

Section 3 of the Village of Chevy Chase

Maryland Department of General Services, Records Management Division

Records Retention and Disposal Schedule

- | | |
|---|--|
| <p>1. General Accounting Records
Bank statements/reconciliations,
Deposit receipts, cancelled cks/check
Stubs, paid bills and invoices, periodic
Financial reports, credit card statements,
ACH statements from state and County agencies
1099 forms</p> | <p>Retain for 5 years and then destroy</p> |
| <p>Audit Reports</p> | <p>Retain for 5 years and send to State Archives for Retention. Note: <i>State Office of Legislative Audit has these on file</i></p> |
| <p>Budget and Fiscal Planning Records</p> | <p>Retain for 3 years and then destroy</p> |
| <p>Payroll Accounting & Personnel Records
Withholding and payroll stubs, W-2
Records, tax filings and MUIF filings,
Letters of recommendation, resignations</p> | <p>Retain for 5 years and then destroy
except for master list of employees &
dates of service in perpetuity for
references</p> |
| <p>2. Administrative File
Contract copies, insurance policies &
other documents relating to Village
Administration</p> | <p>Retain for 3 years after expiration of the contracts and then destroy</p> |
| <p>3. General File
Incoming & outgoing correspondence,
Memos, reports, studies, surveys, press
Releases, newspaper articles, misc.
papers</p> | <p>Screen annually and then destroy material no longer needed for current business with the following exception, transfer to the Maryland state archive for permanent retention after 5 years any material that serves to document the origin, development & accomplishments of the office and has continuing administrative, fiscal, legal or historical value</p> |
| <p>4. Legal and regulations, resolutions
Administrative, legislative, and legal
Opinions from which the Village
Council takes appropriate action
Including Council minutes (in
Newsletter), charter amendments,
Regulations, resolutions</p> | <p>Retain originals for 10 years and then transfer to the Maryland State Archives for Permanent retention</p> |
| <p>5. Historic Documents
Historic information on properties,
Residents, etc.</p> | <p>Retain original information for the everyday work of permitting, transfer to State Archives after 10 years</p> |