DEPARTMENT OF GENERAL SERVICES Records Management Division

.

DGS - 550 - 1

REV. 7/86

RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1242

Page No. 1 of 1

Mary	Maryland Office on Aging Management: Public Affairs					
	Agency	Division				
Item No.	Description	Retention				
1	Printed Publications These files consist of pamphlets, brochures,					
	newsletters, fliers, and annual reports that provide general information about the agency and its programs. *Record copy for pamphlets/brochures are also	Retain for three (3) years, then destroy				
2	held by applicable divisions					
2	<u>Television Scripts and Speeches</u> These files contain television scripts/speeches developed /written by the agency	Retain for three (3) years, then destroy				
3	General Correspondence					
	These files contain:					
	General informational correspondence regarding agency matters/services from elderly population or their repren- satatives	Retain for one (1) year, then destroy all materials not needed for the conduct of business				
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					
	Schedule Approved by Department, Agency or Division Representative 7/26/90 DLWassnew Dep Nin. 02/67 M MM					
<u>Date</u>	é Signature Title Datel	Signature				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
(DGS 550-1)				
DEPARTMENT / AGENCY	2. DIVISION		3. UNIT	
Office on Aging	Management		Public Affairs	
		DE NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	d Publications		5. EARLIEST YEAR/LATEST YEAR 1986 to 1990	
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES	
	÷ -	s, brochures, new nation about the		
		· · · · · · · · · · · · · · · · · · ·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL		9. VOLUME ² FILE DRAWER(S) ¹ MICROFILM REEL(S) ² COMPUTER TAPE(S) ¹ OTHER(SPECIFY)	
D LEGAL SIZE D COMPUTER TAPE				
AUDIO TAPE O VIDEO TAPE	GEOGRAPHI	CAL		
OTHER (SPECIFY)	Ther (spe	CIFY)	10. ANNUAL ACCUMULATION	
	subject order		MICROFILM REEL(S)	
11. FILE IS USED Q DAILY Q WEEKLY	- MONTHLY		S INACTIVE AFTER MONTH(S) ^{XD} YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL 301 W. Preston St., RM 1004	.COR, ROON)	14. IS RECORD SERIES DUPLICATED ELSENHERET (IF YES, SPECIFY AGENCY OR OFFICE) D YES P NO		
15. ACCESS RESTRICTIONS Q YES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUI	REMENTS ATE ^O FEDERAL ^O INDEPENDENT	
17. IS AN INDEX SYSTEM USEDT (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION Retain for three (3) years, then destroy.		
Cites Cy No				
NAME AND TITLE OF PREPARER	20. TELEPHONE 1	NUMBER	21. DATE 4/30/90	
Helen Dale, Public Affairs Officer	225- 1273		4) JU 70	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY				
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)			PAGE OF				
DEPARTMENT / AGENCY	2. DIVISION		S. UNIT				
Office on Aging	Public Affairs						
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 Television Scripts,	•		5. EARLIEST YEAR/LATEST YEAR <u>1986</u> TO <u>1990</u>				
	ȚHE SERIES.	E TYPES OF INFORM INCLUDE THE PU ency television s	RPOSE OR FUNCTION OF THE SEPTES				
		· .					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME				
A LETTER SIZE C MICROFILM		CAL	1 Q FILE DRAWER(S)				
LEGAL SIZE COMPUTER TAPE	O NUMERICAL		C MICROFILM REEL(S)				
BOUND BOOK DEFLOPPY DISK	D _X CHRONOLOG	ICAL	NUMBER O OTHER (SPECIFY)				
AUDIO TAPE	GEOGRAPHI	CAL					
OTHER(SPECIFY)	OTHER(SPEC	CIFY)	10. ANNUAL ACCUMULATION				
			1 DINICROFILM REEL(S) NUMBER COMPUTER TAPE(S)				
11. FILE IS USED DAILY DWEEKLY	XD MONTHLY	12. FILE BECOMES INACTIVE AFTER 3 D MONTH(S) C YEAR(S) NUMBER					
13. CURRENT LOCATION(S) (BLDG., FI 301 W. Preston St., Rm 1004 Balto., MD 21201	.COR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES DXNO					
15. ACCESS RESTRICTIONS U YES (IF YES, CITE LAB(S) & REGULAT	Λ	16. AUDIT REQUIREMENTS Q NOME STATE FEDERAL INDEPENDENT					
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDED RETENTION					
CYES 12 NO		Retain for three (3) years, then destroy					
NAME AND TITLE OF PREPARER	20. TELEPHONE N	(LAGER	21. DATE				
Helen Dale, Public Affairs 225-1273			4/30/90				
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)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY	
DEFARTMENT / AGENCY	2. DIVISION		3. UNIT	
Office on Aging	Management		Public Affairs	
			AND USED AS A UNIT FOR	
I. RECORD SERIES TITLE	CE AS VELL AS RET	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR	
Gen	<u>1987</u> TO <u>1990</u>			
	THE SERIES.		nal correspondence	
. RECORD SERIES FORMAT(S)	Image:		9. VOLUME	
^{DX} LEGAL SIZE ^D COMFUTER TAPE			I MICROFILM REEL(S) 1 COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)	
Bound Book D FLOPPy Disk				
AUDIO TAPE UVIDEO TAPE	GEOGRAPHI	CAL.	10. ANNUAL ACCUMULATION 1 FILE DRAWER(S) 1 MICROFILM REEL(S) NUMBER C COMPUTER TAPE(S)	
OTHER(SPECIFY)	^D X OTHER (SPEC	CIFY)		
	Subject	order		
1. FILE IS USED DAILY C WEEKLY	D MONTHLY		SINACTIVE AFTER MONTH(S)	
3. CURRENT LOCATION(S) (BLDG.,FL 301 W. Preston St., Rm 1004	OOR, ROOM)		ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE)	
5. ACCESS RESTRICTIONS Q YES (IF YES, CITE LAW(S) & REGULAT			REMENTS	
7. IS AN INDEX SYSTEM USED? (17 Briefly and describe any ha		18. RECOMMENDE	DRETENTION	
D YES X NO		retain for one (1) year, then		
		destro	у	
NAME AND TITLE OF PREPARER	20. TELEPHONE	l IUMEER	21. DATE	
Helen Dale, Public Affairs Of	icer 225-1273		April 30, 1990	
DGS 550-4 (REVISED 2/87)	• • • • • • • • • • • • • • • • • • •	<u></u>	······································	