DGS-550-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1205

PAGE NO. 1 of 7

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Human Resources	Office of Child Care Licensing and Regulation
AGENCY	DIVISION

Item No.	Description	Retention
	THIS IS A NEW SCHEDULE	
1.	Personnel Records	
	This file consists of staff arrangement of evaluations, incoming letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.	Retain for three years after termination of employment, then destroy.
2.	Timekeeping	
	This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administration of timekeeping records.	Retain for one (1) calendar year, then destroy.
3.	Director's General Correspondence	
	This file consists of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other material relating to the functions of the Office of Child Care Licensing and Regulation.	Retain for three (3) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to State Archives.

Schedule Approved by Department, Agency, or Division Representative

9/13/89 — Date
S. Rohde — Signature
Exe. Director — Title

Schedule Authorized by

10/10/89 — Date
Edward [illegible] — State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. 1205

Item No.	Description	Retention
4.	General Administrative Correspondence File Subject arrangement of original incoming letters, copies of outgiong letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.	Screen annually. Destroy the material no longer needed for current business.
5.	Program and Policy Records This file consists of the following: Management by objectives, organization of the Office of Child Care Licensing and Regulation, and program manuals.	Retain permanently for eventual transfer to the State Archives.
6.	Purchasing Records Actual Emergency and Repair Reports Copy of Contract Awarded Credit Memorandum Requisition for Supplies Purchase Order Report of Partial or Full Delivery (also Agency Interoffice Requisitions)	Retain for three (3) years or until all audit requirements are fulfilled, then destroy.
7.	Enforcement Files This file consists of correspondence, complaint, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.	Retain for seven (7) years, then destroy.
8.	Regional Files This file may contain all or some of the following: enforcement, correspondence, personnel information, Family Day Care Directory, Center Day Care Directory.	Retain for three (3) years, then destroy.

Item No.	Description	Retention
9.	Information and Resource Materials	
	The Office of Child Care Licensing and Regulation maintains a sizeable collection of information and data resource materials relating to family and center day care in public and private sector; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training; personnel management. Materials are filed by subject, by program or organizational title, or by geographic locale (local, state, national)	Screen annually, destroying materials not needed for conduct of business.
10.	Periodic Information Fliers, Newsletter, and News Notes	
	In conjunction with outreach and technical assistance to employees, centers and family providers, and other human service agencies, the Office of Child Care Licensing and Regulation produces occasional informational news notes and newsletters. Records pertaining to these items include planning and working papers, resource materials, art work, camera ready copy when available, publication.	Screen annually, destroying materials not needed for conduct of business. Retain one official copy of each publication permanently.
11.	Legislative Records	
	Legislative files include: copies of written or oral testimony presented before the Maryland General Assembly; copies of legislative alerts distributed to commissions for day care facilities; copies of bills introduced in the Maryland General Assembly and U.S. Congress; legislative reports and analyses. Legislative files are maintained to provide a record of the legislative actions/activities of the Commission and as a source of information regarding legislative issues of importance to day care.	Retain for five (5) years, then destroy.

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SEP 28 1983
MARYLAND STATE ARCHIVES

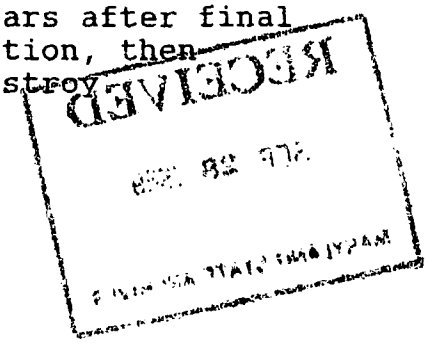
Item No.	Description	Retention
12.	Reading File	
	This file consists of a copy of letters, memoranda, reports and any miscellaneous material generated from all employees of the central office.	Retain on year from date of material, then destroy.
13.	Family Day Care Registration Certificate and Center Day Care License	
	This file is a copy of each family day care registration certificate and each center day care license.	Retain until new certificate or license is issued or day care is closed, then destroy.
	REGIONAL OFFICES	
14.	Personnel Records	
	This file consists of staff arrangement of evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.	Retain for three years after termination of employment, then destroy.
15.	Timekeeping	
	This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administration of timekeeping records.	Retain for one (1) calendar year, then destroy.
16.	General Administrative Correspondence File	
	Subject arrangement of original incoming letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.	Screen annually, Destroy that material no longer needed for current business.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
17.	Purchasing Records	
	Actual Emergency and Repair Reports Copy of Contract Awarded Credit Memorandum Requisition for Supplies Purchase Order Report of Partial or Full Delivery Requisition for Supplies (also Agency Interoffice Requisitions)	Retain for three (3) years or until all audit requirements are fulfilled, then destroy.
18.	Enforcement Files	
	This file consists of correspondence, complaint, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.	Retain for seven (7) years, then destroy.
19.	Information and Resource Materials	
	The Office of Child Care Licensing and Regulation maintains a sizeable collection of information and data resource materials relating to family and center day care in public and private sector; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training; personnel management. Materials are filed by subject, by program or organizational title, or by geographic locale (local, state, national)	Screen Annually, destroying materials not needed for conduct of business.

Item No.	Description	Retention
20.	Periodic Information Fliers, Newsletter, and News Notes In conjunction with outreach and technical assistance to employees, centers and family providers, and other human service agencies, the Office of Child Care Licensing and Regulation produces occasional informational news notes and newsletters. Records pertaining to these items include planning and working papers, resource materials, art work, camera ready copy when available, publication.	Screen annually, destroying materials not needed for conduct of business. Retain one official copy of each publication permanently.
	SPECIAL TYPES OF RECORDS	
21.	Family Day Care: This file may consist of all or some of the following: a. Fire Marshal Report b. Sanitary Inspection Report c. Application d. Copy of the Registration Certificate e. Criminal Record Clearance f. Change of Situation Form g. Substitute Form h. Fire/Safety Checklist i. Correspondence j. Complaint k. Investigation Reports l. Conference Notice Plus any miscellaneous papers relating to the administration of family day care.	Retain family day care annual records for five (5) successive years preceding the current year for the duration of the family day care, then destroy. Retain closed family day care records five (5) years, then destroy.

Item No.	Description	Retention
22.	Center Day Care: The file consists of all or some of the following: a. License Application b. Request for Inspection c. Licensing Report d. Operational changes in Day Care Center e. Inspection Report f. Review/Referral Form g. Corrective Action Plan h. Variance Request i. Complaint Against Center j. Correspondence k. Investigation Reports l. Sanitary Inspection Reports m. Conference Notice n. Staffing Patterns o. Personnel List p. Fire Marshall Report q. Menus r. Evidence of compliance with applicable building, zoning, plumbing, gas, and electric codes Plus any miscellaneous papers relating to the administration of center day care.	Retain center day care annual records for five (5) successive years preceding the current year for the duration of the center, then destroy. Retain closed day care center records five (5) years, then destroy.
23.	Unopened Case Records Center Day Care This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.	Retain two (2) years after final action, then destroy.
24.	Unopened Case Records Family Day Care This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.	Retain two (2) years after final action, then destroy.



RECEIVED
SEP 28 [illegible]
MARYLAND STATE ARCHIVES

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Dept. of Human Resources
2. DIVISION: Office of Child Care Licensing and Reg.
3. UNIT: Central Office

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: Personnel Records
5. EARLIEST YEAR/LATEST YEAR: 1985 TO Present

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

This file consists of staff arrangement of some or all of the following: evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [X] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [XX] ALPHABETICAL
- [ ] NUMERICAL
- [XX] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
3 NUMBER
- [XX] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER employee
NUMBER
- [ ] MONTH(S)
- YEAR(S) leaves

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB-Harbor Campus
600 E. Lombard Street, Room 312, 21202

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
[X] YES [ ] NO DOP, DHR Personnel

15. ACCESS RESTRICTIONS [X] YES [ ] NO
(IF YES, CITE LAW(S) & REGULATION(S))
Privacy Act

16. AUDIT REQUIREMENTS
[XX] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[ ] YES [X] NO

18. RECOMMENDED RETENTION
Three years after employee leaves

19. NAME AND TITLE OF PREPARER
Office Secretary III
Phyllis Flaxman

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Central Office

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: Timekeeping

5. EARLIEST YEAR/LATEST YEAR: 1981 TO Present

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

This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administation of timekeeping records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

3 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB-Harbor Campus, Room 312
600 East Lombard Street, 21202

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

DHR Payroll

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain 1 (1) calendar year, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Dept. of Human Resources
2. DIVISION: Office of Child Care Licensing and Reg.
3. UNIT: Central Office

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: Director's General Correspondence

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file consists of original incoming letters, copies of outgoing letters, memoranda, and other material relating to the functions of the Office of Child Care Licensing and Regulation.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
CCB- Harbor Campus Room 312
600 E. Lombard Street, 21202

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain for three (3) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to Hall of Records.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22 ,1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Central Office

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: General Administrative Correspondence

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
10 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
4 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
CCB-Harbor Campus, Room 312
600 East Lombard Street, 21202

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen Annually. Destroy that material no longer needed for current business.

ARCHIVES

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Central Office

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: Program and Policy Development Records
5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of the following: Management by objectives, reorganization of OCCLR, and program manuals.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER NEVER
NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB-Harbor Campus Room 312
600 East Lombard Street, 21202

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain permanently

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III
20. TELEPHONE NUMBER: 333-0193
21. DATE: August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Central Office

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: Purchasing Records

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

Purchasing Records

Actual Emergency and Repair Reports
Copy of Contract Awarded
Requisitions for Supplies from Vendors
Purchase Orders
Report of Partial or Full Delivery
Agency Interoffice Requisitions

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB-Harbor Campus, Room 312
600 East Lombard Street, 21202

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [X] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for three (3) years or until all audit requirements are fulfilled, then destroy

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Central Office

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: Enforcement Files

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of correspondence, complaints, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
5 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
7 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB - Harbor Campus, Room 312
600 East Lombard Street, 21202

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
The Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for seven years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Central Office

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: Regional Files

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file may contain all or some of the following: enforcement correspondence, personnel information, Family Day care Directory, Center Day Care Directory, lease information and budget.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

2 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

2 NUMBER

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB-Harbor Campus, Room 312
600 East Lombard Street, 21202

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain three years, then destroy.

RECEIVED
AUG 89
MARYLAND STATE ARCHIVES

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

DGS 550-4 (REVISED 2/87)

1705

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 INVENTORY PAGE 9 OF 114

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Human Resources	Office of Child Care Licensing and Regulation	Central Office

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	5. EARLIEST YEAR/LATEST YEAR
Information and Resource Materials	1980 TO Present

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

OCCLR maintains a sizeable collection of information and data resource materials relating to family and center day care in public and private sector; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training; personnel management. Materials are filed by subject, by program or organizational title, or by georgraphic locale (local, state, national)

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	10. ANNUAL ACCUMULATION
☒ LETTER SIZE ☐ MICROFILM	☒ ALPHABETICAL	☒ FILE DRAWER(S)	☒ FILE DRAWER(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ NUMERICAL	☐ MICROFILM REEL(S)	☐ MICROFILM REEL(S)
☐ BOUND BOOK ☐ FLOPPY DISK	☒ CHRONOLOGICAL	30 NUMBER ☐ COMPUTER TAPE(S)	5 NUMBER ☐ COMPUTER TAPE(S)
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL	☐ OTHER(SPECIFY)	☐ OTHER(SPECIFY)
☐ OTHER(SPECIFY)	☐ OTHER(SPECIFY)		

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
Not applicable ☐ DAILY ☐ WEEKLY ☐ MONTHLY	1 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
CCB-Harbor Campus, Room 312 600 East Lombard Street, 21202	☐ YES ☒ NO

15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS
☐ YES ☒ NO	☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	18. RECOMMENDED RETENTION
☐ YES ☐ NO	Screen annually, destroying materials not needed for conduct of business.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Phyllis Flaxman Office Secretary III	333-0193	August 22, 1989

DGS 550-4 (REVISED 2/87)

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Central Office

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: Periodic Information Fliers, Newsletters, and News Notes

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

In conjunction with outreach and technical assistance to employees, centers and family providers, and other human services agencies, OCCLR produces occasional informational news notes and newsletters. Records pertaining to these items include planning and working papers, resource materials, art work, camera ready copy when available and publication.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
2 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB-Harbor Campus, Room 312
600 E. Lombard Street, 21202

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [x] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Screen annually, destroying materials not needed for conduct of business. Retain one official copy of each publication permanently.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Central Office

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: Legislative Records

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Legislative files include: copies of written or oral testimony presented before the Maryland General Assembly; copies of legislative alerts distributed to commissions for day care facilities; copies of bills introduced in the Maryland General Assembly and the U.S. Congress; legislative reports and analyses. Legislative files are maintained to provide a record of the legislative actions/activities of the Commission and as a source of information regarding legislative issues of importance to day care.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCCB-Harbor Campus Room 312
600 East Lombard Street, 21202

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

MD General Assembly

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Central Office

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
Reading File

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

This file consist of a copy of letters, memoranda, reports and any miscellaneous material generated from all employees of the central office.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
CCB - Harbor Campus, Room 312
600 East Lombard Street, 21202

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain one year from date of material, then destroy

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Central Office

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: Family Day Care Registration Certificate and Center Day Care Licenses

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file is a copy of each family day care registration certificate, and Center Day Care Licenses.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [ ] DAILY
- [X] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
2 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB-Harbor Campus , 3rd Floor, 312
600 East Lombard Street, 21202

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

Each Regional Office

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S)

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain until new certificate is issued or day care is closed.

SEP 89

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Dept. of Human Resources
2. DIVISION: Office of Child Care Licensing and Reg.
3. UNIT: Region I - AA County

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: Personnel Records

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file consists of staff arrangement of some or all of the following: evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [X] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER employee
NUMBER
- [ ] MONTH(S)
- YEAR(S) leaves

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
77 West Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

DOP, DHR Personnel

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Three years after employee leaves

19. NAME AND TITLE OF PREPARER
Office Secretary III
Phyllis Flaxman

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1705

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region I - AA Co.

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: Timekeeping

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administation of timekeeping records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
77 West Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO DOP, DHR Personnel

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for one (1) calender year, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

PAGE 16 OF 114

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: OCCLR Region I

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: General Administrative Correspondence

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
77 West Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen Annually. Destroy that material no longer needed for current business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

DGS 550-4 (REVISED 2/87)

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: OCCLR Region I

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: Purchasing Records

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

Purchasing Records

Actual Emergency and Repair Reports
Copy of Contract Awarded
Requisitions for Supplies from Vendors
Purchase Orders
Report of Partial or Full Delivery
Agency Interoffice Requisitions

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
77 West Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [X] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for three (3) years or until all audit requirements are fulfilled, then destroy

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT OCCLR Region I

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
Enforcement Files

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

This file consists of correspondence, complaints, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
7 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
77 West Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)
The Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain for seven years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: OCCLR Region I

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
Information and Resource Materials

5. EARLIEST YEAR/LATEST YEAR
7/88 TO Present

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

OCCLR maintains a sizeable collection of information and data resource materials relating to family and center day care in public and private sector; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training; personnel management. Materials are filed by subject, by program or organizational title, or by georgraphic locale (local, state, national)

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
77 West Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen annually, destroying materials not needed for conduct of business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: OCCLR Region I

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: Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: Fire Marshall Report, Sanitary Inspection report, Application, Copy of the Registration Certificate, Criminal Record Clearance, Change of Situation Form, Substitute Form, Fire/ Safety Checklist, Correspondence, Complaint, Investigation Reports, Conference Notice, plus any miscellaneous papers relating to the administration of family day care.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
17 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
3 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
77 West Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Retain family day care annual records for five (5) successive years preceding the current year for the duration of the family day care, then destroy. Retain closed family day care records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: OCCLR Region I

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: Center Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: License Application, Request for Inspection, Licensing Report, Operational Changes in Day Care Center, Inspection Report, Review/Referral Form, Corrective Action Plan, Variance Request, Complaint Against Centrer, Correspondence, Investigation Reports, Conference Notice, Staffing Patterns, Personnel List, Fire Marshal Report, Menus, evidence of compliance with applicable building, zoning, plumbing, gas and electric codes, plus any miscellaneous papers relating to the administation of center day care.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

7 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
77 West Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain center day care annual records for five (5) successive years preceding the current year for the duration of the center, then destroy. Retain closed day care center records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

1705

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: OCCLR Region I

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: Unopened Case Records Center Day Care
5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER: immediately
NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
77 West Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: OCCLR Region I

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: Unopened Case Records Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1/2 NUMBER

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1/2 NUMBER

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
2 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
77 West Street
Annapolis, MD 21401

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Dept. of Human Resources
2. DIVISION: Office of Child Care Licensing and Reg.
3. UNIT: Region II Balto. City

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: Personnel Records

5. EARLIEST YEAR/LATEST YEAR: 1987 TO Present

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

This file consists of staff arrangement of some or all of the following: evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [X] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME: 2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION: 1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER employee
3 NUMBER [ ] MONTH(S) [X] YEAR(S) leaves

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB Liberty Campus, Room 241
2901 Liberty Heights Avenue
~~Baltimore, MD 21215~~

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
[X] YES [ ] NO DOP, DHR Personnel

15. ACCESS RESTRICTIONS [X] YES [ ] NO
(IF YES, CITE LAW(S) & REGULATION(S))
Privacy Act

16. AUDIT REQUIREMENTS
[X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[ ] YES [X] NO

18. RECOMMENDED RETENTION
Three years after employee leaves

19. NAME AND TITLE OF PREPARER
Office Secretary III
Phyllis Flaxman

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region II Baltimore City

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: Timekeeping
5. EARLIEST YEAR/LATEST YEAR: 1986 TO Present

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

This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administation of timekeeping records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [X] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB-Liberty Campus, Room 241
2901 Liberty Heights Avenue
Baltimore, MD 21215

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

DOP, DHR Personnel

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain one (1) calendar year then destroy

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Baltimore City Region II

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: General Administrative Correspondence

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
13 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
3 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB-Liberty Campus, Room 241
2901 LIberty Heights Avenue
Baltimore, MD 21215

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

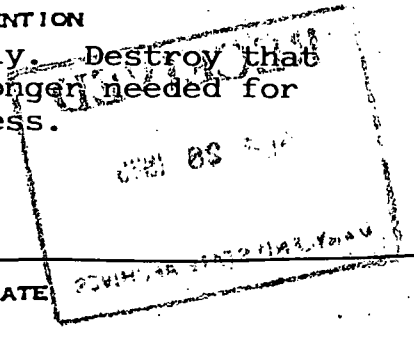
15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen Annually. Destroy that material no longer needed for current business.



19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region II Baltimore City

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: Purchasing Records

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Purchasing Records

Actual Emergency and Repair Reports
Copy of Contract Awarded
Requisitions for Supplies from Vendors
Purchase Orders
Report of Partial or Full Delivery
Agency Interoffice Requisitions

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB-Liberty Campus, Room 241
2901 Liberty Heights Avenue
Baltimore, MD 21215

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [X] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for three (3) years or until all audit requirements are fulfilled, then destry.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region II Baltimore, City

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: Enforcement Files
5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of correspondence, complaints, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
3 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
7 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB-Liberty Campus, Room 241
2901 Liberty Heights Avenue
Baltiamore, MD 21215

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
The Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for seven years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III
20. TELEPHONE NUMBER: 333-0193
21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Human Resources	Office of Child Care Licensing and Regulation	Region II Baltimore, City

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
Information and Resource Materials

5. EARLIEST YEAR/LATEST YEAR
1987 TO Present

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

OCCLR maintains a sizeable collection of information and data resource materials relating to family and center day care in public and private sector; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training; personnel management. Materials are filed by subject, by program or organizational title, or by georgraphic locale (local, state, national)

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
_____ NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
_____ NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [XX] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB Liberty Campus, Room 241
2901 Liberty Heights Avenue
Baltimore, MD 21215

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [XX] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen annually, destroying materials not needed for conduct of business.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Phyllis Flaxman Office Secretary III	333-0193	August 22, 1989

DGS 550-4 (REVISED 2/87)

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 INVENTORY

1205

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region II Baltimore City

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
Family Day Care

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
This file may consist of all or some of the following: Fire Marshall Report, Sanitary Inspection report, Application, Copy of the Registration Certificate, Criminal Record Clearance, Change of Situation Form, Substitute Form, Fire/ Safety Checklist, Correspondence, Complaint, Investigation Reports, Conference Notice, plus any miscellaneous papers relating to the administration of family day care.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
43 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
3 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB Liberty Campus, Room 241
2901 Liberty Heights Avenue
Baltimore, MD 21215

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION
Retain family day care annual records for five (5) successive years preceding the current year for the duration of the family day care, then destroy. Retain closed family day care records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1905

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region II Baltimore City

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: Center Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TOPresent

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

This file may consist of all or some of the following: License Application, Request for Inspection, Licensing Report, Operational Changes in Day Care Center, Inspection Report, Review/Referral Form, Corrective Action Plan, Variance Request, Complaint Against Centrer, Correspondence, Investigation Reports, Conference Notice, Staffing Patterns, Personnel List, Fire Marshal Report, Menus, evidence of compliance with applicable building, zoning, plumbing, gas and electric codes, plus any miscellaneous papers relating to the administation of center day care.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

14 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB Liberty Campus, Room 241
2901 Liberty Heights Avenue
Baltimore, MD 21215

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain center day care annual records for five (5) successive years preceding the current year for the duration of the center, then destroy. Retain closed day care center records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region II Baltimore City

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: Unopened Case Records Center Day Care
5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER: immediately
NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB Liberty Campus, Room 241
2901 Liberty Heights Avenue, 21215

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION:
Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III
20. TELEPHONE NUMBER: 333-0193
21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region II Baltimore City

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: Unopened Case Records Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

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

10. ANNUAL ACCUMULATION
1/2 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED Not applicable
- ☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
2 NUMBER
- ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
CCB-Liberty Campus,, Room 241
2901 Liberty Heights Avenue
Baltimore, MD 21215

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- ☐ YES ☒ NO

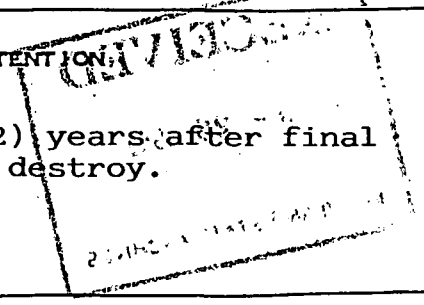
15. ACCESS RESTRICTIONS
- ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

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:

Retain two (2) years after final action, then destroy.



19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

1905

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 INVENTORY

1. DEPARTMENT/AGENCY: Dept. of Human Resources
2. DIVISION: Office of Child Care Licensing and Reg.
3. UNIT: Region III North Central

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: Personnel Records

5. EARLIEST YEAR/LATEST YEAR: 1987 TO Present

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

This file consists of staff arrangement of some or all of the following: evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [X] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER employee leaves
NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Dundalk Community College
7200 Sollers Point Road
Baltimore, MD 21222

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

DOP, DHR Personnel

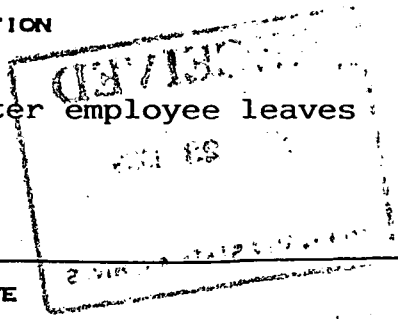
15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)
Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Three years after employee leaves



19. NAME AND TITLE OF PREPARER
Office Secretary III
Phyllis Flaxman

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region III North Central

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: Timekeeping
5. EARLIEST YEAR/LATEST YEAR: 1986 TO Present

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

This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administation of timekeeping records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [XX] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Dundalk Community College
7200 Sollers Point Road
Baltimore, MD 21222

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
[XX] YES [ ] NO DOP, DHR Personnel

15. ACCESS RESTRICTIONS [ ] YES [X] NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
[X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[ ] YES [XX] NO

18. RECOMMENDED RETENTION
Retain one (1) calendare year, then destroy

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III
20. TELEPHONE NUMBER: 333-0193
21. DATE: August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region III North Central

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: General Administrative Correspondence

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
3 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Dundalk Community College
7200 Sollers Point Road
Baltimore, MD 21222

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen Annually. Destroy that material no longer needed for current business.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region III North Central

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: Purchasing Records

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Purchasing Records

Actual Emergency and Repair Reports
Copy of Contract Awarded
Requisitions for Supplies from Vendors
Purchase Orders
Report of Partial or Full Delivery
Agency Interoffice Requisitions

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

10. ANNUAL ACCUMULATION
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1/2 NUMBER

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Dundalk Community College
7200 Sollers Point Road
Baltimore, MD 21222

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [X] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for three (3) years or until all audit requirements are fulfilled, then destroy

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region III North Central

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: Enforcement Files
5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of correspondence, complaints, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
3 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
7 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Dunalk Community College
7200 Sollers Point Road
Baltimore, MD 21222

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

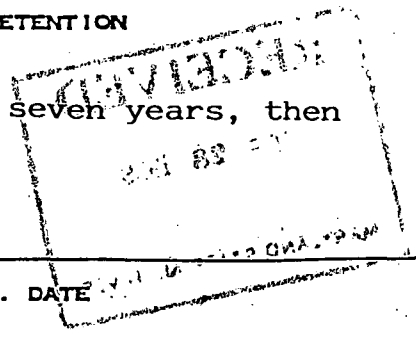
(IF YES, CITE LAW(S) & REGULATION(S))
The Right to Privacy Act

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Retain for seven years, then destroy.



19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III
20. TELEPHONE NUMBER: 333-0193
21. DATE: August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region III North Central

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
Information and Resource Materials

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

OCCLR maintains a sizeable collection of information and data resource materials relating to family and center day care in public and private sector; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training; personnel management. Materials are filed by subject, by program or organizational title, or by georgraphic locale (local, state, national)

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
25 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
5 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED Not applicable
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Dundalk Community College
7200 Sollers Point Road
Baltimore, MD 21222

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)

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
Screen annually, destroying materials not needed for conduct of business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region III North Central

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: Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: Fire Marshall Report, Sanitary Inspection report, Application, Copy of the Registration Certificate, Criminal Record Clearance, Change of Situation Form, Substitute Form, Fire/ Safety Checklist, Correspondence, Complaint, Investigation Reports, Conference Notice, plus any miscellaneous papers relating to the administration of family day care.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
- [x] FILE DRAWER(S) 20 NUMBER
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S) 3 NUMBER
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER 5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Dundalk Community College
7200 Sollers Point Road
Baltimore, MD 21222

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Retain family day care annual records for five (5) successive years preceding the current year for the duration of the family day care, then destroy. Retain closed family day care records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region III North Central

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: Center Day Care
5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: License Application, Request for Inspection, Licensing Report, Operational Changes in Day Care Center, Inspection Report, Review/Referral Form, Corrective Action Plan, Variance Request, Complaint Against Centrer, Correspondence, Investigation Reports, Conference Notice, Staffing Patterns, Personnel List, Fire Marshal Report, Menus, evidence of compliance with applicable building, zoning, plumbing, gas and electric codes, plus any miscellaneous papers relating to the administation of center day care.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
10 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
2 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Dundalk Community College
7200 Sollers Point Road
Baltimore, MD 21222

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION
Retain center day care annual records for five (5) successive years preceding the current year for the duration of the center, then destroy. Retain closed day care center records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III
20. TELEPHONE NUMBER: 333-0193
21. DATE: August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region III North Central

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: Unopened Case Records Center Day Care
5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER: immediately
NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Dundalk Community College
7200 Sollers Point Road
Baltimore, MD 21222

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III
20. TELEPHONE NUMBER: 333-0193
21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region III North Central

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: Unopened Case Records Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- ☒ LETTER SIZE
- ☐ LEGAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ 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)

2 NUMBER

10. ANNUAL ACCUMULATION
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED Not applicable
- ☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
2 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Dundalk Community College
7200 Sollers Point Road
Dundalk, MD 21222

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

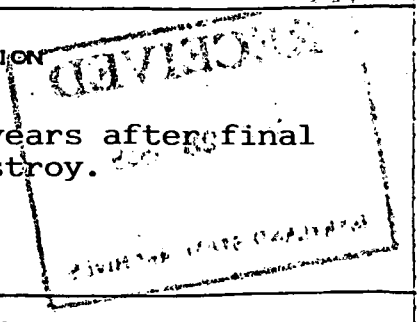
15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

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

Retain two (2) years after final action, then destroy.



19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

DGS 550-4 (REVISED 2/87)

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Dept. of Human Resources
2. DIVISION: Office of Child Care Licensing and Reg.
3. UNIT: Region IV Prince George's Co.

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: Personnel Records

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of staff arrangement of some or all of the following: evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [X] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [XX] ALPHABETICAL
- [ ] NUMERICAL
- [XX] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
4 NUMBER
- [XX] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER employee
NUMBER
- [ ] MONTH(S)
- YEAR(S) leaves

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
425 Brightseat Road, 2nd Floor
Landover, MD 20785

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

DOP, DHR Personnel

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Privacy Act

16. AUDIT REQUIREMENTS
- [XX] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Three years after employee leaves

19. NAME AND TITLE OF PREPARER
Office Secretary III
Phyllis Flaxman

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region IV Prince George's County

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: Timekeeping

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administation of timekeeping records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
425 Brightseat Road, 2nd Floor
Landover, MD 20785

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

DOP, DHR Personnel

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for one (1) year, then destroy

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
OFfice Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region IV Prince George's County

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
General Administrative Correspondence

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

3 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED
[X] DAILY [ ] WEEKLY [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER [ ] MONTH(S) [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
425 Brightseat Road, 2nd Floor
Landover, MD 20785

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
[ ] YES [X] NO

15. ACCESS RESTRICTIONS [ ] YES [X] NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
[X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[ ] YES [X] NO

18. RECOMMENDED RETENTION
Screen Annually. Destroy that material no longer needed for current business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region IV Prince George's County

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: Purchasing Records

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Purchasing Records

Actual Emergency and Repair Reports
Copy of Contract Awarded
Requisitions for Supplies from Vendors
Purchase Orders
Report of Partial or Full Delivery
Agency Interoffice Requisitions

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
425 Brightseat Road, 2nd Floor
Landover, MD 20785

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [X] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for three (3) years or until all audit requirements are fulfilled, then destroy

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region IV Prince George's County

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: Enforcement Files

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of correspondence, complaints, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
3 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
7 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
425 Brightseat Road, 2nd Floor
Landover, MD 20785

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
The Right to Privacy Act

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Retain for seven years, then destroy.

RECEIVED

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region IV Price George's County

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: Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: Fire Marshall Report, Sanitary Inspection report, Application, Copy of the Registration Certificate, Criminal Record Clearance, Change of Situation Form, Substitute Form, Fire/ Safety Checklist, Correspondence, Complaint, Investigation Reports, Conference Notice, plus any miscellaneous papers relating to the administration of family day care.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
20 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
6 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
425 Brightseat Road, 2nd Floor
Landover, MD 20785

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Retain family day care annual records for five (5) successive years preceding the current year for the duration of the family day care, then destroy. Retain closed family day care records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region IV Prince George's County

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
Center Day Care

5. EARLIEST YEAR/LATEST YEAR
1988 TOPresent

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

This file may consist of all or some of the following: License Application, Request for Inspection, Licensing Report, Operational Changes in Day Care Center, Inspection Report, Review/Referral Form, Corrective Action Plan, Variance Request, Complaint Against Centrer, Correspondence, Investigation Reports, Conference Notice, Staffing Patterns, Personnel List, Fire Marshal Report, Menus, evidence of compliance with applicable building, zoning, plumbing, gas and electric codes, plus any miscellaneous papers relating to the administation of center day care.

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
20 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
3 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
425 Road, 2nd Floor
Landover, MD 20785

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)
Right to Privacy Act

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
Retain center day care annual records for five (5) successive years preceding the current year for the duration of the center, then destroy. Retain closed day care center records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region IV Prince George's County

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
Unopened Case Records Center Day Care

5. EARLIEST YEAR/LATEST YEAR
7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

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

10. ANNUAL ACCUMULATION
1 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED Not applicable
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER immediately
NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
425 Brightseat Road, 2nd Floor
Landover, MD 20785

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))
Right to Privacy Act

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
Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region IV Prince George's Co.

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: Unopened Case Records Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

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)
- 1 NUMBER ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- 1 NUMBER ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED Not applicable
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
2 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
425 Brightseat Road, 2nd Floor
Landover, MD 20785

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))

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
Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1905

1. DEPARTMENT/AGENCY: Dept. of Human Resources
2. DIVISION: Office of Child Care Licensing and Reg.
3. UNIT: Region V Montgomery County

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: Personnel Records

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of staff arrangement of some or all of the following: evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [X] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER employee leaves
NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
51 Monroe Street, Suite 606
Rockville, MD 20850

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

DOP, DHR Personnel

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)) Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Three years after employee leaves

RECEIVED
JUL 83

19. NAME AND TITLE OF PREPARER: Office Secretary III Phyllis Flaxman

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

DGS 550-4 (REVISED 2/87)

1905

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region V MOntgomery County

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: Timekeeping

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administation of timekeeping records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
51 Monroe Street
Suite 606
Rockville, MD 20850

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO DOP, DHR personnel

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S)

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for one (1) year,
Then Destroy

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region V Montgomery County

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: General Administrative Correspondence

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
51 Monroe Street
Suite 606
Rockville, MD 20850

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen Annually. Destroy that material no longer needed for current business.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region V Montgomery County

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: Purchasing Records

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

Purchasing Records

Actual Emergency and Repair Reports
Copy of Contract Awarded
Requisitions for Supplies from Vendors
Purchase Orders
Report of Partial or Full Delivery
Agency Interoffice Requisitions

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
51 Monroe Street
Suite 606
Rockville, MD 20850

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [X] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for three (3) years or until all audit requirements are fulfilled, then destroy

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region V Montgomery County

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: Enforcement Files

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of correspondence, complaints, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
7 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
51 Monroe Street
Suite 606
Rockville, MD 20850

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
The Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for seven years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region V Montgomery County

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: Information and Resource Materials

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

OCCLR maintains a sizeable collection of information and data resource materials relating to family and center day care in public and private sector; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training; personnel management. Materials are filed by subject, by program or organizational title, or by georgraphic locale (local, state, national)

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [XX] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
51 Monroe Street
Suite 606
Rockville, MD 20850

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [XX] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen annually, destroying materials not needed for conduct of business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

DGS 550-4 (REVISED 2/87)

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region V Montgomery County

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: Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: Fire Marshall Report, Sanitary Inspection report, Application, Copy of the Registration Certificate, Criminal Record Clearance, Change of Situation Form, Substitute Form, Fire/ Safety Checklist, Correspondence, Complaint, Investigation Reports, Conference Notice, plus any miscellaneous papers relating to the administration of family day care.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
25 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
3 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
51 Monroe Street
Suite 606
Rockville, MD 20850

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Retain family day care annual records for five (5) successive years preceding the current year for the duration of the family day care, then destroy. Retain closed family day care records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region V Montgomery County

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: Center Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: License Application, Request for Inspection, Licensing Report, Operational Changes in Day Care Center, Inspection Report, Review/Referral Form, Corrective Action Plan, Variance Request, Complaint Against Centrer, Correspondence, Investigation Reports, Conference Notice, Staffing Patterns, Personnel List, Fire Marshal Report, Menus, evidence of compliance with applicable building, zoning, plumbing, gas and electric codes, plus any miscellaneous papers relating to the administation of center day care.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
17 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
51 Monroe Street
Suite 606
Rockville, MD 20850

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain center day care annual records for five (5) successive years preceding the current year for the duration of the center, then destroy. Retain closed day care center records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1905

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region V Montgomery County

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: Unopened Case Records Center Day Care

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER: immediately NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
51 Monroe Street
Suite 606
Rockville, MD 20850

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region V Montgomery County

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: Unopened Case Records Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

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

10. ANNUAL ACCUMULATION
1/2 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED Not applicable
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
2 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
51 Monroe Street
Suite 606
Rockville, MD 20850

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

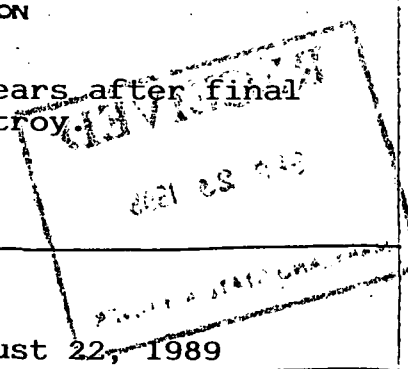
15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

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

Retain two (2) years after final action, then destroy.



19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Dept. of Human Resources
2. DIVISION: Office of Child Care Licensing and Reg.
3. UNIT: Region VI Midwestern

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: Personnel Records

5. EARLIEST YEAR/LATEST YEAR: 1988 TO ~~present~~

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

This file consists of staff arrangement of some or all of the following: evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [X] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

2 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

2 NUMBER

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER employee
NUMBER [ ] MONTH(S) [ ] YEAR(S) leaves

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Bethany 40, Center I, Unit 115
10176 Baltimore National Pike
Ellicott City, MD 21043

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
[X] YES [ ] NO DOP, DHR Personnel

15. ACCESS RESTRICTIONS [X] YES [ ] NO
(IF YES, CITE LAW(S) & REGULATION(S)
Privacy Act

16. AUDIT REQUIREMENTS
[X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[ ] YES [X] NO

18. RECOMMENDED RETENTION
Three years after employee leaves

19. NAME AND TITLE OF PREPARER
Office Secretary III
Phyllis Flaxman

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region VI Midwestern

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: Timekeeping
5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administation of timekeeping records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

2 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1/2 NUMBER

11. FILE IS USED Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER [ ] MONTH(S) [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Bethany 40, Center I, Unit 115
10176 Baltimore National Pike
Ellicott City, MD 21043

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
[X] YES [ ] NO DOP, DHR Personnel

15. ACCESS RESTRICTIONS [ ] YES [X] NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
[X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[ ] YES [X] NO

18. RECOMMENDED RETENTION
Retain for one (1) year,
Then destroy

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III
20. TELEPHONE NUMBER: 333-0193
21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region VI Midwestern

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
General Administrative Correspondence

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Bethany 40, Center I, Unit 115
10176 Baltimore National Pike
~~Ellicott City, MD 21043~~

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen Annually. Destroy that material no longer needed for current business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Human Resources	Office of Child Care Licensing and Regulation	Region VI Midwestern

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

Purchasing Records

5. EARLIEST YEAR/LATEST YEAR

1988 TO Present

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

Purchasing Records

Actual Emergency and Repair Reports
Copy of Contract Awarded
Requisitions for Supplies from Vendors
Purchase Orders
Report of Partial or Full Delivery
Agency Interoffice Requisitions

7. RECORD SERIES FORMAT(S)

- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME

1 NUMBER

- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

1/2 NUMBER

- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable

- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 NUMBER

- [ ] MONTH(S)
- [X] YEAR(S)

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

Bethany 40, Center I, Unit 115
10176 Baltimore National Pike
~~Ellicott City, MD , 21043~~

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)

- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS

- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- [ ] NONE
- [X] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

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

- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for three (3) years or until all audit requirements are fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Phyllis Flaxman Office Secretary III	333-0193	August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region VI Midwestern

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: Enforcement Files

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of correspondence, complaints, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
3 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
7 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Bethany 40, Center I, Unit 115
10176 Baltimore National Pike
Ellicott City, MD 21043

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
The Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for seven years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region VI Midwestern

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
Information and Resource Materials

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

OCCLR maintains a sizeable collection of information and data resource materials relating to family and center day care in public and private sector; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training; personnel management. Materials are filed by subject, by program or organizational title, or by georgraphic locale (local, state, national)

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
14 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
10 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [XX] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Bethany 40, Center I, Unit 115
10176 Baltimore National Pike
Ellicott City, MD 21043

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [XX] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [ ] NO

18. RECOMMENDED RETENTION
Screen annually, destroying materials not needed for conduct of business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region VI Midwestern

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: Periodic Information Fliers, Newsletters, and News Notes

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

In conjunctin with outreach and technical assistance to employees, centers and family providers, and other human services agencies, OCCLR produces occasional informational news notes and newsletters. Records pertaining to these items include planning and working papers, resource materials, art work, camera ready copy when available and publication.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
2 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Bethany 40, Center I, Unit 115
10176 Baltimore National Pike
~~Ellicott City, MD 21043~~

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [x] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Screen annually, destroying materials not needed for conduct of business. Retain one official copy of each publication permanently.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

DGS 550-4 (REVISED 2/87)

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 INVENTORY

1705

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region VI Midwestern

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
Family Day Care

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
This file may consist of all or some of the following: Fire Marshall Report, Sanitary Inspection report, Application, Copy of the Registration Certificate, Criminal Record Clearance, Change of Situation Form, Substitute Form, Fire/ Safety Checklist, Correspondence, Complaint, Investigation Reports, Conference Notice, plus any miscellaneous papers relating to the administration of family day care.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
40 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
5 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Bethany 40, Center I (Unit 115)
10176 Baltimore National Pike
Ellicott City, MD 21043

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION
Retain family day care annual records for five (5) successive years preceding the current year for the duration of the family day care, then destroy. Retain closed family day care records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22 ,1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region VI Midwestern

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: Center Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: License Application, Request for Inspection, Licensing Report, Operational Changes in Day Care Center, Inspection Report, Review/Referral Form, Corrective Action Plan, Variance Request, Complaint Against Centrer, Correspondence, Investigation Reports, Conference Notice, Staffing Patterns, Personnel List, Fire Marshal Report, Menus, evidence of compliance with applicable building, zoning, plumbing, gas and electric codes, plus any miscellaneous papers relating to the administation of center day care.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

16 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

3 NUMBER

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Bethany 40, Center I, Unit 115
10176 Baltimore National Pike
Ellicott City, MD 21043

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain center day care annual records for five (5) successive years preceding the current year for the duration of the center, then destroy. Retain closed day care center records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region VI Midwestern

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: Unopened Case Records Center Day Care
5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
6 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
2 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER immediately NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Bethany 40, Center I, Unit 115
10176 Baltimore National Pike
Ellicott City, MD 21043

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III
20. TELEPHONE NUMBER: 333-0193
21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region VI Midwestern

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: Unopened Case Records Family Day Care
5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
- [X] FILE DRAWER(S) 6 NUMBER
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S) 2 NUMBER
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER 2 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Bethany 40, Center I, Unit 115
10176 Baltimore National Pike
Ellicott City, MD 21043

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Dept. of Human Resources	Office of Child Care Licensing and Reg.	Region VII Western Maryland

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	5. EARLIEST YEAR/LATEST YEAR
Personnel Records	1988 TO Present

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

This file consists of staff arrangement of some or all of the following: evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.

7. RECORD SERIES FORMAT(S)

- [X] LETTER SIZE
- [X] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE

- [XX] ALPHABETICAL
- [ ] NUMERICAL
- [XX] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME

2 NUMBER

- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

1/2 NUMBER

- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable

- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER employee

NUMBER [ ] MONTH(S) [ ] YEAR(S) leaves

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

6 West Washington Street
Hagerstown, MD 21740

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)

[X] YES [ ] NO DOP, DHR Personnel

15. ACCESS RESTRICTIONS [X] YES [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)
Privacy Act

16. AUDIT REQUIREMENTS

[XX] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT

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

[ ] YES [X] NO

18. RECOMMENDED RETENTION

Three years after employee leaves

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Office Secretary III Phyllis Flaxman	333-0193	August 22 ,1989

1705

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region VII Western Maryland

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: Timekeeping

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administation of timekeeping records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [XX] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Appropriate
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
6 West Washington Street
Hagerstown, MD 21740

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

DHR Payroll

15. ACCESS RESTRICTIONS
- [ ] YES
- [XX] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [XX] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain one (1) calendar year, then destroy

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

DGS 550-4 (REVISED 2/87)

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region VII Western Maryland

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: General Administrative Correspondence

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
3 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
6 West Washington Street
Hagerstown, MD 21740

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen Annually. Destroy that material no longer needed for current business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1905

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region VII Western Maryland

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: Purchasing Records

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Purchasing Records

Actual Emergency and Repair Reports
Copy of Contract Awarded
Requisitions for Supplies from Vendors
Purchase Orders
Report of Partial or Full Delivery
Agency Interoffice Requisitions

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
6 West Washington Street
Hagerstown, MD 21740

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [X] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for three (3) years or until all audit requirements are fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region VII Western Maryland

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
Enforcement Files

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

This file consists of correspondence, complaints, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
7 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
6 West Washington Street
Hagerstown, MD 21740

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
The Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain for seven years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region VII Western Maryland

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: Information and Resource Materials

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

OCCLR maintains a sizeable collection of information and data resource materials relating to family and center day care in public and private sector; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training; personnel management. Materials are filed by subject, by program or organizational title, or by georgraphic locale (local, state, national)

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [XX] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
6 West Washington Street
Hagerstown, MD 21740

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

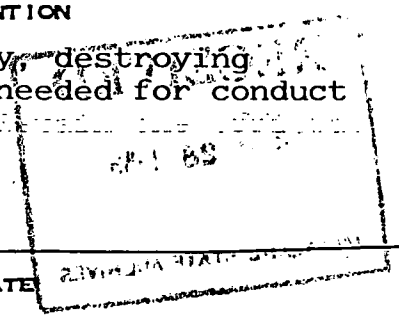
15. ACCESS RESTRICTIONS
- [ ] YES
- [XX] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen annually, destroying materials not needed for conduct of business.



19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22 ,1989

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 INVENTORY

1905

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region VII Western Maryland

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: Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: Fire Marshall Report, Sanitary Inspection report, Application, Copy of the Registration Certificate, Criminal Record Clearance, Change of Situation Form, Substitute Form, Fire/ Safety Checklist, Correspondence, Complaint, Investigation Reports, Conference Notice, plus any miscellaneous papers relating to the administration of family day care.

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)
- 16 NUMBER
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- 3 NUMBER
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
6 West Washington Street
Hagerstown, MD 21740

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))

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

Retain family day care annual records for five (5) successive years preceding the current year for the duration of the family day care, then destroy. Retain closed family day care records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1905

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region VII Western Maryland

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
Center Day Care

5. EARLIEST YEAR/LATEST YEAR
1988 TOPresent

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

This file may consist of all or some of the following: License Application, Request for Inspection, Licensing Report, Operational Changes in Day Care Center, Inspection Report, Review/Referral Form, Corrective Action Plan, Variance Request, Complaint Against Centrer, Correspondence, Investigation Reports, Conference Notice, Staffing Patterns, Personnel List, Fire Marshal Report, Menus, evidence of compliance with applicable building, zoning, plumbing, gas and electric codes, plus any miscellaneous papers relating to the administation of center day care.

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
8 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
2 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
6 West Washington Street
Hagerstown, MD 21740

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)
Right to Privacy Act

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
Retain center day care annual records for five (5) successive years preceding the current year for the duration of the center, then destroy. Retain closed day care center records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1705

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region VII Western Maryland

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: Unopened Case Records Center Day Care

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1/2 NUMBER

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER: immediately NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
6 West Washington Street
Hagerstown, MD 21740

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION
Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region VII Western Maryland

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: Unopened Case Records Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

2 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER 2 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
6 West Washinton Street
Hagerstown, MD 21740

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Dept. of Human Resources
2. DIVISION: Office of Child Care Licensing and Reg.
3. UNIT: Region VIII Upper Shore

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: Personnel Records

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of staff arrangement of some or all of the following: evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [X] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

2 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER employee
NUMBER [ ] MONTH(S) [ ] YEAR(S) leaves

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Routes 50 & 213
Wye Mills, MD 21679

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
[X] YES [ ] NO DOP, DHR Personnel

15. ACCESS RESTRICTIONS [X] YES [ ] NO
(IF YES, CITE LAW(S) & REGULATION(S))
Privacy Act

16. AUDIT REQUIREMENTS
[X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[ ] YES [X] NO

18. RECOMMENDED RETENTION
Three years after employee leaves

19. NAME AND TITLE OF PREPARER
Office Secretary III
Phyllis Flaxman

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region VIII Upper Shore

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: Timekeeping
5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administation of timekeeping records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Routes 50 & 213
Wye Mills, MD 21679

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

DHR Payroll

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain one (1) calendar Year,
Then destroy

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1905

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region VIII Upper Shore

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: General Administrative Correspondence

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Routes 50 & 213
Wye Mills, MD 216679

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen Annually. Destroy that material no longer needed for current business.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22,,1989

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 INVENTORY

 1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region VIII Upper Shore

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: Purchasing Records

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Purchasing Records

Actual Emergency and Repair Reports
Copy of Contract Awarded
Requisitions for Supplies from Vendors
Purchase Orders
Report of Partial or Full Delivery
Agency Interoffice Requisitions

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Routes 50 & 213
Wye Mills, MD 21679

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [X] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for three (3) years or until all audit requirements are fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region VIII Upper Shore

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: Enforcement Files

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of correspondence, complaints, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1/2 NUMBER

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
7 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Routes 50 & 213
Wye Mills, MD 216679

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
The Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for seven years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region VIII Upper Shore

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
Information and Resource Materials

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

OCCLR maintains a sizeable collection of information and data resource materials relating to family and center day care in public and private sector; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training; personnel management. Materials are filed by subject, by program or organizational title, or by georgraphic locale (local, state, national)

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
3 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED Not applicable
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER ☐ MONTH(S) XX YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Routes 50 & 213
Wye Mills, MD 21679

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES XX NO
(IF YES, CITE LAW(S) & REGULATION(S)

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
Screen annually, destroying materials not needed for conduct of business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region VIII Upper Shore

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: Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: Fire Marshall Report, Sanitary Inspection report, Application, Copy of the Registration Certificate, Criminal Record Clearance, Change of Situation Form, Substitute Form, Fire/ Safety Checklist, Correspondence, Complaint, Investigation Reports, Conference Notice, plus any miscellaneous papers relating to the administration of family day care.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

17 NUMBER

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

2 NUMBER

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Route 50 & 213
Wye Mills, MD 21679

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Retain family day care annual records for five (5) successive years preceding the current year for the duration of the family day care, then destroy. Retain closed family day care records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region VIII Upper Shore

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: Center Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TOPresent

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

This file may consist of all or some of the following: License Application, Request for Inspection, Licensing Report, Operational Changes in Day Care Center, Inspection Report, Review/Referral Form, Corrective Action Plan, Variance Request, Complaint Against Centrer, Correspondence, Investigation Reports, Conference Notice, Staffing Patterns, Personnel List, Fire Marshal Report, Menus, evidence of compliance with applicable building, zoning, plumbing, gas and electric codes, plus any miscellaneous papers relating to the administation of center day care.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

4 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Routes 50 & 213
Wye Mills, MD 21679

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain center day care annual records for five (5) successive years preceding the current year for the duration of the center, then destroy. Retain closed day care center records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1705

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region VIII Upper Shore

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: Unopened Case Records Center Day Care

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1/2 NUMBER

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER: immediately
NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Route 50 & 213
Wye Mills, MD 21679

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

DGS 550-4 (REVISED 2/87)

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region VIII Upper Shore

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: Unopened Case Records Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
2 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Routes 50 & 213
Wye Mills, MD 21679

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

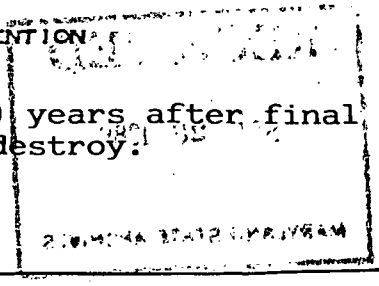
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION:

Retain two (2) years after final action, then destroy.



19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Dept. of Human Resources
2. DIVISION: Office of Child Care Licensing and Reg.
3. UNIT: Region IX Lower Shore

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: Personnel Records

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of staff arrangement of some or all of the following: evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [X] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER employee
NUMBER
- [ ] MONTH(S)
- YEAR(S) leaves

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
209-C Milford Street
Salisbury, MD 21801

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
[X] YES [ ] NO DOP, DHR Personnel

15. ACCESS RESTRICTIONS [X] YES [ ] NO
(IF YES, CITE LAW(S) & REGULATION(S)
Privacy Act

16. AUDIT REQUIREMENTS
[X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[ ] YES [X] NO

18. RECOMMENDED RETENTION
Three years after employee leaves

19. NAME AND TITLE OF PREPARER
Office Secretary III
Phyllis Flaxman

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

DGS 550-4 (REVISED 2/87)

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region IX Lower Shore

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: Timekeeping

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administation of timekeeping records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Appropriate
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
209-C Milford Street
Salisbury, MD 21801

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

DHR Payroll

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain one (1) Year, then destroy

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

 1205

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region IX Lower Shore

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
General Administrative Correspondence

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.

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

10. ANNUAL ACCUMULATION
1/2 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
209-C Milford Street
Salisbury, MD 21801

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))

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
Screen Annually. Destroy that material no longer needed for current business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region IX Lower Shore

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: Purchasing Records
5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Purchasing Records

Actual Emergency and Repair Reports
Copy of Contract Awarded
Requisitions for Supplies from Vendors
Purchase Orders
Report of Partial or Full Delivery
Agency Interoffice Requisitions

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

10. ANNUAL ACCUMULATION
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1/4 NUMBER

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
209-C Milford Street
Salisbury, MD 21801

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [X] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for three (3) years or until all audit requirements are fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III
20. TELEPHONE NUMBER: 333-0193
21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region IX Lower Shore

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: Enforcement Files

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of correspondence, complaints, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1/4 NUMBER

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
7 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
209-C Milford Street
Salisbury, MD 21801

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
The Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for seven years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region IX Lower Shore

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
Information and Resource Materials

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

OCCLR maintains a sizeable collection of information and data resource materials relating to family and center day care in public and private sector; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training; personnel management. Materials are filed by subject, by program or organizational title, or by georgraphic locale (local, state, national)

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
3 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED Not applicable
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
209-C Milford Street
Salisbury, MD 21801

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))

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
Screen annually, destroying materials not needed for conduct of business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region IX Southern Shore

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: Periodic Information Fliers, Newsletters, and News Notes

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

In conjunction with outreach and technical assistance to employees, centers and family providers, and other human services agencies, OCCLR produces occasional informational news notes and newsletters. Records pertaining to these items include planning and working papers, resource materials, art work, camera ready copy when available and publication.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
209-C Milford Street
Salisbury, MD 21801

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [x] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Screen annually, destroying materials not needed for conduct of business. Retain one official copy of each publication permanently.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region IX Southern Shore

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: Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: Fire Marshall Report, Sanitary Inspection report, Application, Copy of the Registration Certificate, Criminal Record Clearance, Change of Situation Form, Substitute Form, Fire/ Safety Checklist, Correspondence, Complaint, Investigation Reports, Conference Notice, plus any miscellaneous papers relating to the administration of family day care.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
10 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
209-C Milford Street
Salisbury, MD 21801

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Retain family day care annual records for five (5) successive years preceding the current year for the duration of the family day care, then destroy. Retain closed family day care records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region IX Lower Shore

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: Center Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: License Application, Request for Inspection, Licensing Report, Operational Changes in Day Care Center, Inspection Report, Review/Referral Form, Corrective Action Plan, Variance Request, Complaint Against Centrer, Correspondence, Investigation Reports, Conference Notice, Staffing Patterns, Personnel List, Fire Marshal Report, Menus, evidence of compliance with applicable bulding, zoning, plumbing, gas and electric codes, plus any miscellaneous papers relating to the administation of center day care.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
5 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
209-C Milford Street
Salisbury, MD 21801

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Retain center day care annual records for five (5) successive years preceding the current year for the duration of the center, then destroy. Retain closed day care center records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region IX Lower Shore

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: Unopened Case Records Center Day Care

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER: immediately
NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
209-C Milford Street
Salisbury, MD 21801

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region IX Lower Shore

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
Unopened Case Records Family Day Care

5. EARLIEST YEAR/LATEST YEAR
7/88 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

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

10. ANNUAL ACCUMULATION
1/2 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED Not applicable
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
2 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
209-C Milford Street
Salisbury, MD 21801

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))

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
Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Dept. of Human Resources
2. DIVISION: Office of Child Care Licensing and Reg.
3. UNIT: Region X Southern Tri-County

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: Personnel Records

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of staff arrangement of some or all of the following: evaluations, incoming letters, outgoing letters, memoranda, grievances, commendations, reclassification requests, promotion hiring/firing materials, and miscellaneous papers relating to the administration of the personnel system.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [X] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

10. ANNUAL ACCUMULATION
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1/2 NUMBER

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER employee
- [ ] MONTH(S)
- [ ] YEAR(S) leaves

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Olde Towne Professional Centre
32 Courthouse Drive
Leonardtown, MD 20650

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

DOP, DHR Personnel

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)
Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Three years after employee leaves

19. NAME AND TITLE OF PREPARER
Office Secretary III
Phyllis Flaxman

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

1205

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 INVENTORY

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region X Southern Tri-County

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: Timekeeping

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file consists of some or all of the following: time sheets, leave slips, overtime vouchers, doctor's notes, and any miscellaneous papers relating to the administation of timekeeping records.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Old Towne Professional Centre
32 Courthouse Drive
Leonardtowne, MD 20650

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

DHR Payroll

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S)

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain one (1) calendar year,
Then destroy

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

DGS 550-4 (REVISED 2/87)

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 INVENTORY

1205

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION
Office of Child Care Licensing and Regulation

3. UNIT
Region X Southern Tri-County

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
General Administrative Correspondence

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives, and other miscellaneous papers relating to the administration of the Office of Child Care Licensing and Regulation.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [X] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Olde Towne Professional Centre
32 Courthouse Drive
Leonardtown, MD 20650

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
Screen Annually. Destroy that material no longer needed for current business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1705

1. DEPARTMENT/AGENCY: Human Resources
2. DIVISION: Office of Child Care Licensing and Regulation
3. UNIT: Region X Southern Tri-County

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: Purchasing Records
5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

Purchasing Records

Actual Emergency and Repair Reports
Copy of Contract Awarded
Requisitions for Supplies from Vendors
Purchase Orders
Report of Partial or Full Delivery
Agency Interoffice Requisitions

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [XX] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not Applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Olde Towne Professional Centre
32 Courthouse Drive
Leonardtown, MD 20650

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [X] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain for three (3) years or until all audit requirements are fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III
20. TELEPHONE NUMBER: 333-0193
21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region X Southern Tri-County

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
Enforcement Files

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

This file consists of correspondence, complaints, hearing reports, court testimony, pertinent document copies from recipient's file, etc. This file may consist of all or some of the above relating to the administration of enforcement records.

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

10. ANNUAL ACCUMULATION
1/2 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED Not Applicable
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
7 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Olde Towne professional Centre
32 Courthouse Drive
Leonardtown, MD 20650

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))
The Right to Privacy Act

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
Retain for seven years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region X Southern Tri-County

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: Information and Resource Materials

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

OCCLR maintains a sizeable collection of information and data resource materials relating to family and center day care in public and private sector; programs of voluntary action/citizen participation pertaining to direct and indirect service, advocacy, and self-help support; activities of professional organizations and associations in day care, voluntary action research and training; personnel management. Materials are filed by subject, by program or organizational title, or by georgraphic locale (local, state, national)

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
3 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Olde Towne Professional Centre
32 Courthouse Drive
Leonardtown, MD 20650

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [ ] NO

18. RECOMMENDED RETENTION
Screen annually, destroying materials not needed for conduct of business.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region X Southern Tri-County

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: Family Day Care

5. EARLIEST YEAR/LATEST YEAR: 1988 TO Present

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

This file may consist of all or some of the following: Fire Marshall Report, Sanitary Inspection report, Application, Copy of the Registration Certificate, Criminal Record Clearance, Change of Situation Form, Substitute Form, Fire/ Safety Checklist, Correspondence, Complaint, Investigation Reports, Conference Notice, plus any miscellaneous papers relating to the administration of family day care.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
12 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
2 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Olde Towne professinal Centre
32 Courthouse Drive
Leonardtown, MD 20650

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Retain family day care annual records for five (5) successive years preceding the current year for the duration of the family day care, then destroy. Retain closed family day care records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region X Southern Tri-County

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
Center Day Care

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

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

This file may consist of all or some of the following: License Application, Request for Inspection, Licensing Report, Operational Changes in Day Care Center, Inspection Report, Review/Referral Form, Corrective Action Plan, Variance Request, Complaint Against Centrer, Correspondence, Investigation Reports, Conference Notice, Staffing Patterns, Personnel List, Fire Marshal Report, Menus, evidence of compliance with applicable building, zoning, plumbing, gas and electric codes, plus any miscellaneous papers relating to the administation of center day care.

7. RECORD SERIES FORMAT(S)
- ☒ LETTER SIZE
- ☐ LEGAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE
- ☐ OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- ☒ ALPHABETICAL
- ☐ NUMERICAL
- ☒ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY) _____

9. VOLUME
11 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
2 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Olde Towne Professional Centre
32 Courthouse Drive
Leonardtown, MD 20650

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)
Right to Privacy Act

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
Retain center day care annual records for five (5) successive years preceding the current year for the duration of the center, then destroy. Retain closed day care center records five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989

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 INVENTORY

1205

1. DEPARTMENT/AGENCY: Human Resources

2. DIVISION: Office of Child Care Licensing and Regulation

3. UNIT: Region X Southern Tri-County

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: Unopened Case Records Center Day Care

5. EARLIEST YEAR/LATEST YEAR: 7/88 TO Present

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

This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [X] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1/2 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED: Not applicable
- [ ] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER: immediately
NUMBER
- [ ] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Olde Towne Profrssional Centre
32 Courthouse Drive
Leonardtown, MD 20650

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [X] NO

15. ACCESS RESTRICTIONS
- [X] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy Act

16. AUDIT REQUIREMENTS
- [X] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION

Retain two (2) years after final action, then destroy.

19. NAME AND TITLE OF PREPARER: Phyllis Flaxman, Office Secretary III

20. TELEPHONE NUMBER: 333-0193

21. DATE: August 22, 1989

DGS 550-4 (REVISED 2/87)

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 INVENTORY

1705

1. DEPARTMENT/AGENCY
Human Resources

2. DIVISION Office of Child Care Licensing and Regulation

3. UNIT Region X Southern Tri-County

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
Unopened Case Records Family Day Care

5. EARLIEST YEAR/LATEST YEAR
7/88 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
This file contains all cases which were never opened. They were rejected or otherwise disposed of for such reasons as failure by the client to complete the application process or a finding of ineligibility.

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

10. ANNUAL ACCUMULATION
1/2 NUMBER
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED Not applicable
- ☐ DAILY
- ☐ WEEKLY
- ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
2 NUMBER
- ☐ MONTH(S)
- ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Olde Towne Professional Centre
32 Courthouse Drive
Leonardtown, MD 20650

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)

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
Retain two (2) years after final action, then destroy.

RECEIVED

19. NAME AND TITLE OF PREPARER
Phyllis Flaxman
Office Secretary III

20. TELEPHONE NUMBER
333-0193

21. DATE
August 22, 1989