DGS-550-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 491A-1

PAGE NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

MDOT -
STATE HIGHWAY ADMINISTRATION — HAULING PERMIT SECTION

AGENCY — DIVISION

Amendment to Schedule 491

Item No.	Description	Retention
1.	Application for Special Hauling Permit (HP-3)	(ALL ITEMS)
2.	Special Hauling Permit (HP-1)	Retain for three (3) years and until all audit requirements have been met, then destroy.
3.	Blanket Hauling Permit (BHP)	
4.	Book Permit (BP)	
5.	Accounting Journals	
6.	Accounts Receivable Journals	
7.	General Account Ledgers	
8.	Deposit slips	

Schedule Approved by Department, Agency, or Division Representative

2/11/92 — Delores J. Stausser — Chief of HP

Date — Signature — Title

Delores J. Stausser

Schedule Authorized by

5/16/92 — Edwards [illegible]

Date — State Archivist

ATTACHMENT B

STRUCTIONS--TYPE OR PRINT A PARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 3
1. DEPARTMENT/AGENCY State Highway Administration	2. DIVISION Hauling Permit Section	3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Hauling Permits	1990 TO 1992

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Application for Special Hauling Permit --- Attached to Pink Copy
Special Hauling Permit --- White Copy --given to permittee -- non record
--- Pink copy - remains in office
---Yellow copy - remains in office -- non record

Blanket Hauling Permit --- White copy -- given to permittee -- non record
--- Pink copy -- remains in office
--- Yellow copy -- remains in office -- non record

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☒ ALPHABETICAL ☒ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	20 NUMBER ☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 2 NUMBER ☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☒ DAILY ☐ WEEKLY ☐ MONTHLY	3 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 808 Guilford Ave 2nd Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☒ NO
15. ACCESS RESTRICTIONS ☐ YES ☒ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ✓ YES ☒ NO	18. RECOMMENDED RETENTION Retain for three (3) years and until all audit requirements have been met, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Sandra Krill Office Supervisor II	(410) 333-1597	February 4, 1992

ATTACHMENT B

STRUCTIONS--TYPE OR PRINT A PARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 2 OF 3

1. DEPARTMENT/AGENCY State Highway Administration	2. DIVISION Hauling Permit Section	3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE Hauling Permits	5. EARLIEST YEAR/LATEST YEAR 1990 TO 1992

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Book Permit

---White Copy -- Completed at time of haul and carried in vehicle.

---Pink Copy -- Completed at time of haul and retained by permittee.

---Green Copy -- remains in permits to be completed at time of haul on information received by phone. record copy for audit purposes

7. RECORD SERIES FORMAT(S) X LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE ☒ ALPHABETICAL ☒ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	9. VOLUME ☒ FILE DRAWER(S) ☐ MICROFILM REEL(S) 20 NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 10. ANNUAL ACCUMULATION ☒ FILE DRAWER(S) 2 NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED ☒ DAILY ☐ WEEKLY ☐ MONTHLY	12. FILE BECOMES INACTIVE AFTER 3 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 808 Guilford Ave. 2nd floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☒ NO
15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ✓ YES ☒ NO	18. RECOMMENDED RETENTION Retain for three (3) years and until all audit requirements have been met, then destroy.

19. NAME AND TITLE OF PREPARER Sandra Knill Office Supervisor II	20. TELEPHONE NUMBER (410) 333-1597	21. DATE February 11, 1992

ATTACHMENT B

STRUCTIONS--TYPE OR PRINT A PARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 3 OF 3
1. DEPARTMENT/AGENCY State Highway Administration	2. DIVISION Hauling Permits	3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE Accounting Records	5. EARLIEST YEAR/LATEST YEAR 1988 TO 1992

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

DAILY ACCOUNTING JOURNAL--JOURNAL OF SPECIAL, BLANKET AND BOOK PERMITS
DEPOSIT SLIPS --COPY SHOWING DEPOSIT
GENERAL ACCOUNTS LEDGERS --Financial reports on permits issued and cash receipts for individuals and general ledger.
ACCOUNTS RECEIVABLE JOURNALS

7. RECORD SERIES FORMAT(S) LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☒ OTHER(SPECIFY) Computor Sheets	8. RECORD SERIES SEQUENCE ☐ ALPHABETICAL ☒ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	9. VOLUME 1-5 NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) X Binders 10. ANNUAL ACCUMULATION NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED ☒ DAILY ☐ WEEKLY ☐ MONTHLY	12. FILE BECOMES INACTIVE AFTER 3 NUMBER ☐ MONTH(S) ☒ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 808 Guilford Avenue 2nd Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☒ NO
15. ACCESS RESTRICTIONS ☐ YES ☒ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☒ YES ☐ NO Binders are labeled Dates, alphabetical ledgers Dates/Titles	18. RECOMMENDED RETENTION Retain for three (3) years and until all audit requirements have been met, then destroy.

19. NAME AND TITLE OF PREPARER Sandra Knice Office Supervisor II	20. TELEPHONE NUMBER 410-333-1597	21. DATE February 11, 1992