

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF AGRICULTURE		PUBLIC INFORMATION
AGENCY		DIVISION
Item No.	Description	Retention
1.	<u>Events</u> Related information (planning, price quotes, invitation lists, news releases and articles, etc.) on events done by department.	Retain in office for two (2) years, then transfer to Records Center - retain for five (5) years, then destroy.
2.	<u>Fiscal Information</u> Budget requests, invoices processed, purchase orders issued.	Retain in office for three (3) years, then transfer to Records Center - retain for five (5) years, then destroy.
3.	<u>General Correspondence</u> Letters and memos received and sent by Public Information Office (PIO) regarding information requests and general information on PIO. (A-Z)	Retain in office for two (2) years, then transfer to Records Center - retain for two (2) years, then destroy.
4.	<u>Reports</u> Updates on Public Information Office activities, annual report information.	Retain in office for three (3) years, then transfer to Records Center - retain for two (2) years, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

8-22-89  
Date

Brenda C. Hardy  
Signature  
Office Clerk II  
Title

Date

7/10/89  
Date  
Shwan...  
State Archivist

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

AGENCY RECORDS INVENTORY

1. Department  Agriculture	2. Division Executive Direction  3. Unit Public Information Office
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4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)  
  
Events

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Related information (planning, price quotes, invitation lists, news releases and articles, etc.) on events done by Maryland Department of Agriculture.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>1/2</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input type="checkbox"/> Internal <input type="checkbox"/> Independent <input type="checkbox"/> External <input type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>1/8</u>	

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). )

Current Year H M  L  
After 1. Yr, H M  L

After what year does activity become LOW 1

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>  When: <u>After 2 years in office.</u>	10. Recommended Retention:  Retain in office for 2 years, transfer to Records Center, retain for 5 years, then destroy.
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11. Inventory prepared by Mary E. Krok Date: August 16, 1989  
(Print Name)  
  
Telephone Number: 301/841-5882

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

AGENCY RECORDS INVENTORY

1. Department  Agriculture	2. Division Executive Direction
	3. Unit Public Information Office

4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Fiscal Information

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Budget requests, invoices processed, purchase orders issued.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>1</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent <input type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>1/2</u>	Internal <input type="checkbox"/> External <input checked="" type="checkbox"/>

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). )

Current Year H  M  L  
After 1. Yr, H  M  L      After what year does activity become LOW 2

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>  When: <u>After 3 years in office.</u>	10. Recommended Retention: Retain in office for 3 years, transfer to Records Center, retain for 5 years, then destroy.
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11. Inventory prepared by Mary E. Krok Date: August 16, 1989  
(Print Name)

Telephone Number: 301/841-5882

Fig. 7

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

AGENCY RECORDS INVENTORY

1. Department Agriculture	2. Division Executive Direction
	3. Unit Public Information Office

4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)  
General Correspondence A-Z

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Letters and memos received and sent by Public Information Office (PIO) regarding information requests and general information on PIO.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers) <u>1/2</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/>
6. Estimated Accumulation (Yearly) <u>1/8</u>	Internal <input type="checkbox"/> External <input type="checkbox"/>

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). )

Current Year H  L  
After 1. Yr, H  L      After what year does activity become LOW 2

9. Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> When: <u>After 2 years in office.</u>	10. Recommended Retention: Retain in office for 2 years, transfer to Records Center to retain for 2 years; then destroy.
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11. Inventory prepared by Mary E. Krok Date: August 16, 1989  
(Print Name)

Telephone Number: 301/841-5882

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

AGENCY RECORDS INVENTORY

1. Department

Agriculture

2. Division Executive Direction

3. Unit Public Information Office

4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

Reports

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Updates on Public Information Office activities, annual report information.

(Note: Use a separate inventory sheet for each Record Series)

5. Present Volume on Hand (No. of file drawers)  
1/4

6. Estimated Accumulation (Yearly)  
1/4

7. Audit Requirements

State

Federal

Independent

Internal

External

8. Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly). )

Current Year H  M  L

After 1. Yr, H M  L

After what year does activity become LOW 2

9. Could Record Series be stored in the State Records Center.

YES  NO

When: After 3 years in office.

10. Recommended Retention:

Retain in office for 3 years, transfer to Records Center, retain for 2 years, then destroy.

11. Inventory prepared by Mary E. Krok  
(Print Name)

Date: August 16, 1989

Telephone Number: 301/841-5882