

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO.

936-24

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Agriculture      Animal Health & Consumer Services  
Weights and Measures

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>Correspondence</u></p> <p>A. General</p> <p>Contains section-initiated correspondence of a general nature addressed to the private sector, individual firms or other agencies.</p> <p>B. Administration</p> <p>Contains section administrative or laboratory unit initiated letters and memoranda to section personnel pertaining to working policies and procedures.</p> <p>C. Policies/Interpretations</p> <p>Contains section-initiated memoranda, letters and other published statements pertaining to operating policies or interpretation relative to laws, regulations, devices, etc. which are sent to and affect the private sector; usually to similar interest private sector groups and/or individual firms.</p>	<p>Retain in office for three (3) years. Transfer to the State Records Center for three (3) additional years, then destroy.</p> <p>Retain in office for three (3) years. Transfer to the State Records Center for three (3) additional years, then destroy.</p> <p>Retain in office for ten (10) years. Transfer to the State Records Center for ten (10) additional years, then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

8/3/83

*Richard L. Thompson*

Chief  
Weights and  
Measures

Date

Signature

Title

Date

State Archivist

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Item No.	Description	Retention
2.	<p><u>Device Inspection Reports</u></p> <p>Contains original copies of initial and subsequent reports of inspection and test, divided by county and business. Includes inspection reports for the following devices: large capacity scales, medium capacity scales, small capacity scales, large liquid measuring devices, small liquid measuring devices, vehicle tank meters, LPG/vehicle tank meters, LPG/stationary, farm milk tanks, grain moisture meters, length measuring devices and miscellaneous reports (delivery ticket, railroad track scales, etc.).</p>	<p>Retain in office for five (5) years. Transfer to the State Records Center for five (5) additional years, then destroy.</p>
3.	<p><u>Farm Milk Tank Calibration Reports</u></p> <p>Contains charts showing results of calibrations by licensed calibrators for farm milk tanks throughout the State; listed numerically.</p>	<p>Retain in office as long as device is in commercial service or until recalibration is accomplished, then destroy.</p>
4.	<p><u>Package Inspection Reports</u></p> <p>Contains originals of all the inspection reports pertaining to packaged commodities. Forms used are Random Package Inspection Report and Standard Package Inspection Report.</p>	<p>Retain in office for five (5) years. Transfer to the State Records Center for five (5) additional years, then destroy</p>
5.	<p><u>Milk Fat Comparison Reports</u></p> <p>Contains originals of test reports for milk samples obtained from private sector laboratories.</p>	<p>Retain in office for five (5) years. Transfer to the State Records Center for five (5) additional years, then destroy</p>
6.	<p><u>Reports of Tests (Laboratory)</u></p> <p>Contains laboratory initiated test reports for standards used to determine the accuracy of weighing and measuring devices. The standards are used by the private sector, other State agencies and State and local weights and measures programs.</p>	<p>Retain in office for five (5) years. Transfer to the State Records Center for five (5) additional years, then destroy</p>
7.	<p><u>Reports of Rejection (Laboratory)</u></p> <p>Contains reports of notices of rejection, initiated by the Metrology Laboratory, on items failing to meet specifications or tolerances. Issued when no corrective action is anticipated or is possible.</p>	<p>Retain in office for ten (10) years. Transfer to the State Records Center for ten (10) additional years, then destroy</p>

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8.	<p><u>Traceability Reports (Laboratory)</u></p> <p>Contains National Bureau of Standards and Maryland Laboratory reports of tests and accompanying data sheets required as proof of traceability to National Standards.</p>	<p>Retain in office for the life of the standard, then destroy.</p>
9.	<p><u>Investigations</u></p> <p>A. General</p> <p>Contains section-initiated investigations which may result in the development of regulations, changes of program emphasis, etc.</p> <p>B. Complaints</p> <p>Contains written investigation reports completed as a result of complaints originating from outside sources (consumers, private industries, etc.).</p> <p>C. Section/Inspector Initiated</p> <p>Contains written investigations resulting from from staff initiated action on observed or suspected violations; not from external sources.</p>	<p>Retain in office for five (5) years. Transfer to the State Records Center for five (5) years, then destroy.</p> <p>Retain in office for three (3) years, then destroy.</p> <p>Retain in office for three (3) years, then destroy.</p>
10.	<p><u>License Examinations and Fee Receipts</u></p> <p>Contains examinations taken during a specific year for registered calibrators, milk tester on registered calibrator/milk tester licenses; exam fee receipt is attached to completed exam. Forms included are application for Registered Calibrators of Farm Milk Tanks, License Examination, and Milk and Fluid Dairy Products Tester's Examination Supplement.</p>	<p>Retain in office for three (3) years, then destroy.</p>
11.	<p><u>License Applications: Completed</u></p> <p>Contains completed applications denoting issuance of licenses for Registered Calibrators, Milk Testers and a combination license Registered Calibrator/Milk Tester.</p>	<p>Retain in office for two (2) years, then destroy.</p>
12.	<p><u>Licenses: voided and outdated</u></p> <p>Contains licenses which have been voided and not issued for the specific year.</p>	<p>Retain in office for one (1) year, then destroy in the presence of Internal Auditor.</p>

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Item No.	Description	Retention
13.	<p><u>Purchase Orders and Invoices</u></p> <p>A. Object codes .02, .03, .04, .08, .09, and .13.</p> <p>Contains section initiated purchase orders, completed invoices and receiving reports for items/services obtained in a specific fiscal year.</p> <p>B. Object Codes .07, .10, .11.</p> <p>Contains section-initiated purchase orders and information relative to vehicles and major equipment frequently referred to in routine office procedures. Paid invoices are attached to the purchase orders. May also include section-initiated requisitions used for purchases which must be approved by the Department of General Services.</p>	<p>Retain in office for two (2) years. Transfer to the State Records Center for two (2) additional years, then destroy</p> <p>Retain in office for five (5) years. Transfer to the State Records Center for five (5) additional years, then destroy</p>
14.	<p><u>Fiscal File</u></p> <p>A. Budget Information</p> <p>Contains the Weights and Measures Section's fiscal year ledgers and MDA budget print-outs. Also includes documents showing any fees received for licensing or services rendered and a record of deposits.</p> <p>B. Budget Request and Preparation</p> <p>Contains copies of section's request, departmental confirmation and results of General Assembly for separate fiscal years. Includes information relative to development of budget requests.</p>	<p>Retain in office for three (3) years. Transfer to the State Records Center for three (3) additional years, then destroy</p> <p>Retain in office for three (3) years, then destroy.</p>
15.	<p><u>Legislative File</u></p> <p>A. Development and Supporting Documents (Departmental/Section Regulations)</p> <p>File consists of any retained documents relative to regulations. May include results of section and other hearings.</p> <p>B. Preparation/Supporting Data and Testimony (Departmental Bills)</p> <p>Contains all Weights and Measures bills filed by bill number and year.</p>	<p>Retain in office for five (5) years. Transfer to the State Records Center for five (5) additional years, then destroy</p> <p>Retain in office for five (5) years. Transfer to the State Records Center for five (5) additional years, then destroy</p>

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	<p>C. Testimony on Regulations (Non-Departmental)</p> <p>Contains any written testimony presented by Weights and Measures at public hearings of other State or Federal agencies relative to regulations.</p>	<p>Retain in office for five (5) years. Transfer to the State Records Center for five (5) additional years, then destroy</p>
	<p>D. Testimony (Non-Departmental Bills)</p> <p>Contains copies of any written testimony presented to the General Assembly on bills other than Weights and Measures.</p>	<p>Retain in office for five (5) years, then destroy.</p>
16.	<p><u>General Office Information (Miscellaneous)</u></p> <p>Contains reports of accident/theft or loss; copies of Accident Review Board cases, key records (keys issued to and returned from Weights and Measures staff), telephone logs of long distance calls and charge receipts, inventory records and equipment records.</p>	<p>Retain in office. Screen annually and destroy that material which has ceased to have any administrative value.</p>
17.	<p><u>Office Personnel Information</u></p> <p>Contains vehicle log copies, inspector summary sheets, and time sheets.</p>	<p>Retain in office for three (3) years, then destroy.</p>