

DEPARTMENT OF GENERAL SERVICES
Records Management Division
This Schedule Supersedes Schedule 612-81

RECORDS RETENTION AND DISPOSAL SCHEDULE

Division of Occupational and Professional Licensing
State Board of Plumbing

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

8-21-91
Date

Roger W. Sullivan
Signature
Director
Title

NOV. 21 1988

Edward C. Papenfuss
Signature

Date State Archivist

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 INVENTC

PAGE 1 OF 2

1. DEPARTMENT/AGENCY
Licensing and Regulation

2. DIVISION
Occupational & Professional

3. UNIT
Board of Plumbing

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
1982 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, 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)
59
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

18. RECOMMENDED RETENTION
Permanent. Transfer periodically to State Archives.

Licensing information is computerized.

NAME AND TITLE OF PREPARER
Pamela J. Edwards
Asst. Exec. Dir.

20. TELEPHONE NUMBER
333-6322

21. DATE
October 11, 1991

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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
1984 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 minutes of the meetings of the Board which contain all actions taken on application, 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)
 OTHER(SPECIFY)
 binders
 NUMBER 7

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
 binder
 NUMBER <1

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?
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15. ACCESS RESTRICTIONS YES NO
 (IF YES, CITE LAW(S) & REGULATION(S))
 MPIA

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 NONE STATE FEDERAL INDEPENDENT

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19. NAME AND TITLE OF PREPARER
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 Asst. Exec. Dir.

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