

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **99**
PAGE NO. **1** ✓

Hall of Records
Commission

Requesting Agency DEPARTMENT OF PUBLIC IMPROVEMENTS	2. Division or Bureau of Requesting Agency
---------------------------------------------------------------	--------------------------------------------

3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------

1. GENERAL FILE (LONG FORM)

This file contains all the important data concerned with various building construction projects undertaken by the State. Information regarding each project retained in these folders includes:

Form No.

DPI-4 (8 1/2" x 11") Change Order Form. This form is used for amending existing contracts.

DEI-6 (8 1/2" x 11") Tabulation of Bids. This form indicates the bid opening date and time, job number, institution and job description. It is ruled for nine entries in columnar form and shows bidder, base bid, alternates, days and amount of bond or certified check.

DPI-12 (8 1/2" x 11") Field Directive. This form is a directive noting approval by the Board of Public Works for award of contract and request for conference.

DPI-13 (8 1/2" x 11") Form of Performance & Payment Bond. This is a bond form executed by the contractor and surety company.

No Form No. (8 1/2" x 11") Construction Agreement. (Mimeographed form from which the executed copy of the Agreement is prepared.)

DPI-14 (8 1/2" x 11") Construction Agreement. This is the

*approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

<i>Robert Smith</i> Signature	Director of Public Improvements Title	October 7, 1954 Date
----------------------------------	------------------------------------------	-------------------------

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

10/8/54
Date

Morris S. Radall
Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Oct 11 1954
Date

J. J. McInnes
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------

actual construction agreement executed by the parties concerned and approved by the Attorney General's office, Board of Public Works and the Department of Public Improvements.

The above forms are attached to the left side of the project folder. On the right side of the folder is attached a form letter regarding electrical certificates from the Maryland Fire Underwriters Rating Bureau, test boring reports and correspondence relative to notifications to bidders of contract award and returns of bonds or checks posted on bonds, change orders, and with agencies relative to award of contract or change in contracts. Also attached is a form letter to contractors and advertising agencies relative to bid or extension of bid date. The general correspondence and transmittal letters in this file have no reference value after the project is completed and final payment made.

(All of the above data is duplicated in the Field File of the Field Division, with the exception of the Field Engineer's Weekly Report. This Field file, with the exception of the Weekly Report, is non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951.) The General File plus the Field Engineer's Weekly Reports from the Field File (See Item 3), are necessary for legal and research purposes in the event that any claims arise and are also necessary if additions, modifications or repairs become necessary to the structure.

The file is maintained by institution or agency and by project number therein. A card index (3" x 5") is maintained for this file. The records occupy 25 legal size drawers (50 cubic feet) for the period 1947 to date. The annual rate of accumulation is 2 drawers (4 cubic feet).

A RECOMMENDATION: RETAIN CORRESPONDENCE FOR THREE YEARS AFTER COMPLETION OF THE PROJECT AND THEN DESTROY.

B RECOMMENDATION: RETAIN ALL OTHER RECORDS PERMANENTLY.

2. GENERAL FILE SHORT FORM)

This file consists of D.P.I. Form No. 3, Invitation, Bid and Acceptance (Short Form Contract) and related documents. It is used by the Department for the award of contracts generally under \$10,000. The short form contract is used for simpler types of work such as renovations and repairs. The folder contains the following material:

Form No.

DPI-3 (8 1/2" x 11") Invitation, Bid and Acceptance Short Form Contract.

*Approved Hall of
Records Commission*

BOARD
Date OCT 11 1954

[Signature]

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4. m
No.

Form No.

DPI-4 (8 1/2" x 11") Change Order Form. This form is used for amending existing contracts.

DP -6 (8 1/2" x 11") Bid Tabulation Sheet.

(8 1/2" x 11") Specifications

(8 1/2" x 11") Standard Form of Proposal From Bidders.

DPI-13 (8 1/2" x 11") Performance and Payment Bond. This bond form is executed by the contractor and surety company.

(8 1/2" x 11") Correspondence. This relates to award of contract, change orders, transmittals, etc.

Material in this file is maintained by agency for whom the work is being done and chronologically therein. It occupies 6 drawers (12 cubic feet) for active files, and 6 drawers (12 cubic feet) for inactive files - a total of 24 cubic feet. The annual rate of accumulation is 2 drawers (4 cubic feet).

A RECOMMENDATION: RETAIN CORRESPONDENCE FOR THREE YEARS AFTER COMPLETION OF PROJECT AND THEN DESTROY.

B RECOMMENDATION: RETAIN ALL OTHER RECORDS PERMANENTLY.

3. FIELD FILE

Material in this file is a duplication of the material in the General file folders (see Item No. 1), with the exception of the Field Engineer's Weekly Report (8 1/2" x 11"). This file, with the exception of the Field Engineer's Weekly Report, is to be considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951).

The recommendation for this item applies only to the Weekly Report.

The reports are filed alphabetically by name of institution and occupy approximately 10 cubic feet for the period 1949 to date. The annual rate of accumulation is approximately 2 1/2 cubic feet.

RECOMMENDATION: RETAIN PERMANENTLY.

4. MONTHLY PROGRESS REPORT

This report is prepared monthly on a mimeographed form (8 1/2" x 11")

APPROVED BY
BOARD OF PUBLIC WORKS

Date: OCT 11 1953

*approved Hall of
Records Commission*

*approved Hall of
Records Commission*

[Signature]

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4
m
NO.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

of five to ten pages. The reports show the percentage of completion of all projects under supervision of the Department. They are distributed to the Board of Public Works and other interested agencies. The reports are useful to check on the progress of a project until it is completed. The record copies of the reports are contained in one bound volume occupying 8 linear inches for the period 1949 to date. There are duplicate copies of the reports retained by the Field Division which occupy 1/2 drawer (less than 1 cubic foot) for the same period. These copies are to be considered non-record material within the meaning of the statute governing non-record material, (Art. 4L, Sec. 155, Annotated Code of 1951).

The annual rate of accumulation is less than 2 linear inches.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER COMPLETION OF PROJECT AND THEN DESTROY.

5. PHOTOGRAPHS

This file consists of photographs of structures under contract at several stages of completion as called for under the contract agreements. The photographs vary in size but are generally 8" x 10". They have been submitted monthly on all major projects since 1951 when the specifications required them. Prior to this date they were submitted occasionally. The photographs serve no useful purpose after receipt and examination, except in instances of faulty construction and these are used as evidence to effect corrective action.

They are filed by name of project and chronologically therein and occupy 2 drawers (4 cubic feet) for the period 1951 to date. The annual rate of accumulation is 2 cubic feet.

RECOMMENDATION: RETAIN PERMANENTLY

6. BOOK FILE (SPECIFICATIONS)

The Book File of specifications is maintained in hard-back bound volumes (9" x 12"). All specifications concerning a particular project are assigned a job number. Specifications consist of data complementary to architectural and engineering drawings. This file contains the record copy of specifications for each contract, shop drawings pertaining to detailed drawings of a particular phase of a job and correspondence regarding the projects. Also included is some routine correspondence, letters of transmittal and working drafts of drawings which is, for the most part, duplicated in some other file of the Department. The material is filed by job number and chronologically within the books. There is an alphabetical index for the books and this index is also used for the Drawings File (see Item 14). The books occupy 55 linear feet (42 1/2 cubic

*approved Hall of
Records Commission*

*approved Hall of
Records Commission*

APPROVED BY

BOA... WORKS

Date

[Signature]

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Item No.

feet) for the period October 1950 to date. The annual rate of accumulation is $1\frac{1}{2}$ cubic feet.

A RECOMMENDATION: RETAIN CORRESPONDENCE AND DUPLICATE DRAWINGS FOR THREE YEARS AFTER COMPLETION OF PROJECT AND THEN DESTROY.

B RECOMMENDATION: RETAIN ALL OTHER RECORDS PERMANENTLY.

7. CONTRACTOR'S QUALIFICATION QUESTIONNAIRE

This is a folded, four-sided form DPI-15 ($8\frac{1}{2}$ " x 11") submitted by contractors as a basis for qualifying for construction of public works. This report is in the nature of a work history with emphasis on construction experience, financial responsibility and type of equipment. These reports must be submitted to the Department before a contractor is eligible to bid on a contract. Certification of Qualification must be renewed annually. The file also includes occasional correspondence. Material is filed by type of construction work and geographically therein. It occupies 2 drawers (3 cubic feet) for the period 1950 to date. The annual rate of accumulation is 1 cubic foot.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER RECEIPT AND THEN DESTROY.

8. GENERAL CORRESPONDENCE

This file consists of general correspondence ($8\frac{1}{2}$ " x 11") with State agencies and private concerns relative to routine administrative functions and letters of inquiry regarding bids. Material in this file is maintained alphabetically and occupies 1 drawer ($1\frac{1}{2}$ cubic feet) for the period 1952 to date. The annual rate of accumulation is less than 1 cubic foot.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER RECEIPT OR CREATION AND THEN DESTROY.

9. QUESTIONNAIRE TO ARCHITECTS OR ENGINEERS

This is an $8\frac{1}{2}$ " x 11" folded four-sided form, DPI-1, and is a statement of the architects or engineer's qualifications to design public works. Information on the form indicates personal history of applicants with emphasis on education and experience in professional field and is accompanied by exhibits. New forms are submitted by the architect or engineer as personnel changes occur or experience rating changes. These new forms completely supersede earlier forms. The purpose of this form is to permit the Director of the Department to select qualified designers for public improvement contracts. Material is filed alphabetically and occupies 1 drawer ($1\frac{1}{2}$ cubic feet) for the period 1947 to date.

RECOMMENDATION: RETAIN UNTIL SUPERSEDED AND THEN DESTROY.

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

RECEIVED
MAY 13 1954
BUREAU

[Signature]

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
----------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------

10.

AGREEMENT WITH ARCHITECTS OR ENGINEERS

This 8 1/2" x 11", two-sided form, DPI-2, is the original contract instrument which is executed at the time a designing contract is awarded to an architect or engineer.

The Agreements are filed by project number and occupy 1 drawer (1 1/2 cubic feet) for the period 1947 to date.

RECOMMENDATION: RETAIN PERMANENTLY.

Approved Hall of Records Commission

11.

FIRE LOSS REPORTS

This is a 3-page mimeographed, unnumbered form (8 1/2" x 11") Report of Fire on State Owned Property. The Field Division is responsible for appraisals of fire losses and reports of all fires occurring in State Buildings. These reports are submitted by an inspector of the Division on all fire losses as noted above. The original of the report is transmitted to the State Treasurer and becomes the basis for claims against insurance companies. The reports are filed chronologically and occupy 1/2 drawer (less than 1 cubic foot) for the period 1950 to date. The annual rate of accumulation is very small.

REC

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER SETTLEMENT OF CLAIM AND THEN DESTROY.

Approved Hall of Records Commission

12.

PERSONNEL RECORD OF CONTRACTUAL FIELD EMPLOYEES

This file contains data relating to unclassified employees employed by the department. Records for each employee are maintained in separate folders and are filed alphabetically by name of employee. Material in the folder includes:

Leave Report Form - submitted by employee for each absence

Leave Record -
Correspondence -

This file occupies 6 linear inches for the period 1949 to date. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER EMPLOYEE HAS LEFT THE DEPARTMENT AND THEN DESTROY.

Approved Hall of Records Commission

APPROVED BY
BOARD OF PUBLIC WORKS
Date: 11/11/1954
J. Melusca

13.

TRANSMITTAL FILE

The Department approves all payments made from the funds available for a particular contract or project. The payment is made through regular channels by the institution or agency for whom the work is being done. All records in this file are duplicates of material in

Approved Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Item No.

the Comptroller's files and the agencies' accounting records. The approval file contains the following material:

Monthly bills or invoices from the contractor or architect.

Letter of Transmittal from the agency to the Department.

Letter to the agency authorizing payment.

The file is arranged alphabetically by name of institution or agency and occupies 5 drawers (7½ cubic feet) for the period 1948 to date. The annual rate of accumulation is 1½ cubic feet.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

14. REPRODUCIBLE TRACINGS OF COMPLETED WORK

The Department maintains engineering tracings of all plans for construction, maintenance and repair projects. These tracings are of great value to the State for future reference for maintenance and repair and other purposes. For this reason they should be retained permanently. It is further recommended that they be microfilmed for security purposes and the microfilm be deposited at some location outside of the Baltimore area. All tracings pertaining to a particular project are maintained together and are filed by project number in two steel map file cabinets. There are at present approximately 1,300 of these drawings which vary in size, the largest being 4 feet by 3 feet. Each year there are approximately 250 tracings added to the accumulation.

RECOMMENDATION: RETAIN PERMANENTLY. MICROFILM FOR SECURITY PURPOSES. DEPOSIT MICROFILM COPIES IN THE HALL OF RECORDS. RETAIN ORIGINALS IN THE DEPARTMENT'S FILES.

*approved Hall
of Records Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
Date **OCT 11 1954**

J. M. Cusack