FORM RM-1 (11-56) RETAIN—PERM.

REQUEST FOR RETENTION PERIOD

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

1. TITLE: Official Opinions

4. Dates

8. Authorization Requested (Check only one (1) of the boxes below)

A. ☐ Establish retention period for records which are recurring daily

B. ☐ Disposal of records recorded on microfilm, or authorized reproduction authorized

C. ☐ Microfilm and destroy originals

D. ☐ Microfilm and retain originals for length of time as shown below

9. Recommended Retention Period

a. In Dept. Permanent

b. In Storage Center —

c. Total Permanent

12. DESCRIPTION OF RECORD (Describe records and their connection with other records)

These are official Opinions of the City Solicitor's Office, representing the professional decisions or advice rendered.

RETENTION PERIOD RECEIPTS: Microfilm in duplicate, retaining the original records and the microfilm permanently.

Department or Bureau Approval — Title — Date

Recommendation of Records Management Officer

13. Recommended Retention Period

a. In Dept. Permanent

b. In Storage Center —

c. Total Permanent

Microfilm

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.)

REMARKS:

Records Management Officer — Date 8/25/64

APPROVALS OF RECORDS DISPOSAL COMMITTEE

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

1. APPROVED: CITY AUDITOR

2. APPROVED: CITY SOLICITOR

3. APPROVED: CITY COMPTROLLER

4. APPROVED: CITY TREASURER

5. APPROVED: DIRECTOR, DEPT. OF PUBLIC WORKS

6. APPROVED: DIRECTOR OF THE MUNICIPAL MUSEUM

7. APPROVED: DIRECTOR, DEPT. OF LEGISLATIVE REFERENCE