

# RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

<b>Schedule Number</b> <small>(To be completed by DGS/Records Management Division)</small>	
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### Agency Information

Department / Agency	<b>Village of Friendship Heights</b>
Division / Unit	
Mission Statement/Link to division/unit website	<b>The Village is a local government (special tax district) with 5,400 residents located in Chevy Chase, MD.</b> <b>Website: <a href="http://www.friendshipheightsmd.gov">www.friendshipheightsmd.gov</a></b>

### Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	<b>Amends Schedule # M304</b>

### Preparer Information

Name of Preparer	<b>Jullan Mansfield</b>
Title of Preparer	<b>Village Manager</b>
Preparer Email Address	<b><a href="mailto:jmansfield@friendshipheightsmd.gov">jmansfield@friendshipheightsmd.gov</a></b>
Preparer Telephone Number	<b>301-656-2797</b>
Date	<b>February 28, 2024</b>

### Agency Approval

Name of Agency Director	<b>Melanie White, Mayor</b>
Agency Director Signature	<i>Melanie Rose White</i>
Date	<b>February 28, 2024</b>

### State Archivist Approval

State Archivist Signature	
Date	

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS INVENTORY AND RETENTION SCHEDULE**

**Schedule No.**

(To be completed by DGS/Records Management Division)

<b>Records Series Title:</b>  <b>Security Camera Recordings</b>	<b>Page 2 of 2</b>
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<b>Record Series Content</b>	Security Camera recordings
<b>Record Series Function</b>	Footage of exterior security cameras at the Friendship Heights Village Center and at Village-owned property at 4608 North Park Avenue
<b>Organization/Arrangement</b>	Recordings are stored in camera video recorder with monitors in Village Center office
<b>Indexing System</b>	None
<b>Restrictions (Law or Regulation Citation)</b>	None
<b>Formats (bound book, microfilm, pdf, tif, etc.)</b>	Camera recordings/AVI video files
<b>Volume (file drawers, gigabytes, etc.)</b>	13 GB
<b>Annual Accumulation (file drawers, gigabytes, etc.)</b>	30 days (camera recorder overrides oldest footage after 30 days)
<b>Current Location</b>	Cameras on exterior of Village properties; monitors in Village Center office
<b>Audit Requirements</b>	None
<b>Date Span</b>	30 days
<b>Completeness /Gaps</b>	Recorder overrides oldest footage after 30 days

<b>Schedule Item Number</b>	7
<b>Retention</b>	30 days then destroy
<b>Justification for Permanent Retention</b>	



Department Of General Services  
 Records Management Division  
 Records Retention And Disposal Schedule

Schedule Number: M304  
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Agency

**Village of Friendship Heights**

Item No.	Description	Retention
1.	<p><b>A. General Accounting Records</b>            Bankbooks, Statements and Deposit Receipts            Cancelled Checks, Check Copies/Stubs            Paid Bills and Invoices, 1099 Tax Forms            Periodic Financial Reports            Reconciliation and Trial Balance Sheets            Receipt and Disbursement Journals            Withholding Tax Forms and Statements, W2s            and Credit Card Receipts            Checks/ACH Statements from State and County</p> <p><b>B. Special Accounting Records</b>            General Ledger/Detail Trial Balance            Reports of Audits</p> <p><b>C. Budget and Fiscal Planning Records</b>            Budget Estimates            Budget Papers and Worksheets            Material and Supplies Physical Inventory            Report of Fixed Assets            Report of Materials and Supplies</p> <p><b>D. Payroll Accounting</b>            Payroll and Check Register            Payroll Exceptions Time Report            Leave Records</p>	<p>Retain for five (5) years then destroy.</p> <p>Retain originals for ten years, then transfer to the Maryland State Archives for permanent retention.</p> <p>Retain for five (5) years then destroy.</p> <p>Retain for five (5) years then destroy.</p>

Schedule Approved by Department, Agency  
 Or Division Representative

Schedule Authorized by State Archivist

Date: Feb. 13, 2012

Date: 3/15/2012

Signature: Melaine Rose White

Signature: Edward C. [unclear]

Title: Mayor, Village of Friendship Heights

Agency

**Village of Friendship Heights**

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
2.	<b>Administrative File</b> Copies of contracts, insurance policies and documents relating to the administration of the Village.	Retain for five (5) years after expiration then destroy.
3.	<b>General File</b> Incoming and outgoing correspondence, memorandums, reports, studies, surveys, press releases, newspaper articles, permits and other miscellaneous papers.	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
4.	<b>Minutes, Legal and Regulations</b> Administrative, legislative, and legal opinions from which the Village Council takes appropriate action. Included: Minutes of Council meetings, charter amendments, regulations, resolutions.	Retain originals for ten years, then transfer to the Maryland State Archives for permanent retention.
5.	<b>Personnel Files</b> Applications, letters of recommendation, salary changes, performance evaluations, correspondence, citations, disciplinary actions, training records, resignations.	Retain until termination of employment and for three (3) years thereafter then destroy.
6.	<b>Historic Documents</b> Collection of oral and written histories, historic and special events photographs, histories of buildings, essays about life in the Village, genealogies of Village residents.	Retain originals for ten years, then transfer to the Maryland State Archives for permanent retention.