/Requests. -Citizen complaints or requests for service.	Retain 3 years, then destroy.
17.	Claims for Damages. - Accident claims against the City.	Retain until the settlement, plus 6 years, then destroy.
18.	Poplar Hill Mansion. –Inventory lists, insurance, history, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the mansion. Transfer periodically to the Maryland State Archives.

CITY OF SALISBURY

SCHEDULE NO. M-215

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Office of the Mayor

ITEM NO.	DESCRIPTION	RETENTION
19.	Certificates of Insurance	Retain 6 years, then destroy.
20.	Disaster/Emergency Management Plan.	Retain until obsolete or superseded, then destroy.
21.	Fire/Other Emergency Drill Reports.	Retain until superseded, then destroy.
22.	Insurance Policies. –Automobile, theft, fire liability, life, and all other insurance policies purchased by agency.	Retain until termination of policy plus 6 years, then destroy.
23.	Insurance Waiver(s).	Retain until termination of waiver, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-215-1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Office of the Mayor - Grants/Special Projects

ITEM NO.	DESCRIPTION	RETENTION
1.	Grants. --Open space, block, Main Street, summary of costs, correspondence, copies of invoices, financial status reports, request for funds, final request for reimbursement and other statistical documentation.	Retain for life of grant plus 3 years and all audit requirements have been fulfilled (period required to keep by grant or program), then destroy.
2.	Final Expenditure Report(s) (Non-Continuing Grants). –End of a project report accounting for the expenditure of grant funds submitted.	Same as Item 1.
3.	Financial Support Documents (Continuing Grants). –Working papers, summaries, spreadsheets and other data reflecting the expenditures of grant funds.	Same as Item 1.
4.	Financial Support Documents (Non-Continuing Grants). –Working papers, summaries, spreadsheets and other data reflecting the expenditures of grant funds.	Same as Item 1.
5.	Grant Agreement(s). –Official statements of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee.	Same as Item 1.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 7/31/06

SIGNATURE [signature]

TYPE NAME Loree L. Chambers

TITLE Grants Admin/ Special Projects Dir

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 11 Dec 06

SIGNATURE [signature]

CITY OF SALISBURY

SCHEDULE NO. M-215-1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Office of the Mayor - Grants/Special Projects

ITEM NO.	DESCRIPTION	RETENTION
6.	Grant Application(s) - (Approved) –Narrative of nature and purpose of proposed project, amount of funds requested, matching funds, in-kind contribution(s), and plan of work.	Same as Item 1.
7.	Grant Application(s) - (Not Approved)	Retain 1 year, then destroy.
8.	Grant Project Warrant(s), Checks, Vouchers and Registers.	Retain 6 years or until all audit requirements have been fulfilled (period required to keep by grant or program), then destroy.
9.	Project Reports. –Progress, problems and success reports in completion of grant project. (Periodic, annual, special and final).	Same as Item 1.

CITY OF SALISBURY

SCHEDULE NO. M-215-2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Community Development

ITEM NO.	DESCRIPTION	RETENTION
1.	Grants. –CDBG & HOME summary of costs, correspondence, copies of invoices, financial status reports, request for funds, final request for reimbursement and other statistical documentation.	Retain for life of grant plus 5 years and all audit requirements have been fulfilled (period required to keep by grant or program), then destroy.
2.	Community Legacy, Program Open Space, Community Parks & Playgrounds & Neighborhood Grants summary of costs, correspondence, copies of invoices, financial status reports, request for funds, final request for reimbursement and other statistical documentation.	Retain for life of grant plus 3 years and all audit requirements have been fulfilled (period required to keep by grant or program), then destroy.
3.	Final Expenditure Report(s) (Non-Continuing Grants). –End of a project report accounting for the expenditure of grant funds submitted.	Same as Item 2.
4.	Financial Support Documents (Continuing Grants). –Working papers, summaries, spreadsheets and other data reflecting the expenditures of grant funds.	Same as Item 2.
5.	Financial Support Documents (Non-Continuing Grants). –Working papers, summaries, spreadsheets and other data reflecting the expenditures of grant funds.	Same as Item 2.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 7/31/06

SIGNATURE Deborah J. Stam

TYPE NAME Deborah J. Stam

TITLE Community Development Director

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 11 Dec 06

SIGNATURE Edward C. Papenfuse

CITY OF SALISBURY

SCHEDULE NO. M-215-2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Community Development

ITEM NO.	DESCRIPTION	RETENTION
6.	Grant Agreement(s). –Official statements of the terms and conditions of the grant agreed upon and signed by the grantor and the grantee.	Same as Item 2.
7.	Grant Application(s) - (Approved) –Narrative of nature and purpose of proposed project, amount of funds requested, matching funds, in-kind contribution(s), and plan of work.	Same as Item 2.
8.	Grant Application(s) - (Not Approved)	Retain 1 year, then destroy.
9.	Grant Project Warrant(s), Checks, Vouchers and Registers.	Retain 6 years or until all audit requirements have been fulfilled (period required to keep by grant or program), then destroy.
10.	Project Reports. –Progress, problems and success reports in completion of grant project. (Periodic, annual, special and final).	Same as Item 2.

CITY OF SALISBURY

SCHEDULE NO. M-216

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	City Clerk

ITEM NO.	DESCRIPTION	RETENTION
1.	Subject Files. –General correspondence (original incoming letters, copies of outgoing letters), memoranda, studies, reports, directives, policies, budgets, and other materials related to the administration of the agency.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2.	Agreements/Contracts/Leases. –Agreements, contracts and leases between the City of Salisbury and various individuals/entities.	Retain for life of agreement, contract or lease, plus 3 years, then destroy.
3.	Legislation. –Original charter amendments, ordinances, and resolutions adopted by the City Council together with supporting and background documents, if any.	Retain permanently. Transfer periodically to the Maryland State Archives.
4.	Minute Books. –Original approved Minutes of the City Council.	Retain permanently. Transfer periodically to the Maryland State Archives.
5.	Minute Books - Work Sessions –Minutes of the City Council meetings in which no votes are taken (work sessions, closed sessions, budget sessions).	Retain permanently and transfer periodically to the Maryland State Archives.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 6-20-07

SIGNATURE Brenda J. Colegrove

TYPE NAME Brenda J. Colegrove

TITLE City Clerk

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

SIGNATURE ~~DATE~~ Edward C. Papenfuse

DATE ~~SIGNATURE~~ 1/3/08

Agency	Division/Unit
City of Salisbury	City Clerk

ITEM NO.	DESCRIPTION	RETENTION
6.	City Council Audio and Video Tapes. -Recordings of City Council meetings and work sessions used to draft minutes.	Retain 1 year, then destroy.
7.	Financial Disclosures. –Disclosure statements filed annually by various elected officials and appointed employees as required by the Salisbury City Code.	Retain 4 years from date of receipt, then destroy.
8.	City Code and Supplements. –Current local laws of the City of Salisbury. The bound supplement book contains amendments to the Code that have been made throughout the years.	Retain permanently. Transfer periodically to the Maryland State Archives.
9.	License Applications. –Current hawkers & peddlers, closing out sale, circus, fortuneteller, auctions, etc.	Keep current and 1 year prior, then destroy.
10.	City Elections - Candidates Reports and Campaign Funding. –All documents filed by candidates; election results.	Retain permanently. Transfer periodically to the Maryland State Archives.
11.	Deeds and Easements. –Records of fee simple and right-of-way acquisition, utility and miscellaneous easements attributed to the City of Salisbury.	Retain permanently. Transfer periodically to the Maryland State Archives.
12.	Proclamations/Certificates of Appreciation.	Retain 2 years or until superseded, then destroy.
13.	Certificates of Publication. –Legal ads, agendas, public hearings, etc.	Retain 2 years, then destroy.
14.	Public Meeting Notices.	Retain 2 years, then destroy.

Agency	Division/Unit
City of Salisbury	City Clerk

ITEM NO.	DESCRIPTION	RETENTION
15.	Newspaper Clippings. –News stories/complaints/comments from the daily newspaper.	Screen annually. Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the Maryland State Archives. Destroy non-permanent material having no further legal, administrative, fiscal or operational value.
16.	Council Briefing Books. –Materials being presented at City Council meetings.	Retain 1 year, then destroy.
17.	Petty Cash Fund. –Receipts for petty cash slips.	Retain 1 year and until all audit requirements have been fulfilled, then destroy.
18.	Employee Files. –Personnel records of current employees (applications, employee action forms, job descriptions, performance appraisals).	Retain for 3 years after termination, then destroy.
19.	Employment Applications. –Applications/resumes for employment.	If not selected for employment, retain for 1 year from date of application, then destroy.
20.	Timesheets. –Employee time records (Originals to Finance.)	Retain 1 year, then destroy.
21.	Personnel Hearing Files. –Terminations appealed to the City Council.	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
22.	Central City District Commission (CCDC) Minutes. -Meeting minutes and supporting documentation approved by the body.	Permanent. Transfer periodically to the Maryland State Archives.

CITY OF SALISBURY

SCHEDULE NO. M-216

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	City Clerk

ITEM NO.	DESCRIPTION	RETENTION
23.	Audio Tapes of Central City District Commission (CCDC) meetings. -Tape recordings of meetings from which minutes are prepared.	Retain 1 year, then destroy.
24.	Public Information Act Request. –Formal request submitted by citizens for access to public records.	Retain 3 years, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-217

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	City Solicitor

ITEM NO.	DESCRIPTION	RETENTION
1.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, reports, studies, directives, policies, and other materials related to administration of the agency.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2.	Opinions. –Written opinions rendered by City Attorney's usually at the request of the Mayor and/or City Council.	Retain permanently. Transfer periodically to the Maryland State Archives.
3.	Litigation. –Files of cases involving the City of Salisbury.	Retain 5 years after litigation files have been closed. Screen and retain permanently case files with historical and legal relevance or significance for periodic transfer to the Maryland State Archives. Destroy all other files.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 7/31/06	DATE 25 May 07
SIGNATURE [signature]	SIGNATURE [signature]
TYPE NAME Paul D. Wilber	
TITLE City Attorney	

CITY OF SALISBURY

SCHEDULE NO. M-218

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Department of Internal Services/Finance - Administration

ITEM NO.	DESCRIPTION	RETENTION
1.	Miscellaneous Subject Records. –Budget reports, correspondence, payment/report calendar, stock requisitions, purchase orders.	Retain 3 years, then destroy.
2.	Licenses. –License file changes, fee calculation, business master inquiry, tax account master inquiry, correspondence, license report-occupational license, trader's license.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	Subject Records. –Blue Cross/Blue Shield of Maryland, capital improvement program, investments, long term debt, revenue book, wastewater, cash receipts, accounts receivable, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serve to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
4.	Employee Information Records. –Employee evaluations, increment justifications, job descriptions, employee duties, vacation requests, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
5.	Comprehensive Annual Financial Reports (CAFR). - Annual financial report. - Correspondence.	(Report) Permanent. Transfer periodically to Maryland State Archives. (Correspondence) Retain 3 years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE June 20, 2007

SIGNATURE Pamela B. Oland

TYPE NAME Pamela B. Oland

TITLE Director of Internal Services

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 29 nov 07

SIGNATURE [illegible]

Agency	Division/Unit
City of Salisbury	Department of Internal Services/Finance - Administration

ITEM NO.	DESCRIPTION	RETENTION
6.	Audits, External Audit Reports. –OMB Circular-A-128, single audit act of 1984, supplemental financial report, audit work papers, final audit reports, correspondence, audit RFP	Permanent. Transfer periodically to the Maryland State Archives.
7.	Maryland State Uniform Financial Report. –Information required by the Department of Legislative Services to prepare the local government financial reports, correspondence.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
8.	Budget Reports. Budget work papers, first and second reading of the operating budget, legal notices.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
9.	Final fiscal year budget book.	Permanent. Transfer periodically to Maryland State Archives.
10.	Bonds for General Obligation, Refunding, Improvement. –Bond proceeds bids, project schedules, expenditures, project budget report, new issue book entry, correspondence, work papers, bond books, construction fund, etc.	Retain for life of bond plus 3 years, then destroy.
11.	Computer Reports. -Support schedules, summary general ledger, balance sheet, summary budget report, revenue reports, budget to actual, pension, long term debt, risk management, trial balance, expenditures and encumbrances, cash register closeout, final total of funds collected report, deposit tickets, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-218

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Department of Internal Services/Finance - Administration

ITEM NO.	DESCRIPTION	RETENTION
12.	Physical Inventory Reports. –Exception reports, inventory worksheets.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
13.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen Annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
14.	Postage Meter License.	Retain until obsolete or superseded plus 6 years, then destroy.
15.	Postage Expenditure Report.	Retain 3 years, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-218-1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Department of Internal Services/Finance - Accounts Payable

ITEM NO.	DESCRIPTION	RETENTION
1.	Accounts Payable Records. –Check copies and/or wire transfer documentation, invoices.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
2.	Payroll Canceled Checks (if applicable).	Retain 3 years, then destroy.
3.	General Fund Canceled Checks.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
4.	Daily Cash Summary Sheets. –Daily cash summary reconciliation sheet, adding machine tape, deposit ticket, adjusting journal edit list, G/L summary distribution report, batch invoice report.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
5.	Pension Cash Reconciliation and Reports. –Combined statements of plan net assets, pension journal entries, copies of email, generic check register, copies of checks, monthly reports.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
6.	Journal Entries. -Wire transfers, correspondence, journal entry memo, invoices, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
7.	Bank Reconciliations. –Bank statements, deposit tickets, copies of checks, G/L entries, canceled checks, Recycling account, copies of checks, customer reconciliation reports.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE August 29, 2006

SIGNATURE Pamela B. Oland

TYPE NAME Pamela B. Oland

TITLE Director of Internal Services

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 11 Dec 06

SIGNATURE Edward C. Lagerquist

CITY OF SALISBURY

SCHEDULE NO. M-218-1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Department of Internal Services/Finance - Accounts Payable

ITEM NO.	DESCRIPTION	RETENTION
8.	Grants (if applicable). –Block grants, open space, summary of costs, correspondence, copies of invoices, financial status reports, request for funds, final request for reimbursement. (All grant information may be kept by Grants Director.)	Retain for life of grant plus 3 years, then destroy.
9.	Fees/Taxes (if applicable). –Sales & use tax, admission tax, rents and concessions, Wastewater rent, room tax, excise tax, copies of invoices, correspondence.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-218-2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Department of Internal Services/Finance - Payroll

ITEM NO.	DESCRIPTION	RETENTION
1.	Payroll Reports. --Payroll distribution, error listing register, direct deposit register, deduction register, hours proof listing.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
2.	Wage Attachments. –Wage attachments, District Court satisfaction of judgement, payroll deduction agreement, various states.	Retain for life of agreement plus 3 years, then destroy.
3.	Federal/State Tax Records. –W-3 transmittal of wage and tax statements, E4 annual survey of government employment, Maryland Quarterly, 941's. Deferred compensation plan (457), state employees credit union.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
4.	Direct Deposit Authorization. –Authorization form, copy of check (employee checking account), etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
5.	Child Support. –Child Support wage withholdings, memo to establish wage withholdings.	Retain for life of withholding, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE August 29, 2006	DATE 25 May 07
SIGNATURE Pamela B Oland	SIGNATURE Edward C. Papenfuse
TYPE NAME Pamela B. Oland	
TITLE Director of Internal Services	

CITY OF SALISBURY

SCHEDULE NO. M-218-2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Department of Internal Services/Finance - Payroll

ITEM NO.	DESCRIPTION	RETENTION
6.	Workers Compensation (third party sick pay). –Report of group claims paid, US tax information monthly report, premium invoice, correspondence.	Screen Annually. Destroy material having no further legal, administrative, fiscal or operational value · Non-Permanent file.
7.	W-2 Reports. –Year end payroll information used to create W-2 for employees.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
8.	Time Accumulation Reports. (Time Sheets)	Retain 3 years and until all audit requirements have been fulfilled, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-218-3

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Dept. of Internal Services/Finance - Billing & Collections

ITEM NO.	DESCRIPTION	RETENTION
1.	Property Transfer Forms. –Show seller, buyer, address, property description, amount due, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
2.	Miscellaneous Accounts Receivable. –Miscellaneous revenue inquiry, remittance form, adding machine tape, invoice inquiry, remittance advice, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	Application for Business License. –Application, license renewal.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
4.	Miscellaneous Medical Claim Payments. –Audit Trial reports, payments, correspondence, patient collection report, explanation of payment, remittance advice, provider voucher, insurance call-in information sheet, EMS registration face sheet.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
5.	Computer Reports. –Adjustment update register, payment update register, combined billing update, adjustment updates, trial balance, cash updates, cash posting, tax billing interface, invoice billing register, cash receipts, adjustment updates.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE June 20, 2007

SIGNATURE Pamela B. Oland

TYPE NAME Pamela B. Oland

TITLE Director of Internal Services

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 29 NOV 07

SIGNATURE [illegible]

CITY OF SALISBURY

SCHEDULE NO. M-218-3

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Dept. of Internal Services/Finance - Billing and Collections

ITEM NO.	DESCRIPTION	RETENTION
6.	Utility Bills. –Copy of bill, payment stub returned with payment, customer receipt, adding machine tape.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
7.	Tax Reports. –Parcel listings, tax roll, tax payments edit list.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
8.	Property Tax Payments. –Remittance stub, adding machine tape, tax certificate, accounts receivable inquiry, check stub, disbursement check voucher.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-218-4

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Dept. of Internal Services/Parking and Procurement

ITEM NO.	DESCRIPTION	RETENTION
1.	Bid Records. --Correspondence, bid awards, purchase orders, notice to bid, bids received, specifications, rental agreements (if applicable).	Retain 5 years and until all audit requirements have been fulfilled, then destroy.
2.	Auctions. --Correspondence, check copies, auction list, equipment information list, advance notification of auction.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	Time Sheets/Employees. –Daily Time Sheets (Originals to Finance)	Retain 1 year, then destroy.
4.	Computer Reports. –Summary of parking tickets, City parking ticket system (if applicable), Parking ticket daily issuance report, hours proof listing, time sheets, accrual register, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
5.	Vendor Records. –Copies of all outgoing correspondence, contracts and leases for each vendor.	Retain old vendor records 3 years, then destroy. Current vendors records active as long as vendor is active.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE August 29, 2006	DATE 11 Dec 06
SIGNATURE Pamela B. Oland	SIGNATURE Edward C. Papenfuse
TYPE NAME Pamela B. Oland	
TITLE Director of Internal Services	

CITY OF SALISBURY

SCHEDULE NO. M-218-4

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Dept. of Internal Services/Parking and Procurement

ITEM NO.	DESCRIPTION	RETENTION
6.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other material related to the administration of the agency.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
7.	Purchase Orders. –Requisitions, price procurement document and resulting purchase order.	Retain 3 years and until audit requirements have been fulfilled, then destroy.
8.	Request for Quotations/Invitations to Bid. –Bid specifications, drawings, advertisement, agenda bid tabulations, notice to proceed and letter of contract award.	Retain 5 years after contract completion or until audit requirements have been fulfilled, then destroy.
9.	Work Orders. –Original copies of all work orders requested by the various departments.	Retain 1 year, then destroy.
10.	Surplus Property Inventory. –Inventory listing of all surplus items (held for auction) from the different departments.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
11.	Auction Terms and Conditions Agreements.	Retain 3 years after auction, then destroy.
12.	Bill of Sale.	Retain 3 years after auction, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-219

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Fire Department - Administration

ITEM NO.	DESCRIPTION	RETENTION
1.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2.	Personnel Records. –Personnel records for career/employees to include: applications for employment, disciplinary actions, commendations, promotions, awards, leave/vacation records, etc. (Originals to Human Resources)	Retain 3 years after termination date, then destroy.
3.	Budgets. –Operating, Capital Improvement, program budgets, purchases by volunteers with City monies, and related materials.	Retain 1 year and until all audit requirements have been fulfilled, then destroy.
4.	Incident Reports. –Incident Report Form - used to record incidents that need to be documented and reviewed by others to resolve the issue or to take further action as necessary.	Retain 3 years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 6/20/07	DATE 29 nov 07
SIGNATURE David B. See	SIGNATURE [illegible]
TYPE NAME David B. See	
TITLE Chief	

Agency	Division/Unit
City of Salisbury	Fire Department - Administration

ITEM NO.	DESCRIPTION	RETENTION
5.	Directive Records. –Orders published weekly, items of interest to the department employees, notices of training, action taken by the City Council that pertains to Fire Department, special details, changes in department operations. Staff meeting minutes.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to Maryland State Archives. Retain all other material until superseded or updated, then destroy.
6.	Inspection Reports. –Drawings, correspondence, case history and actions, complaint reports, smoke detector certification form, fire alarm report, inspection report, supplemental inspection report.	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
7.	Building Drawings. –Various building drawings used to locate sprinkler systems, routes, etc.	Screen annually and retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to Maryland State Archives. Destroy non-permanent material having no further legal, administrative, fiscal or operational value.
8.	Subject Records. –Hazardous material response, special hazards, correspondence, purchase orders, purchase authorizations, smoke detectors, incident reports, equipment inventory, etc.	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
9.	Background Records (Career Firefighters). –Background records of firefighter applications including credit checks, licensing information, motor vehicle checks, criminal history, military history and personal history. (Originals to Human Resources)	Retain 5 years after termination, then destroy.

Agency	Division/Unit
City of Salisbury	Fire Department - Administration

ITEM NO.	DESCRIPTION	RETENTION
10.	Background Records (Volunteer Personnel). Application and criminal history.	Same as Item 9 above.
11.	Investigation Reports. –Correspondence, fire activity reports, complaint reports, investigation reports, etc.	Retain 10 years, then destroy.
12.	Injured Workers Insurance. –Worker compensation reports (Career & Volunteer).	Retain 5 years after termination, then destroy.
13.	Corporation of Volunteers. --Shows how the volunteers came about and how they function within the City of Salisbury.	Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

CITY OF SALISBURY

SCHEDULE NO. M-219-1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Fire Department -EMS

ITEM NO.	DESCRIPTION	RETENTION
1.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the Maryland State Archives. Retain non-permanent material 3 years, then destroy.
2.	Ambulance Reports (Run Sheets). –Patient records from three (3) paramedic units. Patients are treated and/or transported. Reports are CONFIDENTIAL - Medical Information.	Retain 7 years, then destroy.
3.	MS/Valium Narcotics Control Sheets. –Paramedic unit narcotic inventory and tracking.	Retain 1 year, then destroy.
4.	EMS Log Sheets. –Log of EMS response information listed call by call.	Retain 1 year, then destroy.
5.	Medical Records. –Unsafe conditions to include Blood-borne pathogens, HIV, Hepatitis-B, etc.	Retain 30 years after termination, then destroy (per OSHA/NIOSH/MOSH).

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 2 August 2006

SIGNATURE David B. See

TYPE NAME David B. See

TITLE Chief

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 25 May 07

SIGNATURE Edward C. Papenfuse

CITY OF SALISBURY

SCHEDULE NO. M-219-2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Fire Department - Operations

ITEM NO.	DESCRIPTION	RETENTION
1.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the Maryland State Archives. Retain all other material 3 years, then destroy.
2.	Senior Station Officer's Monthly Reports. –Station activities, equipment/apparatus, condition of buildings, forms management, and etc.	Retain 3 years, then destroy.
3.	Duty Officer's Daily Reports/Officer-In-Charge/Fire Reports. –Personnel assignments, personnel absences and incidence calls.	Retain 5 years, then destroy.
4.	Maintenance & Supply Records: --Hose reports. --Equipment inventories/weekly inventories. --Vehicle and equipment maintenance, vehicle preventative maintenance check sheets, apparatus check sheets and related equipment.	 Retain for life of hose, then destroy. Retain 1 year, then destroy. Retain 1 year, then destroy.
5.	Alarm Sheets/Station Records/Daily Log. –Daily record and record of all calls from fire alarm.	Retain 5 years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 6/20/07	DATE 29 nov 07
SIGNATURE David B. See	SIGNATURE Edward C. Papenfuse
TYPE NAME David B. See	
TITLE Chief	

CITY OF SALISBURY

SCHEDULE NO. M-219-2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Fire Department - Operations

ITEM NO.	DESCRIPTION	RETENTION
6.	Daily Time Sheets/Alarm Attendance Sheets/Station Daily Log. –Daily log of company and personnel movement, including: alarms, annual leave, emergency leave, etc.	Retain 5 years, then destroy.
7.	Vehicle Maintenance Records. –Vehicle service and repair records.	Retain 3 years, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-219-3

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Fire Department - Training

ITEM NO.	DESCRIPTION	RETENTION
1.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to Maryland State Archives. Retain all other material 3 years, then destroy.
2.	Individual Training Records and Reports: Career - current. –All outside training (MFRI - NFA - etc.) taken by career personnel to include in-service training.	Retain 1 year after termination, then destroy.
3.	Individual Outside Training Records and Reports: Volunteer –All outside training (MFRI - NFA - etc.) taken by volunteer personnel.	Retain 1 year after termination, then destroy.
4.	Company Training Report. –In-service training.	Retain 2 years, then destroy.
5.	Physical Ability Test Records. –Records of the applicants and statistics of test to include the scores.	Retain 1 year after date of test, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 6/20/07

SIGNATURE David B. See

TYPE NAME David B. See

TITLE Chief

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 11/9/07

SIGNATURE Edward C. Papenfuse

CITY OF SALISBURY

SCHEDULE NO. M-219-3

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Fire Department - Training

ITEM NO.	DESCRIPTION	RETENTION
6.	Safety Records. –Records to include: Risk Management, unsafe conditions, safety officer's reports, minutes from the Safety Committee, and other related materials.	Retain 5 years, then destroy.
7.	Accident and Injury Review Board Records. –Written reports of all accidents and injuries to fire personnel and equipment.	Retain 3 years, then destroy.
8.	Turnout Inspection Forms. –Monthly inspection records of turnout gear and its serviceability.	Retain 2 years after completion, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-220

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Police Department - Chief of Police

ITEM NO.	DESCRIPTION	RETENTION
1.	Subject Records. –Correspondence, CID computers, City departments, mounted patrol, personnel training, policies, patrol liquor board reports, payroll, seized property files, mutual aid agreements, general orders, etc.	Screen annually. Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the Maryland State Archives. Destroy material having no further legal, administrative, fiscal or operational value.
2.	Internal Investigations Relating to Officers. –Case booklet, handwritten notes, includes hearing tapes, etc.	Retain until individual is deceased, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 6/20/07

SIGNATURE Allan J. Webster

TYPE NAME Allan J. Webster

TITLE Chief

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 11/9/07

SIGNATURE [illegible]

CITY OF SALISBURY

SCHEDULE NO. M-220-1

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

Agency	Division/Unit
City of Salisbury	Police Department - Property & Evidence

ITEM NO.	DESCRIPTION	RETENTION
1.	Property Inventory. –Property/Evidence Forms, correspondence, certified mail receipts.	Retain for 10 years. Non-Permanent Destroy material having no further legal, administrative, fiscal or operational value.
2.	Vehicles for Public Auction. –MVA registrations, certified mail receipt, title hearing notice, notice of impoundment-right to reclaim vehicle.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	Officer Issue Equipment. –Listing of all equipment issued to officers, shows type of equipment, issue date, amount and date returned.	Retain until superseded or updated, then destroy.
4.	Laundry Pick-up Form. –Shows identification numbers, numbers of shirts, pants, coats, and ties.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
5.	City/State Ticket Book/Issue Log. –Shows ticket series, issue date, name of officer, City and State log.	Retain 3 years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 8/02/06

SIGNATURE Allan J. Webster

TYPE NAME Allan J. Webster

TITLE Chief

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 25 May 07

SIGNATURE Edward C. Papenfuse

CITY OF SALISBURY

SCHEDULE NO. M-220-2

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

Agency	Division/Unit
City of Salisbury	Police Department - Criminal Investigations

ITEM NO.	DESCRIPTION	RETENTION
1.	Case Records. –Case files maintained by each detective. – –Notes, complaint forms, supplement form, witness reports, 911 tapes, victim statements, property evidence report.	Retain for 10 years. Non-Permanent Destroy material having no further legal, administrative, fiscal or operational value.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 8/02/06	DATE 25 May 07
SIGNATURE Allan J. Webster	SIGNATURE Edward C. Papenfuse
TYPE NAME Allan J. Webster	
TITLE Chief	

CITY OF SALISBURY

SCHEDULE NO. LM-220-3

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

Agency	Division/Unit
City of Salisbury	Police Department - Patrol

ITEM NO.	DESCRIPTION	RETENTION
1.	Daily Assignment and Training Log. –Date, sector assignment, special assignments and roll call training.	Retain 1 year, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 8/02/06	DATE 11 Dec 06
SIGNATURE Allan J. Webster	SIGNATURE Edward C. Papenfuse
TYPE NAME Allan J. Webster	
TITLE Chief	

CITY OF SALISBURY

SCHEDULE NO. M-220-4

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

Agency	Division/Unit
City of Salisbury	Police Department - Community Services

ITEM NO.	DESCRIPTION	RETENTION
1.	Grants-Federal/State/County. –Proposal, budget, awards, dollar amount, quarterly reports/activity/financial, productivity sheets, correspondence, work activity sheet, purchase orders, progress financial status reports.	Retain for life of grant plus 3 years, then destroy.
2.	Subject Records. –Catalogs, child fingerprints, private security, McGruff House, citizens on patrol, neighborhood watch program, crime free multi-housing cult stuff, reality program, security guide, hate crime investigations, etc.	Screen annually. Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the Maryland State Archives. Destroy non-permanent material having no further legal, administrative, fiscal or operational value.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 6/20/07	DATE 11/9/07
SIGNATURE Allan J. Webster	SIGNATURE Edward C. Papenfuse
TYPE NAME Allan J. Webster	
TITLE Chief	

CITY OF SALISBURY

SCHEDULE NO. M-220-5

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

Agency	Division/Unit
City of Salisbury	Police Department - Fiscal Affairs

ITEM NO.	DESCRIPTION	RETENTION
1.	Vendor Records. –Invoices, purchase orders, copies of stubs, correspondence, statement of accounts, budget change request.	Retain 2 years. If purchases have warranties over 2 years, maintain records until warranty expires, then destroy.
2.	Travel Expenses. –travel expense reports, travel requests, copies of check stubs.	Retain 2 years, then destroy.
3.	Tow Company Payment Authorization. –Payment authorization, license and renewal payments, correspondence, etc.	Retain 2 years, then destroy.
4.	Noise Complaints. –Policy referral form, response memo, referral, report for various departments of the City, noise violations, log sheets, noise statistics, warnings, etc.	Screen annually. Non-Permanent Destroy material having no further legal, administrative, fiscal or operational value.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 8/02/06

SIGNATURE Allan J. Webster

TYPE NAME Allan J. Webster

TITLE Chief

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 25 May 07

SIGNATURE Edward C. Papenfuse

CITY OF SALISBURY

SCHEDULE NO. M-220-6

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

Agency	Division/Unit
City of Salisbury	Police Department - Training

ITEM NO.	DESCRIPTION	RETENTION
1.	Training Records - Full-time Employees. –Correspondence, training test scores, certifications, application for courses, field training evaluation program, instructor certification application.	Retain until individual is deceased, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 8/02/06	DATE 11 Dec 06
SIGNATURE Allan J. Webster	SIGNATURE Edwards C. Papenfuse
TYPE NAME Allan J. Webster	
TITLE Chief	

CITY OF SALISBURY

SCHEDULE NO. M-220-7

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Police Department - Human Resources & Records

ITEM NO.	DESCRIPTION	RETENTION
1.	Personnel Records/Background - Full-time. –Application, oath of office, personnel action forms, certificates, diplomas, training reports, personnel orders, disciplinary action, commendation, correspondence, rating reports. –Background files contain pre-employment data, personal history questionnaire, credit report, polygraph, fingerprints.	Retain until individual is deceased, then destroy.
2.	Complaint Reports. –Vehicle impound and inventory record, supplement report, District Court appearance report, fingerprints, pictures, log records, date/time of final disposition, custody and property report. –Property/evidence, drug certifications, District Court records and application for statement of charges, arrest warrant, motor vehicle accident reports, etc.	Retain until individual is deceased or until order of expungement, then destroy.
3.	Maryland Safety Equipment Repair Order/Warning. –Copy of ticket issued by officer.	Retain 2 years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 6/20/07	DATE 11/9/07
SIGNATURE Allan J. Webster	SIGNATURE Edward C. Papenfuse
TYPE NAME Allan J. Webster	
TITLE Chief	

CITY OF SALISBURY

SCHEDULE NO. M-220-7

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Police Department - Human Resources & Records

ITEM NO.	DESCRIPTION	RETENTION
4.	Correspondence. –Correspondence sent by the department. Relates to: Maryland State Police, Animal Bites, FBI, State's Attorney, citizens, Liquor Board, Juvenile Justice, Accidents (Departmental).	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the Maryland State Archives. Retain all other material 2 years, then destroy if outdated.
5.	Paid Traffic Tickets. –Copy of ticket, adding machine tape, copy of summons and invoice.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
6.	Notice of Intent to Stand Trial. –Citations to the District Court, Citations not payable, party must stand trial, civil citations, etc.	Retain 5 years, then destroy.
7.	Parking Violations. –Parking tickets, summons and meter checks, void tickets, correspondence to the States Attorney's Officer regarding voided tickets, etc.	Retain 3 years, then destroy.
8.	Uniform Municipal Infractions/Civil Citations. –Copy of ticket, receipt of tape of fines received.	Retain 3 years, then destroy.
9.	Custody Arrest Reports. –Name, address, arrest time, arresting officer.	Retain until individual is deceased or until order of expungement, then destroy.
10.	Towing Summons. –Summons, vehicle impoundment record receipt for payment.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.

Agency	Division/Unit
City of Salisbury	Police Department - Human Resources & Records

ITEM NO.	DESCRIPTION	RETENTION
11.	Departmental Policies. –Chief, patrol, administrative memorandums, personnel and Special Orders.	Screen annually. Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the Maryland State Archives. Destroy non-permanent material having no further legal, administrative, fiscal or operational value.
12.	Warrants. –Records unit document services, District Court criminal summons on charging document and subpoena.	Retain until served plus 3 years, then destroy.
13.	Officer Drivers Record Required. –Correspondence, request for driving records from MVA and various states certified.	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
14.	Expungement Orders. –Petition to Expunge, final disposition report, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
15.	UCR. –Maryland State Police Reports. List crime statistics by type of crime.	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
16.	BCI-Prior to Current Complaint Report. –Incident report, name, address, place of arrest, date of arrest, arresting officers, reasons for arrest, photos, arrest report, FBI report, etc.	Retain until individual is deceased or until order of expungement, then destroy.
17.	Maryland Flagging Records. –Forms used to obtain registration plates, and/or stickers from MVA for failure to pay parking tickets. Shows amount paid and how paid (check, cash, etc.).	Retain 3 years, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-220-7

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Police Department - Human Resources & Records

ITEM NO.	DESCRIPTION	RETENTION
18.	BCI-Prior to Current Complaint Report. –Incident report, name, address, place of arrest, date of arrest, arresting officers, reasons for arrest, photos, arrest report, FBI report, etc.	Retain until individual is deceased or until order of expungement, then destroy.
19.	Maryland Flagging Records. –Forms used to obtain registration plates, and/or stickers from MVA for failure to pay parking tickets. Shows amount paid and how paid (check, cash, etc.).	Retain 3 years, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-221-7

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Public Works - Technical Support

ITEM NO.	DESCRIPTION	RETENTION
1.	Subject Records. –Sidewalk maintenance, bids, concrete recycling, manuals, State Highway Administration contracts. –Drawings, underground storage tanks.	Retain 1 year, then destroy. Retain permanently. Transfer periodically to the Maryland State Archives.
2.	Division Accounts. –Bulkheads, leases, storm drains, snow, water, street light retro-fit, etc.	Retain for life of lease plus 3 years, then destroy.
3.	Projects. –Various street improvements, engineering projects, site drawings.	Retain permanently. Transfer periodically to the Maryland State Archives.
4.	Budget Records. -Annual reports -Change forms, budget worksheet, correspondence, equipment purchases/large and small.	 Retain permanently. Transfer periodically to the Maryland State Archives. Retain for 5 years, then destroy
5.	Personnel Records. –Various personnel forms, personnel files for each employee, includes: leave report, performance appraisal, change/action requests, disciplinary action report. (Originals to Human Resources).	Retain 1 year, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 1/30/08

SIGNATURE James Caldwell

TYPE NAME James Caldwell

TITLE Director

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 4 Jun 08

SIGNATURE Edward C. Papenfuse

Agency	Division/Unit
City of Salisbury	Public Works - Technical Support

ITEM NO.	DESCRIPTION	RETENTION
6.	Engineering Drawings. –Drawings of various city construction projects, sediment/erosion control, sequence drawings, plan view, details, utility plans, water main profile, etc.	Retain permanently. Transfer periodically to the Maryland State Archives.
7.	Storm Drain Records. –Site drawings, correspondence, agreements, maintenance reports, sediment control plan, etc.	Retain permanently. Transfer periodically to the Maryland State Archives.
8.	Water Projects. –Information for various water construction projects, purchase orders, correspondence, contracts, utility permits, water meter pricing, etc.	Retain for life of contract plus 3 years, then destroy.
9.	Sidewalk Condemnation. --Customer master file inquiry, bills for repairs, invoices, condemnation notices, UPS certified mail receipts, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
10.	Storms. –Snow removal policy, damages, hurricanes, hurricane plans, etc.	Retain until superseded or updated, then destroy.
11.	Miscellaneous Subject Records. –Equipment files, field change orders, insurance certificates, silt fence information, correspondence, brochures, storm drain vendor information, employee forms, purchase order copies, training information, employment applications, etc.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

CITY OF SALISBURY

SCHEDULE NO. M-221-7

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Public Works - Technical Support

ITEM NO.	DESCRIPTION	RETENTION
12.	Vendor Records. –Packing slips, bills of lading, purchase orders, etc.	Retain 3 years, then destroy.
13.	Maryland Department of Transportation. –Driver vehicle condition daily reports.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-221

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

Agency	Division/Unit
City of Salisbury	Public Works - Resource Management

ITEM NO.	DESCRIPTION	RETENTION
1.	Vendor Records. –Purchase orders, invoices, correspondence, hand-written notes. (Originals to Parking & Procurement)	Retain 1 year, then destroy.
2.	Miscellaneous Subject Records. –Bid forms, safety meetings, miscellaneous correspondence, payroll records, sign sales, accident reports, City departments, landfill tickets, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 01 AUG 06

SIGNATURE

TYPE NAME John F. Jacobs

TITLE Director

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 11 Dec 06

SIGNATURE Edward C. Papenfuse

CITY OF SALISBURY

SCHEDULE NO. M-221-1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Public Works - Engineering/Project Management

ITEM NO.	DESCRIPTION	RETENTION
1.	Projects. –City Buildings, Streets, Sidewalks, Storm Drains, Sediment Control, Correspondence, Inspection reports, Permits, Construction contracts, Purchase orders, Draft reports, Proposals, Specifications, Drawings, Construction reports, Progress meeting minutes, etc.	Retain 5 years after completion of project, then destroy.
2.	City Building Records. –Contracts, Specifications, Correspondence, Certifications, Affidavits, Daily Construction Reports of City Building Projects.	Retain 5 years after completion of project, then destroy.
3.	City Park(s) –Cost Estimates, Site Plans, Contracts, Specifications, Correspondence of City Projects.	Retain 5 years after completion of project, then destroy.
4.	Bulkhead Projects. –Contracts, Specifications, Agreements, Cost Estimates and Site plans.	Retain 5 years after completion of project, then destroy.
5.	Subdivision Records. –Correspondence, Specifications, Agreements, Subdivision Plats, Zoning Requirements.	(Originals to Circuit Court) Retain 5 years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 02 July 07

SIGNATURE

TYPE NAME John F. Jacobs

TITLE Director

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 11/9/07

SIGNATURE

CITY OF SALISBURY

SCHEDULE NO. M-221-1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Public Works - Engineering/Project Management

ITEM NO.	DESCRIPTION	RETENTION
6.	Water Records. –Contracts, Specifications, Correspondence, Affidavits, Construction Drawings of Water Lines, Water Facilities.	Retain 5 years after completion of project, then destroy.
7.	Agreement, Deeds and Easements Records. –Easements, Deeds to City Property, City Streets, Alley Closings and Agreements made by the City Council. (Originals to City Clerk)	(Originals to Circuit Court) Retain 1 year, then destroy.
8.	Correspondence Records. –Reports pertaining to ongoing Projects, Proposals, Employee, Council Meetings, Complaints, etc.	Retain 5 years, then destroy files having no legal, fiscal, administrative, or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
9.	Contracts. –Contract documents, Record of Bid, Site plans, Correspondence, etc.	Retain for life of project plus 3 years, then destroy.
10.	Bid Books. -Bid specifications for various Public Works Projects, Bid spreadsheet; correspondence, bidder's list, bid information, bid brochures, etc.	Retain 1 year, then destroy.
11.	Engineering Drawings. –As-Builts, Storm Drains, Water Lines, Water Facilities, City Buildings, Parking Layouts, City Maps, Surveys, Subdivision Plats, Resubdivision Plats.	Retain permanently - City Maps, As-builts, Water, Storm Drains, Surveys, Subdivision Plats. Transfer periodically to the Maryland State Archives. Retain project drawings for life of project plus 3 years.

CITY OF SALISBURY

SCHEDULE NO. ~~M-221~~-2

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

Agency	Division/Unit
City of Salisbury	Public Works - Engineering/Traffic Systems Management

ITEM NO.	DESCRIPTION	RETENTION
1.	Vendor Records. –Purchase orders, invoices, correspondence, hand-written notes. (Originals to Parking & Procurement)	Retain 1 year, then destroy.
2.	Miscellaneous Subject Records. –Bid forms, safety meetings, miscellaneous correspondence, payroll records, sign sales, accident reports, City departments, landfill tickets, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	Traffic & Safety Advisory Council Minutes. -Meeting minutes transcribed and approved by the governing body.	Retain permanently. Transfer periodically to the Maryland State Archives.
4.	General Correspondence. -Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 01 AUG 06	DATE 11 Dec 06
SIGNATURE [signature]	SIGNATURE Edward C. Papenfuse
TYPE NAME JOhn F. Jacobs	
TITLE Director	

CITY OF SALISBURY

SCHEDULE NO. M-221-3

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Public Works - Wastewater Treatment

ITEM NO.	DESCRIPTION	RETENTION
1.	Construction Records. –Plans, vendors, builders, correspondence, instruction manuals, invoices, etc.	Retain until equipment is no longer in service, then destroy.
2.	Completed projects. –Invoices, correspondence, purchase orders, stock requisitions, applications for the alteration of any flood plan, U.S. Corps of Engineer's drawings, wetlands license, bid spread sheets, nonhazardous waste manifest, tank removal abandonment final report, report of investigations.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3.	Maryland State Board of Plumbing Licenses. –Copies of plumbing licenses issued by the State of Maryland.	Retain until updated or superseded, then destroy.
4.	Computer Reports. –Equipment master list, warehouse items list, inventory cross-reference, commodity code list, full inventory list, facility standard task list elements, wastewater billing register.	Retain until equipment is no longer in service, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 02 July 07	DATE 29 nov 07
SIGNATURE	SIGNATURE
TYPE NAME John F. Jacobs	
TITLE Director	

Agency	Division/Unit
City of Salisbury	Public Works - Wastewater Treatment

ITEM NO.	DESCRIPTION	RETENTION
5.	Master Plans/As-built Drawings. –Drawings, subdivisions, postal maps, construction drawings, primary plant drawings, shop.	Permanent. Transfer periodically to the Maryland State Archives.
6.	Computerized NPDES Permit Reports	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
7.	Wastewater - Plumbing Inspection Reports.	Retain for the duration of the facility discharge permit, then destroy.
8.	Inspection Reports - Property. –Site plans, wastewater plumbing inspection report, plumbing permit application, certification, building permit application, correspondence. (Originals to Building, Permits & Inspections)	Retain for 1 year, then destroy.
9.	Plumbing Permits. (Originals to Building, Permits & Inspections)	Retain for 1 year, then destroy.
10.	Flow Reports. –Service area flow reports, wastewater plumbing inspection report by service area, plumbing permit.	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
11.	Maryland State Motor Fuel Tax Reports. –Copy of checks, correspondence, special fuel users/sellers tax return, diesel users worksheet, fuel report information sheet, etc. (Originals to Finance.)	Retain 1 year, then destroy.

Agency	Division/Unit
City of Salisbury	Public Works - Wastewater Treatment

ITEM NO.	DESCRIPTION	RETENTION
12.	Budget information. –Budgets for plant(s) and department operating budget.	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
13.	Safety Programs. –Forklift operators, drivers,, fire protection, hazardous materials, disaster relief, etc.	Retain until updated or superseded, then destroy.
14.	Master Sewer Plan. –Plant information, map of wastewater sewer plans, release of easement, wastewater overflow reports, policies, projects, invoices, purchasing, sludge lagoon, sludge farms, lab reports, correspondence, capital improvement, payroll, Human Resources, Risk Management Forms, Finance, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
15.	Employee Time Sheets. (Originals to Finance).	Retain 1 year, then destroy.
16.	Chemical Information List. –Contact person, title, phone no., common name (chemical), chemical name, work area, date. Chemical use inventory, Material Safety Data Sheets (MSDS).	Retain 40 years, then destroy.
17.	Equipment plans, primary expansion. –Drawings, materials list, technical data, piping system specifications-pumps, feed system, technical manuals, etc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

Agency	Division/Unit
City of Salisbury	Public Works - Wastewater Treatment

ITEM NO.	DESCRIPTION	RETENTION
18.	Plant Sludge Lagoon(s)/Earth Data. –Sewer calls, invoices sent, attendance summary, utilization sludge permit, site drawings, correspondence.	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
19.	Lab. - Specifications, site drawings	Retain for 5 years, then destroy.
	- Brochures, equipment list, furniture delivery tickets, purchase request quotations, work orders, bill of lading, etc.	Retain for 1 year, then destroy.
20.	Lab Reports/Water Plant. –State performance reports, H_2O reports, correspondence, inorganic/organic monitoring reports, operator logs, chlorides, various city/state/county reports, lab quality control, master records, worksheets, etc.	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
21.	Reports/Wastewater. –Test BODs, self-monitoring reports, suspended solids test, lab reports, correspondence, reports from various water treatment plants (if applicable), worksheets.	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
22.	Equipment Records. –Parts catalogs, service reports, inventory, instruction manuals, correspondence, etc.	Retain until equipment is no longer in service, then destroy.
23.	Permits. –National Discharge Elimination System (NPDES) Federal program, State Discharge Permits issued by Maryland Office of the Environment, sludge disposal permits, etc.	Screen annually. Maintain as required by NPDES discharge and biosolids permits. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

Agency	Division/Unit
City of Salisbury	Public Works - Wastewater Treatment

ITEM NO.	DESCRIPTION	RETENTION
24.	Ledger Books/Log Books (Journals). –Shows where various wastewater/water/biosolids samples were collected, date and time and by whom (Handwritten), Log books showing nitrate test and results by date, drinking water tests log books, etc.	Retain for 5 years, then destroy. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
25.	Atomic Absorb.-Lab Equipment. –Quality control, raw data from tests performed, various metals-handwritten test results, equipment provides printout of test results.	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
26.	State of Maryland MDE-Water Supply Program. –Bacteriological monitoring report, field record-drinking water report, inorganic self-monitoring report. Test and reports are completed for various water plants, businesses, county and towns (if applicable).	Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.
27.	Treatment Plant - BOD Tests (Wastewater). –Worksheets, inorganic self-monitoring report, order for supplies or service, drinking water report.	Retain for 5 years. Retain for 5 years. If litigation/enforcement has been taken in which records would be essential, extend retention until resolved, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-221-4

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Public Works - Water Treatment

ITEM NO.	DESCRIPTION	RETENTION
1.	Purchase Orders. –Purchase orders, requisitions, invoices, hand-written notes. (Originals to Parking & Procurement)	Retain 1 year, then destroy.
2.	Meter Readings/Installations. -Service orders (rereads, property transfers). -Billing instructions, inventory item re-order list by vendor, test invoice, issue ticket, daily work report, related correspondence.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	Meter Installations/New Meters. -Service orders to install new meters, employee installation report-daily, etc.	Retain 50 years, then destroy.
4.	Time Sheets. –Employee time sheets, work assignments, daily work report. (Originals to Finance)	Retain 1 year, then destroy.
5.	Meter Permits/Pumping Reports. –Temporary water permits, monthly reports/State DHMH, special events, pumpage reports, water permit log.	Screen annually as non-permanent. Destroy material having no further legal, administrative, fiscal or operational value.
6.	Water Contracts. –Contracts, correspondence, specifications, proposals.	Retain for life of contract plus 3 years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 02 July 07	DATE 11/9/07
SIGNATURE [signature]	SIGNATURE [signature]
TYPE NAME John F. Jacobs	
TITLE Director	

CITY OF SALISBURY

SCHEDULE NO. M-221-4

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Public Works - Water Treatment

ITEM NO.	DESCRIPTION	RETENTION
7.	Subject Records. –Accident reports, maps, Maryland State Depts. Information, correspondence, sanitary reports, bids, contracts, council meeting notes, insurance claims, water main breaks, Lead, Copper & Silver Sampling Reports, paint process water tanks, budget, certificates, loss control programs, certifications, etc.	Screen annually. Retain permanently any historical material that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the Maryland State Archives. Destroy non-permanent material having no further legal, administrative, fiscal or operational value.
8.	Records of bacteriological analysis.	Retain 5 years, then destroy.
9.	Records of chemical analysis.	Retain 10 years, then destroy.
10.	Records of action to correct violations. Public notices for violations, variances or exemptions issued and certifications.	Retain 3 years from date of last violation, then destroy.
11.	Sanitary surveys	Retain 10 years (include any written reports, summaries or communications relating to survey), then destroy.
12.	Any variance or exemption from Maryland Department of the Environment.	Retain 5 years after expiration, then destroy.
13.	Personnel Records. –Sick leave & vacation files, City property, termination checklist, application, personnel action/payroll form, performance appraisal, email, correspondence, job description, health history. (Originals to Human Resource)	Retain 1 year, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-221-5

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Public Works - Marina

ITEM NO.	DESCRIPTION	RETENTION
1.	Marina Commission Meeting Minutes. –Marina Commission Meeting Minutes transcribed and approved by the body.	Permanent. Transfer periodically to the Maryland State Archives.
2.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the office.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 01 AUG 06	DATE 11 DEC 06
SIGNATURE [signature]	SIGNATURE Edward C. Papenfuse
TYPE NAME John F. Jacobs	
TITLE Director	

CITY OF SALISBURY

SCHEDULE NO. M-221-6

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Public Works - Operations

ITEM NO.	DESCRIPTION	RETENTION
1.	Time sheets/Employees/Janitorial –Daily time sheets, work orders.	Retain 1 year, then destroy.
2.	Stock requisitions/Issue tickets –Purchase orders (copies), issue tickets, supplies/materials.	Retain 3 years, then destroy.
3.	Master/Subject Records. –Accident reports, budget, cable locations, correspondence, driving records, journal entries, handicap parking, employee addresses, general ledger, parking meters, policy & procedure, etc.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
4.	Vendor Records. –Purchase orders, purchase requisitions, invoices, pending invoices, job invoices. (Originals to Parking & Procurement)	Retain 1 year, then destroy.
5.	Equipment. –Auctioned, work orders, radios, vehicle repair order request, drivers vehicle condition report, stock requisition, equipment manual, etc.	Retain for life of vehicle plus 3 years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 01 AUG 06

SIGNATURE

TYPE NAME John F. Jacobs

TITLE Director

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 11 Dec 06

SIGNATURE Edward C. Papenfuse

CITY OF SALISBURY

SCHEDULE NO. M-221-6

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Public Works - Operations

ITEM NO.	DESCRIPTION	RETENTION
6.	Special Events. –Banners, Salisbury Festival, e-mail, calendars, correspondence, handwritten notes, permit applications, special event applications, permit review, drawings/maps, etc.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
7.	Department Records. –Disaster Relief Team, Police, Recreation & Parks, Solid Waste (Trash), employee forms, budget book, annual report, correspondence, purchase orders, budget change, request forms, etc.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
8.	Bulk Pick-up. –Correspondence, statement of account, invoice, bulk pick-up schedule/price list.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
9.	Work Requests. –Handwritten notes, work requests.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
10.	Forms. –Alcohol & drug testing, applications, special reports, direct deposit, illness report, leave request, terminations checklist, etc.	Retain until superseded or updated, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-221-6

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Public Works - Operations

ITEM NO.	DESCRIPTION	RETENTION
11.	Personnel Records. –Sick leave & vacation record, city property, termination checklist, application, personnel action/payroll form, performance appraisal, e-mail, correspondence, job description, health history. (Originals to Human Resources)	Retain 1 year, then destroy.
12.	Trash Containers (if applicable). –Containers in use summary report, location of containers, etc.	Retain 3 years, then destroy.
13.	Recycling. –Reports, schedules, work orders, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
14.	Trash Pick-Up. –Correspondence, trash pick-up schedules, statement of accounts, handwritten notes, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
15.	Recycling Task Force. –Meeting minutes transcribed and approved by the body.	Permanent. Transfer periodically to the Maryland State Archives.

CITY OF SALISBURY

SCHEDULE NO. M-221-8

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

Agency	Division/Unit
City of Salisbury	Public Works - City Zoo

ITEM NO.	DESCRIPTION	RETENTION
1.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the office.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2.	Zoo Commission. –Meeting minutes transcribed and approved by the body.	Permanent. Transfer periodically to the Maryland State Archives.
3.	Personnel Records. –Sick leave & vacation files, City property, termination checklist, application, personnel action/payroll form, performance appraisal, email, correspondence, job description, health history. (Originals to Human Resources)	Retain 1 year, then destroy.
4.	Grants. ---Open space, block, summary of costs, correspondence, copies of invoices, financial status reports, request for funds, final request for reimbursement, etc. (Originals to Grants/Special Projects)	Retain 1 year, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 01 AUG 06

SIGNATURE

TYPE NAME John F. Jacobs

TITLE Director

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 11 Dec 06

SIGNATURE Edward C. Papenfuse

CITY OF SALISBURY

SCHEDULE NO. M-221-9

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 1

Agency	Division/Unit
City of Salisbury	Public Works - Utilities

ITEM NO.	DESCRIPTION	RETENTION
1.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the office.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2.	Pump Stations. –Correspondence file on pump stations for the City i.e. maintenance, contracts, flow records.	Retain for two years, then destroy.
3.	SCADA Computer System. Record of twenty-four pump stations in the City. (Flows, pump operations, general operations of each station.)	Retain for five years, then destroy.
4.	Daily Water and Sewer Records Daily reports - details, calls/crew	Retain for two years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE 01 AUG 06	DATE 11 Dec 06
SIGNATURE [signature]	SIGNATURE Edward C. Papenfuse
TYPE NAME John F. Jacobs	
TITLE Director	

CITY OF SALISBURY

SCHEDULE NO. M-222

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Building, Permitting & Inspections

ITEM NO.	DESCRIPTION	RETENTION
1.	Building Permits. –Conditional approval, site plans, correspondence, building inspectors, office inspection report, building permit application, drawings, material list report, calculations report, bond estimate sheet, plumbing permit, notice of additions/corrections, etc.	Permanent. Transfer periodically to the Maryland State Archives.
2.	Alteration Permit. -Same as Building Permits. -Pending permits (contains same as above).	Permanent. Transfer periodically to the Maryland State Archives.
3.	Building Plans/Engineering Drawings. –Renovation/additions - site plans, correspondence.	Permanent. Transfer periodically to the Maryland State Archives.
4.	Sign Permits. –Conditional approval, site plans, correspondence, building inspectors, office inspection report, building permit application, drawings, material list report, calculations report, bond estimate sheet, plumbing permit, notice of additions/corrections, etc.	Permanent. Transfer periodically to the Maryland State Archives.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 1·30·08

SIGNATURE William T. Holland

TYPE NAME William T. Holland

TITLE Director

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE JUL 0 2 2008

SIGNATURE Edward C. Papenfuse

Agency	Division/Unit
City of Salisbury	Building, Permitting & Inspections

ITEM NO.	DESCRIPTION	RETENTION
5.	Project Files. -Site plans -File report, zoning analysis, application for site plan and property resubdivision review, application for Planning and Zoning approval.	Permanent. Transfer periodically to Archives. Retain 1 year, then destroy.
6.	Board of Zoning Appeals. –Appeal Board minutes, photos, Correspondence, resolutions, notice of public hearings, agenda, master site plans, addition plans.	Permanent. Transfer periodically to the Maryland State Archives.
7.	Board of Adjustments and Appeals. -Board minutes. -Correspondence, hearing schedule notice, notice to appear - adjustments and appeals, building permit application, treasurer's receipt.	Permanent. Transfer periodically to the Maryland State Archives. Retain for 1 year, then destroy.
8.	Public Hearings - Conditional Uses/Re-zoning. –Agreements, minutes, temporary conditional use permits, site drawings. –Treasurer's receipt, notice of public hearing, conditional use applications.	Permanent. Transfer periodically to the Maryland State Archives. Retain 1 year, then destroy.
9.	Subject Records. –Correspondence, log sheets, building reports, Repetitive loss properties, accident reports, council meeting notes, insurance claims, budget, certification, etc.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

Agency	Division/Unit
City of Salisbury	Building, Permitting & Inspections

10.	Audio Tapes (If applicable). –Board of Zoning Appeals, Board of Adjustment and Appeals.	Retain 2 years after approval of minutes by the governing body, then destroy. (Exempt from destruction request requirements)
11.	Inspections. –Inspection schedules, follow-up reports, unsafe properties, correction notices, zoning violations, scheduled re-inspections.	Retain 3 years, then destroy.
12.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
13.	Forms/Letters. –Various forms/letters used by the office for complaints, warnings, inspections, etc.	Retain until superseded or obsolete, then destroy.
14.	Personnel Records. –Sick leave, vacation, city property, termination checklist, application for employment, personnel action/payroll form, performance appraisal, email, correspondence, job description, health history. (Originals to Human Resources)	Retain 1 year, then destroy.
15.	Maryland Department of Transportation. –Driver vehicle condition daily reports, fuel reports, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
16.	Budget Records. -Annual reports	Permanent. Transfer periodically to the Maryland State Archives.
	-Change forms, budget worksheets, correspondence, equipment purchases/large & small.	Retain 5 years, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-223

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Department of Neighborhood Services & Code Compliance

ITEM NO.	DESCRIPTION	RETENTION
1.	Housing Code Violations. -handwritten notes, correspondence, right of appeal notice, photos, certified mail receipt, housing report, subpoena, staff contact report, etc.	Retain for 5 years, then destroy.
2.	Housing Board. -Correspondence, hearing schedule notice, site plans, permit application, treasurer's receipt.	Retain 1 year, then destroy.
	-Audio tapes of meetings.	Retain 2 years, then destroy.
	-Minutes.	Permanent. Transfer periodically to the Maryland State Archives.
3.	Subject Records. –Correspondence, log sheets, building reports, Repetitive loss properties, accident reports, City council meeting notes, insurance claims, departmental budget records (Originals to Finance Department), professional certifications, etc.	Retain 1 year, then destroy.
4.	Inspections/Complaints/Subjects. –Inspection schedules, complaints, follow-up reports, unsafe properties, correction notices, housing code forms, zoning violations, scheduled re-inspections, press meetings, etc.	Retain 5 years, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE

DATE 1/30/2008

SIGNATURE

TYPE NAME M. Thomas Stevenson, Jr.

TITLE Director

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE 4 Jun 08

SIGNATURE

Agency	Division/Unit
City of Salisbury	Department of Neighborhood Services & Code Compliance

ITEM NO.	DESCRIPTION	RETENTION
5.	General Correspondence. –Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
6.	Historic District Commission. –Minutes including case photos, building and renovation plans –Correspondence.	Retain permanently. Transfer periodically to the Maryland State Archives. Retain 1 year, then destroy.
7.	Forms/Letters. –Various forms/letters used by the office for complaints, warnings, inspections, etc.	Retain until superseded or obsolete, then destroy.
8.	Landlord Licenses/Renewals. –Annual rental licenses, renewals, fines, late fees, administrative search warrants.	Retain permanently. Transfer periodically to the Maryland State Archives.
9.	Personnel Records. –Sick leave, vacation, city property, termination checklist, application for employment, personnel action/payroll form, performance appraisal, email, correspondence, job description, health history. (Originals to Human Resources)	Retain 1 year, then destroy.
10.	Maryland Department of Transportation. –Driver vehicle condition daily reports, fuel reports, etc.	Retain 5 years, then destroy.
11.	Budget Records. –Annual reports. –Change forms, budget worksheets, correspondence, equipment purchases/large & small.	Retain permanently. Transfer periodically to the Maryland State Archives. Retain 5 years, then destroy.

CITY OF SALISBURY

SCHEDULE NO. M-224

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Human Resources

ITEM NO.	DESCRIPTION	RETENTION
1.	Active Personnel Records. –Withholding forms, insurance data, employment documents, demographic information, status log, action forms, letters of acknowledgment, certificates, commendations, performance reviews, disciplinary actions, miscellaneous notices to employee, policy acknowledgments, miscellaneous requests, medical notices, deferred comp. (H/R acquired City files approximately 2001)	Retain 3 years after termination, then destroy.
2.	City Department Records. –Information/general correspondence relating to City departments.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serve to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3.	General Subject Records. –Budget, cola, correspondence, IRS Health Match report, employee service awards, new hire reports, surveys, city policies, EEOC annual reports, IRS reports, inventory list, family leave act, new hire report, blood bank, pay scales, etc.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serve to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE August 29, 2006	DATE 25 May 07
SIGNATURE [signature]	SIGNATURE [signature]
TYPE NAME Steven Michael Thompson	
TITLE Human Resources Director	

Agency	Division/Unit
City of Salisbury	Human Resources

ITEM NO.	DESCRIPTION	RETENTION
4.	Advertised Positions Applications. –EEOC Applicant Flow data, applications, list of interviews, general correspondence related, etc.	Retain 3 years, then destroy.
5.	Alcohol/Drug Testing. –Contracts, test policies, testing procedures/forms, full-time & temporary results for pre-employment, random, reasonable suspicion, post accident, computer reports.	Retain 3 years after termination, then destroy.
6.	Job Classifications. –All full-time descriptions. Some inactive/temporary.	Retain until revised, then destroy.
7.	Temporary Employee Payroll Records. –Mass new hires/termination forms, rate changes, demographic changes, payroll forms, payroll action forms.	Retain 3 years after termination, then destroy.
8.	Insurance Records. –Contracts, forms, paid claims reports, policy information, changes.	Screen annually, destroy material having no further legal, administrative, fiscal or operational value. Non-Permanent
9.	Cobra Records. –Detail of participants.	Retain any active file for length of benefit. After termination retain 5 years. Non-Permanent Destroy material having no further legal, administrative, fiscal or operational value.

CITY OF SALISBURY

SCHEDULE NO. M-224

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
City of Salisbury	Human Resources

ITEM NO.	DESCRIPTION	RETENTION
10.	Employee Grievance Records. –Hearing information.	Screen annually, destroy material having no further legal, administrative, fiscal or operational value. Non-Permanent
11.	Affirmative Action Plans.	Retain until updated or superseded, then destroy.
12.	Worker's Compensation Claims. –Incident reports, requests for checks, correspondence, medical reports, invoices and/or medical authorization reports.	Retain notice of claim until no further action, plus 5 years, then destroy. Notice of claim with lawsuit filed should be retained for 7 years after settled, then destroyed.
13.	Worker's Compensation Reports.	Retain 6 years, then destroy.
14.	Benefits Studies and Surveys.	Retain until superseded or obsolete, then destroy.
15.	Unemployment Insurance. –Claims by terminated employees.	Retain 6 years, then destroy.
16.	Sick/Vacation Leave Sharing Authorization.	Retain 6 years, then destroy.
17.	Sick/Vacation Leave Buy-back Election Form.	Retain 6 years, then destroy.
18.	Immigration I - 9s	Currently, upon termination, record is pulled and added to personnel file that is retained for 3 years, then destroyed; I - 9s should be maintained separately; retain for 3 years after date of hire or 1 year after the date of employee termination whichever is later, then destroy.

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To:	City Council Mayor
From:	Tom Stevenson
Subject:	Veterans & Small Business Preference Policy
Date:	November 13, 2013

During the November 12, 2013 legislative session, it was decided that it would be best to discuss the Small Business and Veterans Policy in greater detail. Specifically, should the allowance be available to only residents of the City of Salisbury or beyond, and should a limit be placed on the amount to which the exception might apply.

CITY OF SALISBURY

CHARTER AMENDMENT NO. _____

A RESOLUTION TO AMEND THE CHARTER OF THE CITY OF SALISBURY, MARYLAND BY ESTABLISHING A SMALL BUSINESS, INCLUDING VETERAN-OWNED SMALL BUSINESSES AND SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESSES, PROCUREMENT PREFERENCE TO THE CHARTER OF THE CITY OF SALISBURY UNDER § SC16-3.

WHEREAS, the Charter of the City of Salisbury may be amended as outlined in **§** SC21-1 and **§** SC21-2, which refers to Local Government Article § 4-305 of the Maryland Annotated Code; and

WHEREAS, the State of Maryland has enacted a Veteran-Owned and Service-Disabled Veteran-Owned Small Business procurement preference pursuant to the State Finance and Procurement Article, §§ 14-201 and 14-206, Annotated Code of Maryland; and COMAR 21.11.01.01; and

WHEREAS, the City of Salisbury has concluded that it is in the best interests of City residents to offer procurement preferences to Veteran-Owned and Service-Disabled Veteran-Owned Small Businesses; and

WHEREAS, the City of Salisbury wishes to grant Veteran-Owned and Service-Disabled Veteran-Owned Small Businesses procurement preference in the competitive bidding procedure.

NOW, THEREFORE, be it resolved by the City Council of the City of Salisbury, that Article XVI of the Charter be amended as follows:

ARTICLE XVI Purchases and Sales; City Property Inventory

§ SC16-3. General policy of competitive bidding; exceptions.

B. Contracts shall be let to the lowest <u>evaluated</u> and best bid in the case of purchases, or the highest and best bid in the case of sales, except that the city in every instance shall reserve the right to reject any or all bids, waive any irregularities and

make the award in the best interests of the city. [Added in 1962 by Res. No. 11* as Sec. 144C; Amended 6-3-63 by Res. No.21**; Amended 2-14-00 by Res. No. 693]

C. In the evaluation of contracts for the construction of public works and the purchase of materials and supplies, the City may offer a procurement preference for Certified Small Businesses, Veteran-Owned Small Businesses (VOSBs) and Service-Disabled Veteran-Owned Small Businesses (SDVOSBs).

In the case of each contract, where a procurement preference is offered, the City shall establish a percentage price preference of up to 5% for Certified Small Businesses, up to 7% for Certified VOSBs and up to 8% for Certified SDVOSBs.

Small businesses are as defined in COMAR 21.01.02.01(B)(80), and must be certified by the Maryland Department of General Services (DGS) to be eligible for this program. VOSB is as defined in COMAR 21.11.01.01 (6) and SDVOSB is as defined in 21.11.01.01 (3) and (4).

The VOSB and SDVOSB certification is restricted to veterans domiciled in Maryland; to be eligible for the program, VOSBs and SDVOSBs must be certified as a small business by the DGS and provide the owner's DD Form 214 attesting to discharge or release under conditions other than dishonorable and, for SDVOSBs, provide either a copy of the U.S. Department of Veterans Affairs verification letter showing current verification or a copy of the Adjudication letter from the U.S. Department of Veterans Affairs.

AND BE IT FURTHER RESOLVED by the City Council of the City of Salisbury that this Resolution take effect fifty (50) days from and after the date of its final passage, subject to the right of referendum, and that its provisions shall be implemented on the ____ day of _____, 2013. The City Clerk is hereby authorized to proceed with the posting and publication of this Resolution pursuant to the requirements of Local Government Article § 4-305 of the Annotated Code of Maryland.

This Resolution was introduced, read, and passed at a meeting of the Salisbury City Council held on the _____ day of _____, 2013.

.

ATTEST:

_____ _____

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

VETERAN-OWNED SMALL BUSINESS PREFERENCE IN MARYLAND
FREQUENTLY ASKED QUESTIONS

What is the Veteran-Owned Business Preference?

Governor O'Malley signed a bill into law establishing Maryland's Procurement Preference Program for Veteran-Owned Small Businesses (VOSBs) and Service-Disabled Veteran-Owned Small Businesses (SDVOSBs). The Law was effective as of October 1, 2008. The Law establishes a percentage price preference of up to 7% for certified VOSBs and up to 8% for SDVOSBs. The VOSB and SDVOSB certification is restricted to veterans domiciled in Maryland.

How is Maryland's Program different from the Federal Program for service-disabled, veteran-owned small business?

There are many differences between the Programs:

- *The small business size standards are different.*

Maryland Law defines a small business as…"a business, other than a broker, which meets the following criteria:

(a) It is independently owned and operated;

(b) It is not a subsidiary of another firm;

(c) It is not dominant in its field of operation;

(d) Its wholesale operations did not employ more than 50 persons, and its gross sales did not exceed an average of $4,000,000 in its most recently completed 3 fiscal years;

(e) Its retail operations did not employ more than 25 persons and its gross sales did not exceed an average of $3,000,000 in its most recently completed 3 fiscal years;

(f) Its manufacturing operations did not employ more than 100 persons, and its gross sales did not exceed an average of $2,000,000 in its most recently completed 3 fiscal years;

(g) Its service operations did not employ more than 100 persons, and its gross sales did not exceed an average of $10,000,000 in its most recently completed 3 fiscal years;

(h) Its construction operations did not employ more than 50 persons, and its gross sales did not exceed an average of $7,000,000 in its most recently completed 3 fiscal years; and

(i) Its architectural and engineering services did not employ more than 100 persons, and its gross sales did not exceed an average of $4,500,000 in its most recently completed 3 fiscal years." COMAR 21.01.02.01(B)(80)

Maryland regulations are available online at http://www.dsd.state.md.us/comar.

- *Maryland expanded the Program to include veteran-owned small businesses as well as service-disabled veteran-owned small businesses.*

- *The Maryland Program is a procurement price preference unlike the Federal Program which is a procurement set-aside.*

  Under Maryland's Law, certified VOSBs and SDVOSBs compete for State contracts along with businesses that are not certified small businesses (non-preference businesses). If a non-preference business submits the low bid, a certified VOSB would nonetheless be awarded the contract **if its bid does not exceed the low bid by more than 7%.**[1] If a non-preference business submits the low bid, a certified SDVOSB would nonetheless be awarded the contract **if its bid does not exceed the low bid by more than 8%.**

If I am registered with the Federal Government's VETBIZ (The Center for Veterans Enterprise Web Portal), do I also have to register with the State of Maryland?

Yes. Since Maryland's small business size standards are different than the Federal Program, you must register as a small business on the Maryland Department of General Services' website.

https://www.smallbusinessreserve.maryland.gov

Before you register, double check to make sure your business falls within Maryland small business size standards found in COMAR 21.01.02.01(B)(80).

It is important to note that the small business certification also enables your business to participate in the State's Small Business Reserve Program. The Reserve Program requires certain State agencies to structure their contracts so that at least 10 percent of their total procurement dollars for goods, supplies, services, maintenance, construction, construction-related services, architectural service, and engineering go to certified small businesses. The State paid $131 million to Small Business Reserve businesses in FY 2008.[2]

After I register as a small business on the DGS website, am I done? Can I start bidding on Preference Procurements immediately?

Yes. But each time you bid, you must submit the following documentation with your bid.

If you are currently verified and registered on www.VetBiz.gov - A copy of the letter from the U.S. Department of Veterans Affairs Verification Program showing your verification is current.

If you are bidding as a VOSB but are not registered on VetBiz – a copy of your DD Form 214 showing discharge or release under conditions other than dishonorable.

If you are bidding as a SDVOSB but are not registered on VetBiz - a copy of your DD Form 214 showing discharge or release under conditions other than dishonorable AND a copy of your Adjudication Letter from the U.S. Veterans Administration.

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[1] Low bid is not the sole determining factor for award. See COMAR 21.05.02.13

[2] Fiscal Year 2008 Small Business Reserve Report, Governor's Office of Minority Affairs

BPW Advisory No.: **2009-3**

Date: **December 16, 2009**

Subject: **PROCUREMENT – SMALL BUSINESS PRICE PREFERENCE INCLUDING VETERAN-OWNED SMALL BUSINESSES**

Effective: **Immediately**

Martin O'Malley
Governor

Nancy K. Kopp
Treasurer

Peter Franchot
Comptroller

Sheila McDonald
Executive Secretary

Purpose: To explain the Veteran-Owned and the Disabled Veteran-Owned Small Business procurement preferences.

Authority: State Finance and Procurement Article, §§14-201 and 14-206, Annotated Code of Maryland; COMAR 21.11.01.05.

Procurement Agencies That May Use the Preference: Agencies authorized to conduct small business preference procurements are the Department of Transportation, the Department of General Services, the Department of Public Safety and Correctional Services (only in connection with construction of a State correctional facility), the University System of Maryland and Morgan State University. When these agencies designate a procurement as a "small business preference," the following applies.

Businesses That May Benefit From the Preferences: Small businesses are defined in COMAR 21.01.02.01. A small business must be certified by the Department of General Services to be eligible for award of small business preference procurements and small business reserve procurements. [This Advisory pertains to small business *preference* procurements; *see* BPW Advisory 2005-1 for information on small business *reserve* procurements.] A veteran-owned small business is a small business that is at least 51% owned and controlled by veterans. A disabled veteran-owned small business is a small business that is at least 51% owned and controlled by disabled veterans.

Note: State Law defines a veteran as one "who is domiciled in Maryland." § 14-201, State Finance and Procurement Article. Veteran small business owners whose state of residence is other than Maryland may participate in a preference procurement only as a small business not as a veteran-owned or a disabled-veteran-owned small business.

The Preference: The using agencies may designate a procurement as a small business preference procurement. When that designation is made, the using agency must also establish the percentage preference to be applied. A certified small business is given up to a 5% base percentage preference. In addition to that base percentage preference, a veteran-owned small business receives up to another 2% preference, and a disabled-veteran-owned small business receives up

to 3%. In other words, the maximum percentage price preferences for designated small business preference procurements are 5% for certified small businesses; 7% for veteran-owned certified small businesses; and 8% for disabled veteran-owned certified small businesses.

***Procedure*:**

Designation. Using agencies have discretion to designate which procurements will be conducted as small business preference procurements taking into account the availability of qualified, certified small businesses.

Solicitation. Once a using agency designates a small business preference procurement, the agency should directly solicit businesses listed in the DGS Small Business Directory, the federal VetBiz Registry (*www.vip.vetbiz.gov),* and the MDOT MBE Directory. Solicitation notices on *eMaryland Marketplace* must clearly state that the procurement is designated as "small business preference."

Bid Evaluation. In a designated small business preference procurement, the procurement officer must accept the most favorable, responsive bid from a:

- Responsible, certified small business if the bid does not exceed the most favorable responsive bid price from a responsible bidder who is NOT a certified small business by more than 5% (or other price preference set by the agency).

- Responsible, certified veteran-owned small business if the bid does not exceed the most favorable responsive bid price from a responsible bidder who is NOT a certified small business by more than 7% (or other price preference set by the agency).

- Responsible, disabled-veteran-owned certified small business if the bid does not exceed the most favorable responsive bid price from a responsible bidder who is NOT a certified small business by more than 8% (or other price preference set by the agency).

Note: If the most favorable, responsive bid is submitted by a certified small business, and the second most favorable bid is from a veteran-owned or disabled-veteran-owned small business, the procurement officer applies the difference between the percentages (*i.e.*, 2% for veteran-owned small business and 3% for disabled veteran-owned small business).

Reporting Requirements: By September 30th annually, the Departments of General Services and Transportation and Morgan State University must report to the Board of Public Works and to the Legislative Policy Committee on the operation and effectiveness of the Preference Program in the previous fiscal year. The report must include data on participation by veteran-owned and disabled-veteran-owned small businesses.

- **Veteran-owned certified small business**: Provide the DGS small business certification number **AND** a copy of the business owner's DD Form 214 attesting to discharge or release under conditions other than dishonorable.

- **Disabled-veteran-owned small business that is currently verified and registered on *www.VetBiz.gov***: Provide the DGS small business certification number **AND** a copy of the letter from the U.S. Department of Veterans Affairs Verification Program showing your verification is current.

- **Disabled-veteran-owned small business that is NOT currently verified and registered on *www.VetBiz.gov:*** Provide the DGS small business certification number **AND** a copy of your DD Form 214 showing discharge or release under conditions other than dishonorable **AND** a copy of your Adjudication Letter from the U.S. Veterans Administration.

Attachment to BPW Advisory 2009-3

The following language is recommended for the notice of solicitations designated as a Small Business Preference:

◆ ◆ ◆ ◆ ◆

Designation This procurement has been designated as a Small Business Preference in accordance with Title 14, Subtitle 2, of the State Finance and Procurement Article of the Maryland Annotated Code. The preference percentages for this procurement are as follows:

- *State-certified, small business (not a veteran-owned or disabled-veteran-owned small business) ____% (not to exceed 5%)*
- *State-certified, veteran-owned small business _____% (not to exceed 7%)*
- *State-certified, disabled-veteran-owned small business ____% (not to exceed 8%)*

The procurement agency will accept the most favorable responsive bid from a responsible, certified small business if the bid does not exceed the most favorable responsive received from a bidder who is not a certified small business by more than the percentage(s) listed above.

Eligibility To be eligible for the preference, your company must have a current small business certification from the Maryland Department of General Services.

Small business size standards in Maryland are different than federal standards. You CANNOT substitute an SBA 8(a) certification or VetBiz verification for Maryland small business certification.

If your small business is eligible but not certified by the State, apply for certification on the Department of General Services website at *www.smallbusinessreserve.maryland.gov* and obtain a small business certification number.

State Law requires that the veteran business owner be domiciled in Maryland. There is no Maryland residency requirement for owners of small businesses participating in the Preference as small businesses without the veteran-owned or disabled-veteran-owned designation.

Required Information The bidder must provide the following to the procurement officer to prove eligibility for the preference:

- **Certified small business that is not veteran-owned or disabled veteran-owned:** Provide the DGS small business certification number.

Attachments: Attached is *Sample Solicitation Language.*

Questions concerning this Advisory may be addressed to:

Mary Jo Childs, Procurement Advisor
Board of Public Works
410.260.7335
Fax: 410.974.5240
mchilds@comp.state.md.us

Bob Sharps, Director
Outreach and Advocacy
Maryland Department of Veterans Affairs
16 Francis Street, 4th Floor
Annapolis, MD 21401
bsharps@mdva.state.md.us

Make sure to maintain your State small business certification. Like the Federal Program, annual recertification is required.

How do I find out about State procurements that are subject to the Preference?

Whether or not your business is eligible for certification as a VOSB or SDVOSB, you should register your company as a vendor on eMaryland Marketplace. It's free, and you will have access to State bidding opportunities for procurements over $15,000. You can register at

https://ebidmarketplace.com

If your business is certified as a VOSB or SDVOSB, check the solicitation notices for those State agencies authorized to participate in the Preference Program. The solicitation notices will state whether the procurement is subject to the Preference.

Who can I talk with if I have more questions?

The Maryland Department of General Services is responsible for the small business certification program.

Department of General Services
Small Business Reserve Program
301 West Preston Street , Room M-3
Baltimore , Maryland 21201
e-mail at sbadmin@dgs.state.md.us .
Phone: 410-767-4270

The Maryland Department of Veterans Affairs is available to help with questions on the many programs available to Maryland's veterans including your status as a service-disabled veteran.

Maryland Department of Veterans Affairs
Jerry Boden, Chief of Staff
16 Francis Street, Fourth Floor
Annapolis, Maryland 21401
E mail: jboden@mdva.state.md.us

General procurement questions may be directed to the Board of Public Works.

Board of Public Works of Maryland
Mary Jo Childs, Procurement Advisor
80 Calvert Street, Room 117
Annapolis, Maryland 21401
E mail: mchilds@comp.state.md.us
Phone: (410) 260-7335; toll-free number 1-877-591-7320.