

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

1. Requesting Agency: DEPARTMENT OF ECONOMIC DEVELOPMENT
2. Division or Bureau of Requesting Agency: TECHNICAL AND PROFESSIONAL SERVICES DIVISION

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. STUDIES AND SURVEYS FILE

Size: Letter and legal size
Quantity: 3 legal size file drawers
Dates: See dates following file entries below
File Arrangement: Alphabetical by subject

This file is composed of special subjects under study by the Division as follows: -

- Aluminum Plant Studies; c. 1964, printed material, correspondence and memoranda.
- Applied Polytechnic Research Corporation; 1963, printed material.
- Assateague Island; 1963-1965, printed material and correspondence.
- Chesapeake Bay Governor's Conference; 1968, correspondence and printed material.
- Chesapeake Bay Study; 1970, correspondence.
- Clams - Soft Shell - Proposed Study; 1962, printed material and correspondence.
- Conference Center Study - ARA; 1963, printed material and correspondence.
- Cooperative Area Manpower Planning System - Camps; 1969 --, printed material, correspondence, typescript and clippings.
- Crisfield - Study - Annapessex Canal Site; 1968, correspondence.
- Economic Impact Study (Cambridge Port Facility): 1961, correspondence, charts and graphs.
- Economic Impact Study (St. Michaels, Carroll County); 1968--, correspondence.
- Educational Facilities in Maryland - Factor Study; 1961, printed material and correspondence.
- Evaporated Milk Studies; 1969; printed material and memoranda.

7. Agency, Division or Bureau Representative

Robert W. ... Signature Title Date

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

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

3-1-66 Date Morris R. Reddell Archivist

3/13/72 Date Richard ... 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.
I (cont.)	<p>STUDIES AND SURVEYS FILE (cont.)</p> <p>Ferrous - Nonferrous Metals Study; 1963, typescript material. Free Port Study; 1966, printed material and correspondence. Highway - 20-Year Plan; 1962-1963, printed material and typescript. Hotels-Motels Study; 1959-1962, printed material and typescript. Instruments Opportunity Study; 1970--, typescript and correspondence. Supplement to Maryland Economy and Maryland Projection Study; 1963-1966, typescript and correspondence. Maryland Projections Acknowledgments; 1963, correspondence. Maryland Tourism Studies; 1966--, printed material, correspondence and typescript. Metal Office Furniture Opportunity Study; 1970, correspondence and typescript. Opportunities Studies - Future; 1963, correspondence and typescript. Planning Department Water Resources Study with Johns Hopkins University; 1964, printed material, correspondence and charts and graphs. Pollution Tax Offensive; 1968--, printed material, correspondence and typescript. Port Land Study - Plans I and II; 1961, printed material, corre- spondence and typescript. Printing Opportunity Study; 1969--, printed material, correspondence and typescript. Telephone Rate Survey; 1961, printed material and typescript. Water Resources; 1964-1968, printed material, charts and graphs. Department of Water Resources; 1967, printed material, charts and graphs. Water Resources-Princess Anne; 1960-1964, printed material, correspondence and typescript. Miscellaneous Water Resources; printed material. Western Maryland Investment Opportunity Study; 1970--, correspondence and typescript.</p> <p>Printed and mimeographed material is "Nonrecord" within the meaning of the statute governing "Nonrecord" material (Annotated Code of Maryland, 1957 edition as amended, Art. 54, Sec. 9) and may be destroyed as soon as no longer needed by the office. All record material is subject to retention for a period of three years after creation or filing as recommended below.</p> <p>RECOMMENDATION:</p> <p>RETAIN CORRESPONDENCE AND MANUSCRIPT MATERIAL FOR THREE YEARS, THEN DESTROY.</p>	

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(Continuation Sheet)

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2 SPECIAL STUDIES FILE

Size: Letter and legal
Quantity: 2 legal size file drawers
Dates: See dates following file entries below
File Arrangement: Alphabetical by subject or title

This file contains printed and mimeographed material and manuscript studies under the following entries: -

- Advisory Council for Higher Education; 1965-1966, printed material and correspondence.
- Air Show - 1971; 1963-1965, printed material, correspondence and typescript.
- Allegany Skyway; 1963, printed material.
- Anne Arundel County; printed material.
- Electrical Power Inventory; 1961, correspondence.
- Food Processing Research Laboratory; 1967--, correspondence and typescript.
- Lower Chesapeake Bay Bridge and Tunnel Commission; 1960--, printed material, correspondence and typescript.
- Maryland Defense Production Capabilities Conference; 1961, printed material, correspondence and typescript.
- Maryland Economy-Supplements; 1962--, printed material, correspondence and typescript.
- Maryland Junior Science and Humanities Symposium; 1962--, printed material, correspondence and typescript.
- Maryland Training Conference in National Resources Planning and Management; 1967, printed material and correspondence.
- Modernization of State Government; 1966, printed material, correspondence and typescript.
- "New Horizons" Project; 1962, printed material.
- Opportunities for Science Oriented Industry; 1964-1965, printed material, correspondence and typescript.
- Orders and Invoices for Opportunities; 1962--, typescript.
- Orders for Maryland Economy and Projections; 1963, correspondence.
- Organization of Maryland State Government - Revision of; 1960, typescript.
- Potomac River Basin; 1962--, printed material, correspondence and typescript.
- Shellfish Research Laboratory; 1965, printed material, correspondence and typescript.
- Soy Bean; 1962, correspondence.
- Speech Material - General; printed material and typescript.
- Speech Material - Governor Tawes; printed material and typescript.
- State Technical Services; 1964--, printed material, correspondence and typescript.
- Water Desalinization; 1964, printed material and correspondence.

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.
2 (cont.)	<p>SPECIAL STUDIES FILE (cont.)</p> <p>Water Pollution - Chesapeake Bay Fish Kill; 1964, printed material. Why Maryland D. C. Complex; 1962, printed material, correspondence and typescript.</p> <p>Printed and mimeographed material is "nonrecord" within the meaning of the statute governing "nonrecord" material (Annotated Code of Maryland, 1957 edition as amended, Art. 54, Sec. 9) and may be destroyed as soon as no longer needed by the office. All record material is subject to retention for a period of three years after creation or filing as recommended below.</p> <p>RECOMMENDATION:</p> <p>RETAIN FOR THREE YEARS, THEN DESTROY CORRESPONDENCE AND MANUSCRIPT MATERIAL.</p> <hr/> <p>GENERAL FILE</p> <p>Size: Legal and letter Quantity: 11 legal size file drawers Administration File (1) General File (8) Chronological File (2) Dates: See dates following file entries below. File Arrangement: Alphabetical by subject or title</p> <p><u>Administration File (Drawer 1)</u></p> <p>Administrative Memoranda and Reports; 1960--, correspondence and typescript. Budgets and Work Papers; 1962--. Commissioner's Correspondence; 1961-- Commission Minutes; 1959--, mimeographed copies. Personnel: - Correspondence and Applications; c.1960-- DED Requirements and Salaries; 1967--, correspondence and work papers. Job Description; 1959-1963; correspondence, forms and work papers. Organization Charts; 1968. Office Space - Charts; 1960. Professional Positions in DED; 1961--, correspondence and charts.</p> <p>Purchasing: - Purchase Orders and Memos; 1965-- GPO Deposit Accounts; 1966-- Publications Ordered; 1966--, forms.</p>	

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3 (cont.)	<p>GENERAL FILE (cont.)</p> <p><u>General File (Drawers 2-9)</u></p> <p>AGRI Business; 1969--, printed material.</p> <p>American Management Association; 1962, printed material and correspondence.</p> <p>Appalachia Region; 1960--, printed material, clippings, memoranda and correspondence.</p> <p>Association of State Planning Development Agencies - ASPDA; 1960--, printed material and correspondence.</p> <p>Atomic Energy; 1963-1965, printed material, clippings and correspondence.</p> <p>Aviation; 1962--, printed material, clippings and correspondence.</p> <p>Allegheny-Salisbury Cab Case; 1963-1964, printed material, work papers and correspondence.</p> <p>Baltimore-Washington Area; 1963, printed material and correspondence.</p> <p>Basic Plant Location Data; 1967--, correspondence.</p> <p>Boswell, Harry A.; 1960-1965, correspondence.</p> <p>Bureau of the Census; 1969--, correspondence.</p> <p>Business-Industrial Inquiries; 1960-1968, correspondence.</p> <p>C & P Telephone Company Connections and Disconnections (by County); 1966--, printed material.</p> <p>Cambridge Marina; 1963-1965, correspondence.</p> <p>Center for Field Biology; 1965, printed material and work papers.</p> <p>Chamber of Commerce - Metropolitan Baltimore; 1963--, printed material and correspondence.</p> <p>Chesapeake Bay Affairs; 1966, printed material.</p> <p>Civil Defense; 1959-1966, printed material and correspondence.</p> <p>Clam Festival; 1966, printed material.</p> <p>"Columbia"; 1966-1968, correspondence.</p> <p>Columbia Gas of Maryland, Inc.; 1970--, Memoranda and correspondence.</p> <p>U.S. Department of Commerce; 1964--, printed material and correspondence.</p> <p>Committee on the Aging; 1965-1966; printed material and correspondence.</p> <p>Committee for Economic Development; 1962-1964, correspondence.</p> <p>Complimentary Acknowledgments (opportunity for science oriented industry in Maryland); 1966-1968, correspondence.</p> <p>Consultants; 1962--, printed material and correspondence.</p> <p>Conway Publications; 1962--, printed material and correspondence.</p> <p>Corps of Engineers, USA; 1961-1967, clippings and correspondence.</p> <p>Delmarva Advisory Council; 1962--, printed material and correspondence.</p> <p>Delmarva Economic Development Program; 1966, printed material.</p> <p>Development Credit Corporation; 1963, printed material and manuscript.</p> <p>Directory of Science Resources; 1963--, correspondence.</p> <p>Education (school location, pupil cost and miscellaneous reports and papers); 1968--, printed material, manuscript and correspondence.</p>	

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(Continuation Sheet)

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3 (cont.)	<p>General File (drawers 2-9) cont.</p> <p>Employment Security Department; 1968--, correspondence</p> <p>Disarmament and Employment Security Effects; 1964--, printed material, memoranda and correspondence.</p> <p>Economic Development Administration; 1961--, printed material, memoranda and correspondence.</p> <p>Office of Economic Opportunity; 1965-1967, printed material.</p> <p>EMERITI Project; 1961-1963, work papers.</p> <p>Encyclopedia Britannica; 1963-1965, correspondence.</p> <p>Environmental Health, 1963-1965, printed material and correspondence.</p> <p>Environmental Science Service Administration; 1966, printed material, memoranda and correspondence.</p> <p>Exhibits - State of Science Exhibition; 1967-1968, printed material and correspondence.</p> <p>Export-Import; 1964--, correspondence.</p> <p>Federal Statistics Users Conference; 1967--, printed material, memoranda and correspondence.</p> <p>Federal Budget Trends; 1966-1967, printed material.</p> <p>Freeport Legislation; 1966--, printed material and memoranda</p> <p>Frostburg; 1967, memoranda</p> <p>General Correspondence, 1964--</p> <p>Governor's Conference on Chesapeake Bay, 1968, typescript minutes</p> <p>Governor's News Releases; 1970--, printed material.</p> <p>Philip Hamer & Co. Associates; 1964-1965, correspondence.</p> <p>Industrial Development Research Council Conference; 1965, Printed material and correspondence.</p> <p>Industrial Division; 1961-1962, memoranda</p> <p>Industrial Prospects and Development; 1961-1965, printed material, Memoranda and correspondence.</p> <p>Industrial Reprints - Conway Publications; 1965, printed material.</p> <p>Information Requests and Responses - General; 1968--, correspondence and memoranda</p> <p>International Services; 196800, correspondence.</p> <p>Japan-Maryland Import-Export Data; 1963, printed material</p> <p>Kent Narrows; 1966, printed material.</p> <p>Legislative Routine; 1967--, printed bills, resolutions and reports, and correspondence.</p> <p>Living and Working in Maryland; 1970, printed material.</p> <p>Maryland Academy of Sciences; 1962, printed material.</p> <p>Maryland Academy of Sciences and Baltimore Association of Commerce- Panel Discussion; 1963-1964, printed material</p> <p>Maryland Constitutional Convention; 1967, newspaper coverage.</p> <p>Maryland Consumer Association, Inc. (includes Maryland Consumer Capsules; 1967-1968, printed material.</p> <p>Maryland Crop Reporting Service; 1970--, correspondence.</p> <p>Maryland Economic Indicators; 1960--, correspondence.</p> <p>Maryland Mineral Resources; 1961, correspondence.</p> <p>Maryland Personal Income; 1964, printed material.</p> <p>Maryland Port Authority; 1960--, printed material and correspondence.</p> <p>Maryland State Library; 1967, correspondence.</p>	

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3	<p>General File (drawers 2-9) continued</p> <p>Maryland Statistical Abstract; 1968--, correspondence.</p> <p>Meetings and Conferences; 1960--, printed material, typescript minutes, memoranda and correspondence.</p> <p>Metallurgical Industries; 1962-1964, printed material and correspondence.</p> <p>Metropolitan Washington Board of Trade; 1964-1968, printed material.</p> <p>MIDAS (Maryland Industrial Development Association): 1961--, correspondence.</p> <p>Population Projections; 1969--, correspondence and memoranda.</p> <p>Progress Reports - Research Division; 1961--, printed material and correspondence.</p> <p>Progress Reports - Other Divisions; 1966--, printed material and correspondence.</p> <p>Publications - Requests For; c.1963--, correspondence.</p> <p>Radio-TV Appearances; 1964-1965, correspondence.</p> <p>Regional Planning and development; 1970--, correspondence.</p> <p>Regional Science Association; c.1960-1962, correspondence.</p> <p>Reports (Miscellaneous subjects) 1960-1961, printed material, manuscript and correspondence.</p> <p>Retail Sales Tax - House Bill 1176; 1967, printed material and correspondence.</p> <p>Retirement Planning Newspapers; 1965-1967, printed material.</p> <p>Rural Development; 1961, printed material and correspondence.</p> <p>Sales Tax Revenue on Manufacturing Machinery and Equipment; c.1967, correspondence.</p> <p>Science Industry Program; 1966, printed material and correspondence.</p> <p>Seafood and Shellfish; 1965, printed material and correspondence.</p> <p>Sea Nettles; c.1965, printed material.</p> <p>Signatures (Department of Economic Development); no date c.1960-1967 (George W. Hubley, Jr.).</p> <p>Small Business Administration - 502 Program; 1966--, printed material and correspondence.</p> <p>Society of Industrial Relations - Award; 1964-1966, printed material.</p> <p>Southern ASPDA Conference; 1965, printed material and correspondence.</p> <p>Southern Maryland; 1964, manuscript and correspondence.</p> <p>Stanford Research Institute; 1963, printed material.</p> <p>State Roads Commission; 1960--, correspondence.</p> <p>State Science and Technology Conference; 1964-1965, printed material and correspondence.</p> <p>Susquehanna River Project; 1966, printed material.</p> <p>Taxation; 1960--, printed material and correspondence.</p> <p>"Team" (Technically Experienced Associates Mobilized, Inc.); 1964, correspondence.</p> <p>Thank-You Notes and Letters; 1970--, correspondence.</p> <p>Time Sheets; 1964--</p> <p>Tobacco; 1964--, printed material, manuscript and correspondence.</p> <p>Tourism; 1967--, printed material and correspondence.</p> <p>Tourist Industry Development; 1963--, printed material and correspondence.</p>	

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3 (cont.)	<p><u>General File</u> (drawers 2-0) cont.</p> <p>Trade Development Meeting - Minutes; 1968, printed material . European Industry Trade Tour; 1970, printed material, worksheets and correspondence. Legislative Council - Tourism Reports (SR 34); 1964-1967, printed material and manuscript. Travel Research; 1963--, printed material, manuscript and correspondence. Tri-County Committee for Community Action; 1964--, printed material, manuscript and correspondence. United Nuclear Corporation; 1963, printed material and correspondence. Washington Operations Research Council; 1964-1965, printed material. Washington Technological Associates, Inc.; 1968, printed material and manuscript. Waste Disposal; 1965, printed material. World Almanac; 1964-1968, printed material, manuscript and correspondence. New York Worlds Fair; 1964, printed material, manuscript and correspondence. Wye Institute; 1964-1967, printed material, manuscript and correspondence. Year End Survey; 1963-1967, printed material and manuscript.</p> <p>The following categories of records and papers are considered "Nonrecord" and may be destroyed as soon as no longer needed by the office:-</p> <ul style="list-style-type: none">a. Printed or mimeographed materialb. Duplicate copies of manuscript material may be destroyed if one copy is retained for the statutory three years. <p>RECOMMENDATION:</p> <p>RETAIN CORRESPONDENCE AND MANUSCRIPT MATERIAL FOR THREE YEARS, THEN DESTROY.</p>	

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(Continuation Sheet)

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4	<p>READING FILE</p> <p>Size: Letter size Quantity: 2 legal file drawers Dates: 1962-- File Arrangement: Chronological</p> <p>The Reading File is composed of carbon copies of correspondence arranged chronologically for ready reference. This file is considered "Nonrecord" and may be destroyed as soon as no longer needed by the office.</p>			
5	<p>SUBJECT FILE</p> <p>Size: Letter and legal Quantity: 5 legal file drawers Dates: c. 1962-- File Arrangement: Alphabetical by subject or title</p> <p>This file is composed principally of printed material, brochures and bulletins, with a small amount of correspondence. One file drawer is designated "Organizations" and includes printed material on Federal, State and local agencies. The printed material is "Nonrecord" and may be destroyed as soon as no longer needed by the office. The following subjects are included in this file:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><u>Drawer 1 A - F</u></p> <p>Agriculture</p> <p>Agriculture Conference on Land and People</p> <p>Aid to Higher Education</p> <p>Aluminum</p> <p>Banking and Currency, House Committee on</p> <p>Boat Manufacturing</p> <p>Brass Industry</p> <p>Bureau of the Census</p> <p>Career Development Program</p> <p>Carpets</p> <p>Cement and Concrete Products</p> <p>Chamber of Commerce of the United States</p> <p>Chemicals and Chemical Products</p> <p>Chesapeake Bay</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Civil Defense</p> <p>Civilian Labor Force Figures Lates Revised Mark Labor Force, Employment- Unemployment</p> <p>Civilian Labor Force Employment-Unemployment, Md. & Selected Labor Market Areas</p> <p>Climate</p> <p>Coal - National Coal Association</p> <p>Coal - Books and Pamphlets</p> <p>Community Facilities Admn.</p> <p>Computers</p> <p>Container Manufacturers</p> <p>Cosmetics</p> <p>Data Sources</p> <p>Data Processing</p> </td> </tr> </table>	<p style="text-align: center;"><u>Drawer 1 A - F</u></p> <p>Agriculture</p> <p>Agriculture Conference on Land and People</p> <p>Aid to Higher Education</p> <p>Aluminum</p> <p>Banking and Currency, House Committee on</p> <p>Boat Manufacturing</p> <p>Brass Industry</p> <p>Bureau of the Census</p> <p>Career Development Program</p> <p>Carpets</p> <p>Cement and Concrete Products</p> <p>Chamber of Commerce of the United States</p> <p>Chemicals and Chemical Products</p> <p>Chesapeake Bay</p>	<p>Civil Defense</p> <p>Civilian Labor Force Figures Lates Revised Mark Labor Force, Employment- Unemployment</p> <p>Civilian Labor Force Employment-Unemployment, Md. & Selected Labor Market Areas</p> <p>Climate</p> <p>Coal - National Coal Association</p> <p>Coal - Books and Pamphlets</p> <p>Community Facilities Admn.</p> <p>Computers</p> <p>Container Manufacturers</p> <p>Cosmetics</p> <p>Data Sources</p> <p>Data Processing</p>	
<p style="text-align: center;"><u>Drawer 1 A - F</u></p> <p>Agriculture</p> <p>Agriculture Conference on Land and People</p> <p>Aid to Higher Education</p> <p>Aluminum</p> <p>Banking and Currency, House Committee on</p> <p>Boat Manufacturing</p> <p>Brass Industry</p> <p>Bureau of the Census</p> <p>Career Development Program</p> <p>Carpets</p> <p>Cement and Concrete Products</p> <p>Chamber of Commerce of the United States</p> <p>Chemicals and Chemical Products</p> <p>Chesapeake Bay</p>	<p>Civil Defense</p> <p>Civilian Labor Force Figures Lates Revised Mark Labor Force, Employment- Unemployment</p> <p>Civilian Labor Force Employment-Unemployment, Md. & Selected Labor Market Areas</p> <p>Climate</p> <p>Coal - National Coal Association</p> <p>Coal - Books and Pamphlets</p> <p>Community Facilities Admn.</p> <p>Computers</p> <p>Container Manufacturers</p> <p>Cosmetics</p> <p>Data Sources</p> <p>Data Processing</p>			

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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5 (cont.)	<p><u>SUBJECT FILE</u> <u>Drawer 1 A - F (continued)</u></p> <p>Dept. of Economic Development Depressed Areas Dodge, F. W. Corporation Miscellaneous Publications Dodge Construction Outlook Dodge Building Business Drugs Manufacturing Economic Development Administration, T/A Reports Economic Development Admn. Economic Inequities Electronics Farm Production Federal Government Federal Jobs Federal Housing Administration Fertilizer Manufacturing Food Distribution Foreign Trade Brochure Ontario Economic Atlas Forestry Fringe Benefits Fuels Forest Products Industries</p> <p><u>Drawer 2 G - R</u></p> <p>Biological Survey U.S. Department of the Interior Housing and Urban Development Department of Industrial Advertising Industrial Building Industrial Development Industrial Development Organ. Industrial Development Program of Maryland</p>	<p><u>Drawer 2 G - R (continued)</u></p> <p>Industrial Development Sources Industrial Parks Industrial Survey Insurance International Organizations Labor Relations Labor Training BLS Publications List Department of Labor Speeches of A.M. Ross, Comm. BLS Labor, U. S. Department of Smaller Communities Program Labor, U. S. Department of Bureau of Labor Statistics Labor, U. S. Department of Books and Pamphlets Labor, U. S. Department of Bureau of Employment Security Labor Department Job Opportunities Program Labor, U. S. Department of Land Use Lawn Care Life Insurance Lumber and Wood Products Manpower Development Material, Dept. of Economic Development Manufacturing Ratios Maple Sugar Maps, Map Index Sheets Martin Company News Releases Medicare-Medicaid Metropolitan Area Problems Mobile Homes Modular Housing Model Cities Programs (set up: January 1968)</p>

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5 (cont.)	<p><u>SUBJECT FILE</u> <u>Drawer 2 G - R (cont.)</u></p> <p>Motels</p> <p>Motion Pictures Data Source</p> <p>National Federation of Independent Business</p> <p>Offices</p> <p>Office Emergency Planning</p> <p>Office Furniture</p> <p>Office Equipment</p> <p>Outdoor Recreation</p> <p>Packaging</p> <p>Paper and Pulp Industry</p> <p>Personal Income Other States</p> <p>Petroleum</p> <p>Phys. Distribution</p> <p>Pesticides, Commission on</p> <p>Photography and Optics</p> <p>Plastics and Plastic Products</p> <p>Pollution Air and Water</p> <p>Population - Other States</p> <p>Poultry</p> <p>Potomac Edison Company Area Development Department</p> <p>Potomac River Basin</p> <p>Predictions</p> <p>Reclamation</p> <p>Recreation & Recreational Needs</p> <p>Redevelopment</p> <p>Research and Development Regional Science Association Regional Science Association Reports and Studies</p> <p>Regional Science Association Correspondence</p>	<p><u>Drawer 2 G - R (cont.)</u></p> <p>Research and Development</p> <p>Rias - Research Institute for Adv. Studies & Correspondence</p> <p>Research Institute of America</p> <p>Resources for the Future 1960-65-67</p> <p>Retail Trade Service Industries</p> <p>Rubber</p> <p><u>Drawer 3 S - W</u></p> <p>Small Business Opportunity</p> <p>Society for International Dev.</p> <p>Speeches - DED</p> <p>Speed Reading</p> <p>Steel Industry</p> <p>Taxation Federal Government, State and Local Industry</p> <p>Tires</p> <p>Tourism</p> <p>Trade Promotion</p> <p>Transportation - Highway</p> <p>Transportation - Motor Carrier</p> <p>Transportation - Railroad</p> <p>Transportation - Urban</p> <p>Transportation - Waterways</p> <p>Transportation - Center Northwestern University</p> <p>Urban Renewal Development of Parking and Planning</p> <p>Urban Renewal Notes Housing and Home Finance Agency Urban Renewal Administration</p> <p>Vocational Education</p> <p>Wage Surveys</p>

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5
(cont.) SUBJECT FILE
Drawer 3 S - W
Writers Art Gallery
Water Resources
Western Maryland Economic Development
Study (Advanced Planning Associates)

The correspondence and any manuscript material which may be in the files are subject to the Recommendation below:

RECOMMENDATION:

RETAIN CORRESPONDENCE AND MANUSCRIPT MATERIAL FOR THREE YEARS, THEN DESTROY.

6 MARYLAND FILE

Size: Legal and letter size
Quantity: 4 legal file drawers
Dates: c. 1958--
File Arrangement: Alphabetical by subject or title

The Maryland File contains printed studies, brochures and bulletins covering different phases of the Maryland culture, economy, geography, natural resources, recreation and travel.

This material is "Nonrecord" and may be destroyed as soon as no longer needed by the office.

7 COUNTY FILES

Size: Letter and legal
Quantity: 6 legal file drawers
Dates: c. 1962--
File Arrangement: Alphabetical by county, city, area or region, then by subject under each division.

This file contains printed and mimeographed material on the twenty-three Maryland counties, Baltimore City and special areas arranged by subject under each division.

This material is "Nonrecord" and may be destroyed as soon as no longer needed by the office.

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.
8	<p>STATE FILES</p> <p>Size: Letter and legal size Quantity: 2 legal file drawers Dates: c. 1962-- File Arrangement: Alphabetical by state</p> <p>The State Files contain printed and mimeographed material on other states and some foreign countries, their government, economy and recreation.</p> <p>Printed and mimeographed material is considered to be "Non-record" and may be destroyed as soon as no longer needed by the office.</p>	
9	<p>SPECIAL STUDIES</p> <p>Size: Letter and legal size Quantity: 4 legal file drawers Dates: c. 1958--</p> <p>This file is composed of printed and mimeographed material, workpapers and memoranda, and a small amount of miscellaneous correspondence as follows: -</p> <p><u>Drawer 1</u></p> <ul style="list-style-type: none">The Maryland EconomyAgricultureConstructionEducationMotels - hotelsTourismTransportationUtilities <p><u>Drawers 2 - 4</u></p> <ul style="list-style-type: none">Special Studies and Maryland IndicatorNational Conference of Comparative StatisticsCross Paper Products - ARA ApplicationAutomation - Problems and EffectsInter-Industry Studies (Input-Output Studies)Cost of Living (Expenditures and Income)Plastics StudyOut-Of-Office Meeting MaterialMiscellaneous old correspondencePlant LocationMaryland Travel SurveyRevenue TrendsGeographical Rehabilitation of Employment in Maryland, 1940-1960	

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.
9 (cont.)	<p>SPECIAL STUDIES Drawers 2 - 4 (cont.)</p> <p>Industrial and Population Factors Affecting Maryland Personal Income Trends Indicators - Maryland Maryland Statistical Abstract Economy Trends - Year-end Review (by year) Maryland Economic Indicator (MEI)</p> <p>The printed and mimeographed material is "Nonrecord" and may be destroyed as soon as no longer needed by the office. Workpapers, memoranda and correspondence are subject to the Recommendation below:</p> <p>RECOMMENDATION:</p> <p>RETAIN WORKPAPERS, MEMORANDA AND CORRESPONDENCE FOR THREE YEARS, THEN DESTROY.</p>	
10	<p>GENERAL INDUSTRIES FILE</p> <p>Size: Letter and legal size Quantity: 1/2 legal file drawer Dates: c. 1964-- File Arrangement: Alphabetical by title or subject printed</p> <p>This file is composed of printed bulletins, forms, pamphlets and news reports which are periodically issued or received under the following titles or subjects: -</p> <p>Area Reports - Manufacturing Division, 1965-- Conway Publications County Industrial Listings New Businesses, 1965-- New Concerns, 1965-- News Releases, Department of Economic Development, 1964-- Out-of-Business Firms Sales Prospects, 1966--</p> <p>This material is "Nonrecord" and may be destroyed as soon as no longer needed by the office.</p>	

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.
11	<p>INDIVIDUAL INDUSTRIES FILE (Confidential)</p> <p>Size: Letter and legal size Quantity: 11½ legal file drawers Dates: c. 1963-- File Arrangement: Alphabetically by name of company or organization</p> <p>The Individual Industries File contains printed material on individual industries which have plants or offices in Maryland including newspaper clippings, inquiry forms, Dodge Confidential Reports, and periodical company reports. This file contains approximately 3,500 file folders alphabetically arranged by name of company.</p> <p>The material in this file is considered to be confidential and is used for special information and studies by staff members of the Department and is an aid in the biennial publication of the Directory of Maryland Manufacturers.</p> <p>When information is received that a company has removed from Maryland or is defunct, the file should be moved to a non-current status and will then be subject to the Recommendation below:</p> <p>RECOMMENDATION:</p> <p>RETAIN FOR THREE YEARS AFTER FILING IN NON-CURRENT STATUS, THEN DESTROY.</p>	
12	<p>COMPANY INDEX</p> <p>Size: 5" x 8" card forms (ED3-1) Quantity: 14 card file drawers Dates: Current File Arrangement: Alphabetical by name of company</p> <p>This file is composed of card forms with space for the name and address of the company and the type of installation (new or expanding), the amount of investment in buildings and equipment, the number and sex of employees, the Standard Industrial Classification Number (type of business), the amount of the payroll, products, announced plans for construction and production, tax exemption and type of financing, names of officers and parent company, and location of the home office.</p> <p>The Company Index is updated as additional information is received and is an adjunct to the Individual Industries File (Item 11).</p> <p>RECOMMENDATION:</p> <p>RETAIN PERMANENTLY</p>	