

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1301

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

State Aviation  
DEPARTMENT OF TRANSPORTATION DIVISION OF MANAGEMENT AND AUDIT

AGENCY DIVISION

Item No.	Description	Retention
1	<p>BUDGET RECORDS</p> <p>Estimates of expenditures Report to legislature on prospective amendments Approved budget changes and amendments Activity reports Year-end closing information Guidance and directives</p>	<p>Retain in office for 3 years following the close of the fiscal year, then destroy.</p>
2	<p>PAYROLL RECORDS</p> <p>Time cards</p> <p>Biweekly leave journal Payroll deduction journal</p>	<p>Retain in office for 3 years or for 1 year after the close of the calendar year of record activity if all audit requirements have been fulfilled, then destroy.</p> <p>Retain in office for 1 year after the close of the calendar year of record activity, then destroy.</p>
3	<p>ACCOUNTING RECORDS</p> <p>Activity reports Paid bills and invoices</p>	<p>Retain in office for 3 years or for 1 year after the close of the fiscal year of record activity if all audit requirements have been fulfilled, then destroy.</p>
4	<p>EXECUTIVE DEVELOPMENT PROGRAM (EDP)</p> <p>Nomination packages; interview and scoring records; training, work assignment, and acting capacity records.</p>	<p>Retain in office for 2 years after completion of EDP cycle, then transfer to Records Center for an additional 5 years, then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

June 18, 1991 Robert J. Campanaro Records Mgt. Officer  
Date Signature Title

7/14/91 [Signature]  
Date State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	Description	Retention
5	<p>ORGANIZATION AND FUNCTION MANUAL</p> <p>Organizational change files, including correspondence; approval documentation (gubernatorial, legislative, and secretarial); original function statements and charts.</p>	<p>Retain in office for 5 years, then transfer to Archives for permanent retention.</p>
6	<p>TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD (TPSSB)</p> <p>Project files relating to TPSSB meetings: approvals, waivers, correspondence, and supporting documentation.</p>	<p>Retain in office for 5 years, then destroy.</p>
7	<p>MANAGEMENT STUDIES AND REPORTS</p> <p>Management audits and studies Service contract monitoring files Fiscal analyses</p>	<p>Retain in office for at least 1 year and until information either becomes obsolete or is no longer needed, then destroy.</p>
8	<p>TRAVEL MANAGEMENT</p> <p>Paid airline and railroad ticket invoices Out-of-state travel authorization forms involving no air or rail transportation</p> <p>Travel policy and administrative guidance</p>	<p>Retain in office for 3 years, or for 1 year after the close of the fiscal year of record activity if all audit requirements have been fulfilled, then destroy.</p> <p>Retain in office until superceded by the second revision, then destroy.</p>
9	<p>RECORDS MANAGEMENT</p> <p>Records retention and disposal schedules</p> <p>Records transmittal and receipt forms</p>	<p>Retain in office until schedule completely revised, then destroy superceded schedule. (Note: Revised schedules should include any items on previous schedules for which records still exist.)</p> <p>Retain archival receipts in office permanently; retain receipts for temporary records in office until those records are destroyed, then destroy the receipt.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	Description	Retention
	Record inventories	Retain in office until next inventory is complete, then destroy.
	Notices of disposal clearances Certificates of records disposal	Retain permanently in office.
10	FORMS MANAGEMENT	
	Forms files	Retain in office until form becomes obsolete, then destroy.
	Forms register	Retain in office for 1 year following the close of the year of record activity, then destroy.
	Forms management activity report Interagency Forms Management Committee projects	Retain in office for 3 years following completion, then destroy.
	INVENTORY CONTROL	
	Inventory listings Inventory related information	Retain until superceded, then destroy
12	ADMINISTRATIVE AND GENERAL CORRESPONDENCE	Retain non-record material in office for 3 years, then destroy. All material of record significance should be treated as the retention schedule provides for that particular item.
	<p>NOTE: <u>Record Material</u> is any material, regardless of its physical form, received or created in connection with the transaction of public business of a State agency or office. It may include papers, books, punched cards, magnetic tapes, photographs, maps, film, sound recordings, or other documentary materials.</p> <p><u>Non-Record Material</u> is any material created or acquired solely for reference or exhibition purposes. Examples are: manuals, pamphlets, and circular letters; extra copies of documents preserved only for convenience of reference such as reading, tickler, and suspense file copies of</p>	

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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Item No.	Description	Retention
12 cont.	correspondence; work papers, such as drafts of letters or memoranda; shorthand notes and notebooks that have been transcribed; other temporary papers used to control internal work in progress; and stocks of publications and reproduced documents.	

<b>INSTRUCTIONS</b> - 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		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>1</u> OF <u>12</u>	
<b>1. DEPARTMENT/AGENCY</b> Transportation		<b>2. DIVISION</b> Asst. Secretary, Administration Div. of Management and Audit		<b>3. UNIT</b>	
<b>DEFINITION-RECORD SERIES</b> - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
<b>4. RECORD SERIES TITLE</b> BUDGET RECORDS				<b>5. EARLIEST YEAR/LATEST YEAR</b> <u>1988</u> TO <u>1993</u>	
<b>6. RECORD SERIES DESCRIPTION</b> ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES ) Contains records pertaining to the development of the operating and capital budgets of the Office of the Assistant Secretary, Administration, including: Instructions & guidance, directors' estimates of expenditures, calculation sheets, computerized budget printouts, narrative status reports, activity reports, approved budget changes and amendments, and year-end closing information.					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>11 X 15 computer paper</u>		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		<b>9. VOLUME</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) $\frac{1}{2}$ NUMBER	
				<b>10. ANNUAL ACCUMULATION</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) $\frac{1}{5}$ NUMBER	
<b>11. FILE IS USED</b> <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> <u>2</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b> Division of Management and Audit			<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> ( IF YES, SPECIFY AGENCY OR OFFICE ) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Issuing & using offices.		
<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ( IF YES, CITE LAW(S) & REGULATION(S) )			<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
<b>17. IS AN INDEX SYSTEM USED? ( IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE )</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<b>18. RECOMMENDED RETENTION</b> Three years in office following the close of the fiscal year .		
<b>19. NAME AND TITLE OF PREPARER</b> Robert F. Campanaro Administrative Officer		<b>20. TELEPHONE NUMBER</b> 859-7652		<b>21. DATE</b> June 12, 1991	

**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

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1. DEPARTMENT/AGENCY  
Transportation

2. DIVISION  
Asst. Secretary, Administration

3. UNIT  
Div. of Management & Audit

**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

PAYROLL RECORDS

5. EARLIEST YEAR/LATEST YEAR

1988 TO 1991

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

Payroll records required of the Division of Management and Audit, specifically, time cards, biweekly leave journals, and payroll deduction journals.

7. RECORD SERIES FORMAT(S)

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

11 X 15 computer paper

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- 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)
- 1/3  
NUMBER

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 )

Division of Management and Audit

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

( IF YES, SPECIFY AGENCY OR OFFICE )  
 YES  NO SHA DOT Accounting Section

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

Time cards - 3 years in office, then destroy.  
Biweekly leave journal and payroll deduction journal - 1 year in office, then destroy.

19. NAME AND TITLE OF PREPARER

Robert F. Campanaro  
Administrative Officer

20. TELEPHONE NUMBER

859-7652

21. DATE

June 12, 1991

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

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1. DEPARTMENT/AGENCY

Transportation

2. DIVISION

Asst. Secretary, Administration Div. of Management & Audit

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

ACCOUNTING RECORDS

5. EARLIEST YEAR/LATEST YEAR

1988 TO 1991

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

Accounting records constitute periodic remaining balance and related budget reports produced by the Division of Management and Audit, and bills and invoices paid against its cost center budget.

7. RECORD SERIES FORMAT(S)

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

11 X 15 computer paper

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1 MONTH(S)  YEAR(S)  
NUMBER

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

Division of Management and Audit

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO Invoices at billing agencies.

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

Three years in office after the close of the fiscal year, then destroy.

19. NAME AND TITLE OF PREPARER

Robert F. Campanaro  
Administrative Officer

20. TELEPHONE NUMBER

859-7652

21. DATE

June 12, 1991

**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

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1. DEPARTMENT/AGENCY

Transportation

2. DIVISION

Asst. Secretary, Administration Div. of Management & Audit

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

EXECUTIVE DEVELOPMENT PROGRAM (EDP)

5. EARLIEST YEAR/LATEST YEAR

1984 TO 1991

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

Nomination packages; interview & scoring records; training, work assignment and acting capacity records. Includes forms, memos, invoices, etc.

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)  
By EDP cycle

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
2  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
1/2  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 2  
 MONTH(S)  YEAR(S)

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

Division of Management & Audit

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

Office - 2 years  
Records Center - 5 years, then destroy.

19. NAME AND TITLE OF PREPARER

Rhett Murphy, Mgr., EDP

20. TELEPHONE NUMBER

859-7722

21. DATE

6/13/91



<b>INSTRUCTIONS</b> --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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>5</u> OF <u>12</u>	
<b>1. DEPARTMENT/AGENCY</b> Transportation		<b>2. DIVISION</b> Asst. Secretary, Administration		<b>3. UNIT</b> Div. of Mgmt & Audit	
<b>DEFINITION-RECORD SERIES</b> - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
<b>4. RECORD SERIES TITLE</b> ORGANIZATION AND FUNCTION MANUAL				<b>5. EARLIEST YEAR/LATEST YEAR</b> <u>1971</u> TO <u>1991</u>	
<b>6. RECORD SERIES DESCRIPTION</b> ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  Organization change files, including correspondence, approval documentation, original function statements and organization charts.					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Organizational Unit</u>		<b>9. VOLUME</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
				<b>10. ANNUAL ACCUMULATION</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
<b>11. FILE IS USED</b> <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> <u>2</u> <del>NUMBER</del> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b> Division of Management and Audit			<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Organizational Unit		
<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
<b>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</b>  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<b>18. RECOMMENDED RETENTION</b>  Office - 5 years Archives - permanently		
<b>9. NAME AND TITLE OF PREPARER</b> Rhett Murphy, OFM Coordinator		<b>20. TELEPHONE NUMBER</b> 859-7722		<b>21. DATE</b> 6/17/91	

<b>INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)</b>		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>	
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<b>1. DEPARTMENT/AGENCY</b> Transportation		<b>2. DIVISION</b> Asst. Secretary, Administration		<b>3. UNIT</b> Div. of Management and Audit	
<b>DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES</b>					
<b>4. RECORD SERIES TITLE</b> TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD (TPSSB)				<b>5. EARLIEST YEAR/LATEST YEAR</b> <u>1987</u> TO <u>1991</u>	
<b>6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )</b>  Files relating to TPSSB meetings: meeting folders, minutes, Board of Public Works certifications, waivers, correspondence, regulation changes, fiscal year reports of activities, cassette tapes of individual meetings, etc.					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input checked="" type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		<b>9. VOLUME</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)  <u>10</u> NUMBER	
		<b>10. ANNUAL ACCUMULATION</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)  <u>1/2 - 3/4</u> NUMBER			
<b>11. FILE IS USED</b> <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> <u>3</u> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b> Division of Management and Audit			<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> ( IF YES, SPECIFY AGENCY OR OFFICE ) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ( IF YES, CITE LAW(S) & REGULATION(S) )			<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
<b>17. IS AN INDEX SYSTEM USED? ( IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE )</b>  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO   Index of sealed estimates received, including project number, description of project, and status. On floppy disk - Professional Write			<b>18. RECOMMENDED RETENTION</b>  Retain in office 5 years, then destroy.		
<b>19. NAME AND TITLE OF PREPARER</b> Dorothy Runkles		<b>20. TELEPHONE NUMBER</b> 859-7359		<b>21. DATE</b> 6/17/91	

<b>INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</b>		<b>AGENCY RECORDS INVENTORY</b>	
				PAGE <u>7</u> OF <u>12</u>	
<b>1. DEPARTMENT/AGENCY</b> Transportation		<b>2. DIVISION</b> Asst. Secretary, Administration		<b>3. UNIT</b> Div. of Management and Audit	
<b>DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES</b>					
<b>4. RECORD SERIES TITLE</b> MANAGEMENT STUDIES AND REPORTS				<b>5. EARLIEST YEAR/LATEST YEAR</b> <u>1989</u> TO <u>1991</u>	
<b>6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )</b>  Contains management audits and studies of varying subjects and scope, service contract monitoring, and fiscal analyses.					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY)  <u>Topical</u>		<b>9. VOLUME</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)  <u>2</u> NUMBER	
		<b>10. ANNUAL ACCUMULATION</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)  <u>1/5</u> NUMBER			
<b>11. FILE IS USED</b> <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> <u>1</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b> Division of Management and Audit			<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
<b>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</b>  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<b>18. RECOMMENDED RETENTION</b>  One year in office and until information either becomes obsolete or is no longer needed, then destroy.		
<b>19. NAME AND TITLE OF PREPARER</b> Robert F. Campanaro Administrative Officer		<b>20. TELEPHONE NUMBER</b> 859-7652		<b>21. DATE</b> 6/17/91	

**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 8 OF 12

1. DEPARTMENT/AGENCY  
Transportation

2. DIVISION  
Asst. Secretary, Administration

3. UNIT  
Div. of Management and Audit

**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  
TRAVEL MANAGEMENT

5. EARLIEST YEAR/LATEST YEAR  
1988 TO 1991

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
  
Travel management records consist of paid airline and railroad invoices, out-of-state travel authorization forms involving no air or rail transportation, and policy and administrative guidance.

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)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/5  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/15  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Division of Management and Audit

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO State Travel Mgmt. Office

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 in office for 3 years, then destroy.

19. NAME AND TITLE OF PREPARER  
Robert F. Campanaro  
Administrative Officer

20. TELEPHONE NUMBER  
859-7652

21. DATE  
6/17/91

**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

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1. DEPARTMENT/AGENCY  
Transportation

2. DIVISION  
Asst. Secretary, Administration

3. UNIT  
Div. of Management and Audit

**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  
RECORDS MANAGEMENT

5. EARLIEST YEAR/LATEST YEAR  
1954 TO 1991

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

Items essential to the management of the Transportation Department's records carried out by the Division of Management and Audit through records management coordinators in each of the department's modal agencies. These include retention schedules, transmittal and receipt forms, record inventories, disposal clearance notices, and disposal certificates.

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)  
Organizational

9. VOLUME  
 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)  
1/15  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
10 MONTH(S)  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Division of Management and Audit

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO State Records Center & Archives

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  
Retention schedules-until revised, then destroy  
Transmittal receipts:archival-permanently;  
temporary - destroy with records.  
Inventories - destroy when next inventory complete  
Records of disposal - permanently in office.

19. NAME AND TITLE OF PREPARER  
Robert F. Campanaro  
Administrative Officer

20. TELEPHONE NUMBER  
859-7652

21. DATE  
6/17/91

**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

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1. DEPARTMENT/AGENCY  
Transportation

2. DIVISION  
Asst Secretary, Administration

3. UNIT  
Div. of Management and Audit

**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  
FORMS MANAGEMENT

5. EARLIEST YEAR/LATEST YEAR  
1988 TO 1991

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

Items essential to the management of the Transportation Department's forms carried out by the Division of Management and Audit through forms management coordinators in each of the department's modal agencies. These include forms files, forms registers, forms management activity reports, and Interagency Forms Management Committee projects.

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)  
Topical

9. VOLUME  
 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)  
1/20  
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)  
Division of Management and Audit

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

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 (In office only)  
Forms files - until obsolete.  
Forms register - 1 year, then destroy.  
Forms management activity reports and Interagency Forms Management Committee projects - 3 years, then destroy.

19. NAME AND TITLE OF PREPARER  
Robert F. Campanaro,  
Administrative Officer

20. TELEPHONE NUMBER  
859-7652

21. DATE  
6/17/91

**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 11 OF 12

1. DEPARTMENT/AGENCY

Transportation

2. DIVISION

Asst. Secretary, Administration

3. UNIT

Div. of Management and Audit

**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

INVENTORY CONTROL

5. EARLIEST YEAR/LATEST YEAR

1989 TO 1991

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

Material required in the control of physical inventory located in the Division of Management and Audit.

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)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)
- 1/20  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)
- n/a  
NUMBER

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)

Division of Management and Audit

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO Div. of Operating Services

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

Until superseded, then destroy.

19. NAME AND TITLE OF PREPARER

Robert F. Campanaro  
Administrative Officer

20. TELEPHONE NUMBER

859-7652

21. DATE

6/17/91

<b>INSTRUCTIONS</b> - 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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>12</u> OF <u>12</u>	
<b>1. DEPARTMENT/AGENCY</b> Transportation		<b>2. DIVISION</b> Asst. Secretary, Administration		<b>3. UNIT</b> Div. of Management and Audit	
<b>DEFINITION-RECORD SERIES.</b> A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
<b>4. RECORD SERIES TITLE</b> ADMINISTRATIVE AND GENERAL CORRESPONDENCE				<b>5. EARLIEST YEAR/LATEST YEAR</b> <u>1988</u> TO <u>1991</u>	
<b>6. RECORD SERIES DESCRIPTION</b> ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  Correspondence generated by the Division of Management and Audit.					
<b>7. RECORD SERIES FORMAT(S)</b> <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		<b>9. VOLUME</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)  1/3 NUMBER	
				<b>10. ANNUAL ACCUMULATION</b> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)  n/a NUMBER	
<b>11. FILE IS USED</b> <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b> Division of Management and Audit			<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO   Receiving Offices		
<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
<b>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</b>  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<b>18. RECOMMENDED RETENTION</b>  Retain in office for 3 years, then destroy.		
<b>19. NAME AND TITLE OF PREPARER</b> Robert F. Campanaro Administrative Officer		<b>20. TELEPHONE NUMBER</b> 859-7652		<b>21. DATE</b> 6/17/91	