

RECORDS RETENTION AND DISPOSAL SCHEDULE

Division of Occupational and Professional Licensing  
Board for Professional Land Surveyors

Agency

Division

Item No.	Description	Retention
1.	ALPHA MASTER FILE - This record contains some or all of the following: name, address, certificate number with date issued or registration number, change of name, date of examination, renewals if applicable, results of examination, date of death.	Retain permanently. Transfer periodically to State Archives.
2.	EXAMINATION APPLICATION FILE - This file contains records of applicants who did not successfully pass the examination and failed to request a re-examination for five years.	Retain records for 5 years after the closing date, then destroy.
3.	COMPLAINT FILE - This file contains the original complaint form, investigative report, correspondence, charge letters, summonses, findings of fact, order of the Board and other pertinent information of a closed case.	Retain records for five years after the closing date, then destroy.
4.	MINUTES - This file contains the final version of the minutes of the meetings of the Board.	Retain records permanently until transferred to State Archives.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

NOV. 21 1991

*Edward C. Papenfuss*

8-21-91

*Logan Holm*  
Signature

*Director*  
Title

Date

State Archivist

**INSTRUCTIONS--TYPE OR PRINT A SEPARATE 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 INVENTC

PAGE 1 OF 2

1. DEPARTMENT/AGENCY

Licensing and Regulation

2. DIVISION

Occupational and Professional

3. UNIT Board for Professional Land Surveyors

**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

Alpha Master File

5. EARLIEST YEAR/LATEST YEAR

1940 TO 1991

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

Name, address, license number, date issued, change of name/address, examination application, date of exam and results, qualifications/experience, transcripts, social security number, date of birth.

7. RECORD SERIES FORMAT(S)

- 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)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)
- 5  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)
- <1  
NUMBER

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

501 St. Paul Place, Baltimore, MD 21202  
9th 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)  
MPIA

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

Licensing history is computerized.

18. RECOMMENDED RETENTION

Permanent. Transfer periodically to State Archives.

19. NAME AND TITLE OF PREPARER

Pamela J. Edwards  
Asst. Executive Director

20. TELEPHONE NUMBER

333-6322

21. DATE

October 11, 1991

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTO

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1. DEPARTMENT/AGENCY  
Sensing and Regulation

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Occupational and Professional

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Professional Land Surveyors

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  
Minutes

5. EARLIEST YEAR/LATEST YEAR  
1980 TO 1991

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

Final version of the minutes of the meetings of the board which contain all action taken on applications, complaints, legislation, regulations and all other Board matters.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
3 ring binders

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
2  
NUMBER  OTHER(SPECIFY)  
binders

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
< 1  
NUMBER  OTHER(SPECIFY)  
binders

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

501 St. Paul Place, Baltimore, MD 21230  
9th 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)  
MPIA

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

Permanent. Transfer periodically to  
State Archives.

19. NAME AND TITLE OF PREPARER

Pamela J. Edwards  
Asst. Exec. Dir.

20. TELEPHONE NUMBER

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21. DATE

October 11, 1991