FORM RM-1 (2-79) RETAIN - PERM.

REQUEST FOR RETENTION PERIOD

To: City Archivist and Records Management Officer
Room 201, 211 E. Pleasant St., Baltimore, Md. 21202

Authorization No.: 609

Department: Legislative Reference

Bureau: City Archives and Records Management Office

Record Identification

1. TITLE:	2. Form No. if available	3. Type - (cards, paper, etc.)
Ordinances and Resolutions	N/A	Paper

4. Dates	5. Volume accumulated yearly	6. Size of Record	7. Number of copies made
1848-	1.0 cu. ft.	Varies	See schedule

8. Authorization Requested (check only one (1) of the squares below)

- A. ☒ Establish retention period for records which are accumulating daily.
- B. ☐ Dispose of present accumulation, no additional accumulation anticipated.
- C. ☐ Microfilm and destroy originals.
- D. ☐ Microfilm and retain originals for length of time indicated below.

9. Recommended Retention Period a. In Dept.	b. In Storage Center	c. Total	10. Equipment and space freed.	11. In your opinion does this record have any historical significance?
4 Years	Permanent	Permanent	N/A	YES ☒ NO ☐

12. DESCRIPTION OF RECORD: (describe accurately and show recommended retention period.)

These are official copies of the ordinances and resolutions with supporting documentation valuable for administrative and historical significance. These records include vetoes and failures (1967-1971); official City Council files with supporting documentation (1913-1975); and manuscript copies of ordinances and resolutions (1848-1941). The official City Council files will be weeded of ordinances and resolutions having no supporting documentation; ord. 809 (1970) makes the bound, published volumes the official legal record.

RETENTION PERIOD REQUESTED: Permanent.

Department or Bureau Approval [signature] Title: City Archivist & Records Management Officer 4/28/80 Date

Recommendation of City Archivist and Records Management Officer

13. Recommended Retention Period a. In Dept.	b. In Storage Center	c. Total	14. Disposal Method A. To be sold as scrap or waste paper	B. To be burned or shredded	C. Historical (to be transferred to Dept. of Legislative Reference.)
4 Years	Permanent	Permanent	☐	☐	☒

REMARKS:

[signature] City Archivist and Records Management Officer 4/28/80 Date

Approvals of Records Committee

KINDLY RETURN TO: City Archivist and Records Management Officer
Room 201, 211 E. Pleasant St., Baltimore, Md. 21202

[signature] 4/24/80
1. APPROVED: CITY AUDITOR

[signature] 6/24/80
2. APPROVED: CITY SOLICITOR

[signature]
3. APPROVED: CITY COMPTROLLER

L B Daley 6/16/80
4. APPROVED: CHIEF, BUREAU OF TREASURY MANAGEMENT

[signature] 6/24/80
5. APPROVED: DIRECTOR, DEPT. OF PUBLIC WORKS

[signature] JUN 24 1980
6. APPROVED: DIRECTOR OF THE MUNICIPAL MUSEUM

[signature] 6-30-80
7. APPROVED: DIRECTOR, DEPT. OF LEGISLATIVE REFERENCE

107-01211 REV. 2-79