DGS - 550 - 1

REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1237

Page No. 1 of 2

Maryland Office on Aging — Planning & Evaluation Division

Agency — Division

Item No.	Description	Retention
1	Administrative File These files contain information relating to the planning & evaluation of elder services: Research data National, state and local general program information, general correspondence, etc.	Retain for 3 years then destroy
2	AIMS/APDS Files The following is included: Original copy of AIM-APD program instructions	Retain for 3 years or until obsolete, then destroy
3	Area Plan Files The following is included: Area Plans, instructions, correspondence, etc.	Retain for 5 years then destroy
4	Census Data File The following is included: Charts, booklets, etc. containing demographic information (State-National)	Retain 10 years or until next census, then destroy
5	Correspondence Files The following is included: Area Plan Correspondence Correspondence - General Printing Requisitions	Retain for 3 years then destroy

- CONTINUED -

Schedule Approved by Department, Agency or Division Representative

7/26/90 — Date
[signature] — Signature
Dep Dir — Title

Schedule Authorized by:

10/4/90 — Date
[signature] — Signature

RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Item No.	Description	Retention
6	<u>Data Management</u> The following is included: OoA report formats Local agency computer systems info Senior Initiative Funds Expenditure Routine Correspondence	Retain for 3 years then destroy
7	<u>Legislative Files</u> The following is included: A. Enacted bills B. Reference material - proposed bills, bill analyses, testimony, related research & correspondence, etc.	A. Retain for 5 years then destroy B. Destroy when no longer needed to accomplish office mission
8	<u>Project Files</u> The following is included: Correspondence, Notes, Reports, Research data on medicare, service needs of elderly Speeches made by Director Info on United Senior of MD.	Retain for 3 years then destroy
9	<u>Senior Health Insurance Counseling Advocacy Program</u> The following is included: Fiscal-Programmatic Reports Correspondence from Public/Private staff Program Publicity Long Term Care Insurance - HMO Policies Medigap Plans	Retain for 3 years then destroy
10	<u>State Plans</u> Includes State Plans, related correspondence, associated information and data, etc.	Retain for 5 years thereafter destroy
	LAST ITEM	

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: Office on Aging
2. DIVISION: Planning & Evaluation
3. UNIT:

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: Administrative Files
5. EARLIEST YEAR/LATEST YEAR: 1988 TO 1990

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

These files contain information relating to the planning and evaluation of elder services.

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

8. RECORD SERIES SEQUENCE
- ☒ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- 2 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: 3 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): 301 W. Preston St., Room 1004

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 3 years, then destroy.

19. NAME AND TITLE OF PREPARER: Janice Brzezinski, Management Info. Officer

20. TELEPHONE NUMBER: 225-1270

21. DATE: 5/10/90

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: Office on Aging
2. DIVISION: Planning & Evaluation
3. UNIT:

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: AIMS/APDS Files
5. EARLIEST YEAR/LATEST YEAR: 1990 TO 1990

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

These files contain original copies of all AIM and APDS (program instructions) issued to local aging agencies.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☐ MICROFILM
- ☐ LEGAL SIZE
- ☐ COMPUTER TAPE
- ☐ BOUND BOOK
- ☒ FLOPPY DISK
- ☐ AUDIO TAPE
- ☐ VIDEO TAPE
- ☒ OTHER(SPECIFY): ring binders

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☒ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- 2 NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY): ring binders

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

11. FILE IS USED: ☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER: 3 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): 301 W. Preston St., Room 1004

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☒ YES ☐ NO Each division within OoA maintains a copy

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: 3 yrs or until obsolete, then destroy

19. NAME AND TITLE OF PREPARER: Janice Brzezinski, Management Info. Officer

20. TELEPHONE NUMBER: 225-1270

21. DATE: 5/10/90

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: Office on Aging
2. DIVISION: Planning & Evaluation
3. UNIT:

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: Area Plan Files
5. EARLIEST YEAR/LATEST YEAR: 1986 TO 1990

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

Files contain copies of yearly Area Plans submitted by local aging agencies.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☐ LEGAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE
- ☒ OTHER(SPECIFY): Ring binders

8. RECORD SERIES SEQUENCE
- ☒ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- 4 shelves (NUMBER)
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☒ OTHER(SPECIFY): book case

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

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): 301 W. Preston St., Room 1004

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☒ YES ☐ NO: Each OoA Division has current year's plan

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: 5 years, then destroy

19. NAME AND TITLE OF PREPARER: Janice Brzezinski, Management Info. Officer

20. TELEPHONE NUMBER: 225-1270

21. DATE: 5/10/90

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	2. DIVISION	3. UNIT
Office on Aging	Planning & Evaluation	

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
Census Data Files	1980 TO 1990

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 files contains census data for demographic information on the elderly population

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE
- ☒ LEGAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ OTHER(SPECIFY)
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE

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

Partial NUMBER

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

11. FILE IS USED

☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

10 NUMBER ☐ MONTH(S) ☒ YEAR(S)

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

301 W. Preston St., Room 1004

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

10 years or until next census, then destroy

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Janice Brzezinski Management Info. Officer	225-1270	5/10/90

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: Office on Aging
2. DIVISION: Planning & Evaluation
3. UNIT:

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: Correspondence Files
5. EARLIEST YEAR/LATEST YEAR: 1988 TO 1990

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

Files contain general correspondence/information on Division activities.

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
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

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

NUMBER: 2

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

NUMBER: 1/2

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

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

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
301 W. Preston St., Room 1004

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

15. ACCESS RESTRICTIONS
- [ ] 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
3 years, then destroy

19. NAME AND TITLE OF PREPARER
Janice Brzezinski
Management Info. Officer

20. TELEPHONE NUMBER
225-1270

21. DATE 5/10/90

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: Office on Aging

2. DIVISION: Planning & Evaluation

3. UNIT:

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: Data Management

5. EARLIEST YEAR/LATEST YEAR: 1990 TO 1990

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

These files contain information relating to the data management activities of the OoA.

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

8. RECORD SERIES SEQUENCE
- ☒ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- 2 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): 301 W. Preston St., Room 1004

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☒ YES ☐ NO Report format maintained by each division

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: 3 years, then destroy

19. NAME AND TITLE OF PREPARER: Janice Brzezinski, Management Info. Officer

20. TELEPHONE NUMBER: 225-1270

21. DATE: 5/10/90

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: Office on Aging

2. DIVISION: Planning & Evaluation

3. UNIT:

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 Files

5. EARLIEST YEAR/LATEST YEAR: 1988 TO 1990

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

These files contain information on state legislation proposed enacted which has an impact on the elderly.

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

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☒ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- 2 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: 1 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): 301 W. Preston St., Room 1004

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☒ YES ☐ NO other OoA Divisions P & E has official file

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: 3 yrs (data on significant, on-going issues is retained indefinitely) then destroy

19. NAME AND TITLE OF PREPARER: Janice Brzezinski, Management Info. Officer

20. TELEPHONE NUMBER: 225-1270

21. DATE: 5/10/90

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: Office on Aging
2. DIVISION: Planning & Evaluation
3. UNIT:

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: Project Files
5. EARLIEST YEAR/LATEST YEAR: 1988 TO 1990

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

These files contain information on Division projects.

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

8. RECORD SERIES SEQUENCE
- ☒ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

5 NUMBER

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

2 NUMBER

11. FILE IS USED: ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER: 3 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): 301 W. Preston St., Room 1004

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: 3 years, then destroy

19. NAME AND TITLE OF PREPARER: Janice Brzezinski, Management Info. Officer

20. TELEPHONE NUMBER: 225-1270

21. DATE: 5/10/90

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: Office on Aging

2. DIVISION: Planning & Evaluation

3. UNIT:

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: Senior Health Insurance Counseling Advocacy Program

5. EARLIEST YEAR/LATEST YEAR: 1988 TO 1990

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

These files contain programmatic information on the activities of SHICAP

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
- [ ] 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
- [ ] DAILY
- [x] WEEKLY
- [ ] MONTHLY

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

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): 301 W. Preston St., Room 1004

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

15. ACCESS RESTRICTIONS
- [ ] 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: 3 years, then destroy

19. NAME AND TITLE OF PREPARER: Janice Brzezinski, Management Info. Officer

20. TELEPHONE NUMBER: 225-1270

21. DATE: 5/10/90

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: Office on Aging
2. DIVISION: Planning & Evaluation
3. UNIT:

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: State Plans
5. EARLIEST YEAR/LATEST YEAR: 1986 TO 1990

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

These files contain copies of yearly State Plans submitted to the Administration on Aging.

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
- [ ] 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)

1/4 NUMBER

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

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

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): 301 W. Preston St., Room 1004

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

15. ACCESS RESTRICTIONS
- [ ] 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: 5 years, then destroy

19. NAME AND TITLE OF PREPARER: Janice Brzezinski, Management Info. Officer

20. TELEPHONE NUMBER: 225-1270

21. DATE: 5/10/90

DGS 550-4 (REVISED 2/87)