

REQUEST FOR RETENTION PERIOD

Authorization No.

155

Department:

Board of Estimates

Bureau:

To: Records Management Officer
Room 408, City Hall, Baltimore, 2, Md.

Record Identification

1. TITLE: **Board of Estimates - Minutes (Original Documents)** 2. Form No. if available 3. Type—(cards, paper, etc.)
Bound Volumes

Present Accumulation

4. Dates 5. Volume accumulated yearly 6. Size of Record 7. Number of copies made
8 1/2 x 11

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. **Permanent** b. In Storage Center **-** c. Total **Permanent**

10. Equipment and space freed.

11. In your opinion does this record have any historical significance?

YES NO

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

This is the record of the original minutes of the Board of Estimate's meetings and should be retained as a permanent record of the City of Baltimore.

Retention period requested: Permanent

ADDENDUM: The above records to be microfilmed for security reasons. The film as well as the originals to be retained permanently.

12-22-66

APPROVED: *[Signature]*

Department or Bureau Approval *[Signature]*

Title:

[Signature]
Date 6/14/56

Recommendation of Records Management Officer

13. Proposed Retention Period

a. In Dept. **Permanent** b. In Storage Center **-** c. Total **Permanent**

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.) If suitable to the Deputy Comptroller

Note: **To be transferred to the Department of Legislative Reference upon consent of the Deputy Comptroller.

Records Management Officer

[Signature]

6/13/56
Date

APPROVALS OF RECORDS DISPOSAL COMMITTEE

KINDLY RETURN TO: RECORDS MANAGEMENT OFFICER
ROOM 408, CITY HALL, BALTIMORE 2, MD.

1. APPROVED: CITY AUDITOR *[Signature]*

2. APPROVED: CITY SOLICITOR *[Signature]*

3. APPROVED: CITY COMPTROLLER *[Signature]*

4. APPROVED: CITY TREASURER *[Signature]*

5. APPROVED: DIRECTOR, DEPT. OF PUBLIC WORKS *[Signature]*

6. APPROVED: DIRECTOR OF THE MUNICIPAL MUSEUM *[Signature]*

7. APPROVED: DIRECTOR, DEPT. OF LEGISLATIVE REFERENCE *[Signature]*