V. 7/86

## DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO. 1301

PAGE NO. 1 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

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

Schedule Approved by Department, Agency, or Division Representative

records.

Schedule Authorized by

Tune 18, 1991 added F. Campanaro Reros. Mat. Offer.

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itional 5 years, then destroy.

FORM-RM-1A REV. 2/75

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1301

2 of 4 NO. Retention Description ORGANIZATION AND FUNCTION MANUAL Retain in office for 5 years, then transfer to Archives for Organizational change files, including correspondence; permanent retention. approval documentation (gubernatorial, legislative, and secretarial); original function statements and charts. 6 TRANSPORTATION PROFESSIONAL SERVICES SELECTION BOARD Retain in office for 5 years, (TPSSB) then destroy. Project files relating to TPSSB meetings: approvals, waivers, correspondence, and supporting documentation. 7 MANAGEMENT STUDIES AND REPORTS Retain in office for at least 1 year and until information Management audits and studies either becomes obsolete or is Service contract monitoring files no longer needed, then destroy. Fiscal analyses 8 TRAVEL MANAGEMENT Paid airline and railroad ticket invoices Retain in office for 3 years, Out-of-state travel authorization forms involving no or for 1 year after the close air or rail transportation of the fiscal year of record activity if all audit requirements have been fulfilled, then destroy. Travel policy and administrative guidance Retain in office until superceded by the second revision, then destroy. 9 RECORDS MANAGEMENT Records retention and disposal schedules 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.) Records transmittal and receipt forms Retain archival receipts in office permanently; retain receipts for temporary records in office until those records are destroyed, then destroy the receipt.

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## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

NO. 1301

PAGE

**NO.** 3 of 4

Ite N	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	Retain until superceded, then destroy
	Inventory listings Inventory related information	
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.
	NOTE: Record Material 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.	
	Non-Record Material 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	

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## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

NO. 1301

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4 of 4 NO. Description Retention 12 correspondence; work papers, such as drafts of letters or memoranda; shorthand notes and notebooks cont that have been transcribed; other temporary papers used to control internal work in progress; and stocks of publications and reproduced documents.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTURY	
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE DGS 850-1)	7278 WATE P.O. B JESSUP, MAR	OX 275	PAGE <u>1</u> OF <u>12</u>	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Transportation	Asst. Secretary	y, Administratio	n Div. of Management and Audit	
DEFINITION-RECORD SERIES - A GROUP		DS NORMALLY FILED ENTION AND DISPOS		
4. RECORD SERIES TITLE	RECORDS		5. EARLIEST YEAR/LATEST YEAR  1988 TO 1993	
6. RECORD SERIES DESCRIPTION (BR	INPLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
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.				
7. RECORD SERIES FORMAT(S)  CX LETTER SIZE D MICROFILM  CX LEGAL SIZE D COMPUTER TAPE  D BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL		9. VOLUME  XX FILE DRAWER(S)  MICROFILM REEL(S)  COMPUTER TAPE(S)  NUMBER  OTHER(SPEC!FY)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC			
CX OTHER(SPECIFY)  11 X 15 computer paper	OTHER(SPEC	:IFY)	10. ANNUAL ACCUMULATION  R FILE DRAWER(S)  1/5 DMICROFILM REEL(S)  NUMBER D COMPUTER TAPE(S)	
11			OTHER(SPECIFY)	
FILE IS USED	D MONTHLY	l .	S INACTIVE AFTER #ONTH(S) #A YEAR(S)	
13. CURRENT LOCATION(5) (BLDG.,FL Division of Management and Au	· ·	14. IS RECORD SE	ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE) Issuing & using offices.	
18. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULAT	***	16. AUDIT REQUIR	REMENTS	
17. IS AN INDEX SYSTEM USED? (IF		18 DECOMMENDE	PETENTION	
BRIRFLY AND DESCRIBE ANY HA	RDMARK/SOFTHARE)	i		
D YES IN NO		of the fisc	n office following the close al year.	
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Robert F. Campanaro Administrative Officer	859-7652		June 12, 1991	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GE		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE DGS 550-1)	7278 WATER P.O. BO Jessup, Mary	X 275	PAGE 2 OF 12	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Transportation	Asst. Secretary	, Administratio	n Div. of Management & Audit	
DEFINITION RECORD SERIES.		OS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE PAYROLL R	•		5. EARLIEST YEAR/LATEST YEAR  1988 TO 1991	
TH.	THE SERIES.  of the Division	of Management a	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES; and Audit, specifically, time ls.	
7. RECORD SERIES FORMAT(S)  1. LETTER SIZE 1 MICROFILM  1. LEGAL SIZE 1 COMPUTER TAPE  2. BOUND BOOK 1 FLOPPY DISK	8. RECORD SERIES  ALPHABETIC  NUMERICAL  CHRONOLOGI	CAL	9. VOLUME  Stile Drawer(s)  MICROFILM REEL(s)  COMPUTER TAPE(s)  NUMBER  OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	:AL		
COTHER(SPECIFY)  11 X 15 computer paper	OTHER(SPEC	:IFY)	10. ANNUAL ACCUMULATION  2 FILE DRAWER(S)  1/3	
11. FILE IS USED  DAILY WEEKLY	® MONTHLY	_	S INACTIVE AFTER WONTH(S) XD YEAR(S)	
13. CURRENT LOCATION(s) (BLDG.,FL Division of Management and Au	·	(IF YES, SPI	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) SHA DOT Accounting Section	
18. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUII	REMENTS	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  C YES XO NO		Time cards - Biweekly leav	3 years in office, then destroy e journal and payroll deduction 1 year in office, then destroy.	
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Robert F. Campanaro Administrative Officer	859-7652		June 12, 1991	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE DGS 850-1)	DEPARTMENT OF G RECORDS MANAGED 7278 WATE P.O. B JESSUP, MAR	MENT DIVISION RLOO ROAD DX 278	AGENCY RECORDS INVENTORY  PAGE 3 OF 12	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Transportation			n Div. of Management & Audit	
			AND USED AS A UNIT FOR	
		ENTION AND DISPOS		
4. RECORD SERIES TITLE ACCOUNTIN	IG RECORDS		B. EARLIEST YEAR/LATEST YEAR  1988 TO 1991	
	INFLY DESCRIBE THE		ATION/DOCUMENTS/FORMS FOUND	
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)	e pecopo septe	C CECUTALOR		
CX LETTER SIZE D MICROFILM	8. RECORD SERIES	·	9. VOLUME  Difile Drawer(s)	
_	C ALPHABETIC	:AL	□ MICROFILM REEL(S)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		COMPUTER TAPE(S)  NUMBER XD OTHER(SPECIFY)	
D BOUND BOOK D FLOPPY DISK	京 CHRONOLOG		computerized	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC		10. ANNUAL ACCUMULATION	
및 OTHER(SPECIFY)	D OTHER (SPEC	CIFY)	D FILE DRAWER(S)	
11 X 15 computer paper	*****	·····	☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S)	
			XD OTHER(SPECIFY)	
11. FILE IS USED		-	computerized ES INACTIVE AFTER	
EXDAILY D WEEKLY	□ MONTHLY	NUMBER 0	MONTH(S) X YEAR(S)	
Division of Management and Au	•	IF YES, SPI	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) Invoices at billing agencies.	
18. ACCESS RESTRICTIONS TYES	M NO	16. AUDIT REQUIR	REMENTS	
(IF YES, CITE LAW(S) & REGULAT	rion(s)	D NONE DE STA	ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	PETENTION	
TYES & NO			office after the close of the then destroy.	
Robert F. Campanaro , Administrative Officer	20. TELEPHONE NUMBER 859-7652		21. DATE June 12, 1991	
DGS 550-4 (REVISED 2/87)	DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GI RECORDS MANAGEI 7275 WATEI	MENT DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE DGS 850-1) ,	P.O. BO JESSUP, MAR	OX 275	PAGE 4 OF 12
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
Transportation	Asst. Secretary	, Administration	Div. of Management & Audit
		DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE		ATTON AND DISPOS	5. EARLIEST YEAR/LATEST YEAR
	DEVELOPMENT PROG	RAM (EDP)	1 <u>984</u> <b>TO</b> 1991
A. INICAIN OFFICE DEPOSITIES !	THE SERIES. iew & scoring re	INCLUDE THE PUR cords; training,	
,			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
Ø LETTER SIZE □ MICROFILM	- ALPHABETIC	CAL	7 FILE DRAWER(S)
D LEGAL SIZE D COMPUTER TAPE	□ NUMERICAL		D MICROFILM REEL(S)  COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER DOTHER (SPECIFY)
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	D OTHER (SPEC	CIFY)	Ø FILE DRAWER(S)
	B <u>y</u> EDP cyc	<u>:le</u>	MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY WEEKLY	20 WOULHITA	2 D	MONTH(S) XØ YEAR(S)
13. CURRENT LOCATION(5) (BLDG.,FL Division of Management & Audi	•	l .	ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TYES		16. AUDIT REQUII	REMENTS
(IF YES, CITE LAW(S) & REGULAT	rion(B)	O NOME XX STATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	DRETENTION
D YES MO		Office - 2 ye Records Cente	ears er - 5 years, then destroy.
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE
Rhett Murphy, Mgr., EDP	859-7722		6/13/91

SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7278 WATER P.O. EX JESSUP, MARY	OX 278	PAGE 5 OF 12	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Transportation			ration Div. of Mgmt & Audit	
DEFINITION-RECORD SERIES -A GROUP	OF RELATED RECORD			
4. RECORD SERIES TITLE	TION AND FUNCTIO		8. EARLIEST YEAR/LATEST YEAR  1971 TO 1991	
	<del></del>	<del> </del>	ATION/DOCUMENTS/FORMS FOUND	
Organization change files original function statements	, including corr and organization	espondence, app.	roval documentation,	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	3 SEQUENCE	9. VOLUME	
X LETTER SIZE C MICROFILM	- ALPHABETIC	EAL	EXFILE DRAWER(S)	
O LEGAL SIZE OCOMPUTER TAPE	D NUMERICAL		☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOGICAL		NUMBER   OTHER(SPECIFY)	
audio Tape U VIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	EXOTHER (SPEC	:IFY)	FILE DRAWER(S)	
	Organizat	<u>ion</u> al Unit	MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)	
DAILY XX WEEKLY	□ MONTHLY		S INACTIVE AFTER  MONTH(S) XR YEAR(S)	
3. CURRENT LOCATION(S) (BLDG.,FI	·	14. IS RECORD SI	ERIES DUPLICATED ELSEWHERE?	
Division of Management and Au	dit	xR YES D NO Organizational Unit		
	18. ACCESS RESTRICTIONS TYES XXNO (IF YES, CITE LAW(S) & REGULATION(S)			
		16. AUDIT REQUI		
(IF YES, CITE LAW(S) & REGULAT	TION(S)  YES, EXPLAIN	16. AUDIT REQUI	REMENTS  ATE   FEDERAL   INDEPENDENT	
(IF YES, CITE LAW(S) & REGULATION (IF	TION(S)  YES, EXPLAIN	16. AUDIT REQUIS  XX NONE D STA  18. RECOMMENDES  Office - 5	REMENTS  ATE D FEDERAL D INDEPENDENT  PRETENTION  years  permanently	
(IF YES, CITE LAW(S) & REGULATION (IF IS AN INDEX SYSTEM USED? (IF BEIEFLY AND DESCRIBE ANY HARMONIC CONTRACTOR (IF IS AND INDEX SYSTEM USED)	TION(S)  YES, EXPLAIN	16. AUDIT REQUIR	REMENTS  RETENTION  Years	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF G	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE DGS 880-1)	7278 WATE P.O. B JESSUP, MAR	OX 275	PAGE <u>6</u> of <u>12</u>	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Transportation	<u> </u>		Div. of Management and Audit	
		DS NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
TRANSPORTATION PROFESSIONAL S	ERVICES SELECTIO	N BOARD (TPSSB)	<u> 1987</u> <b>TO</b> <u>1991</u>	
Files relating to TPSSB me Works certifications, waivers activities, cassette tapes of	THE SERIES. eetings: meetin , correspondence	g folders, minute, regulation cha	tes, Board of Public	
7. RECORD SERIES FORMAT(S)  R LETTER SIZE D MICROFILM  LEGAL SIZE D COMPUTER TAPE  BOUND BOOK D FLOPPY DISK	8. RECORD SERIES  ALPHABETIC  NUMERICAL  CHRONOLOG	CAL	9. VOLUME  20 FILE DRAWER(S)  10 MICROFILM REEL(S)  10 COMPUTER TAPE(S)  NUMBER OTHER(SPECIFY)	
M AUDIO TAPE UVIDEO TAPE		j		
OTHER(SPECIFY)	□ GEOGRAPHICAL □ OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  X# FILE DRAWER(S)  12 - 3/4 MICROFILM REEL(S)  NUMBER D COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY D WEEKLY	XXXMONTHLY	NUMBER C)	MONTH(S) Ñ YEAR(S)	
Division of Management and Auc	-		ERIES DUPLICATED ELSEWHERE?	
15. ACCESS RESTRICTIONS DYES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUIS	REMENTS	
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	RETENTION .	
received, including project not of project, and status. On f. Professional Write	umber, descripti	ón Retain in	office 5 years, then destroy	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	(UMBER	21. DATE	
Dorothy Runkles	859-7359		6/17/91	
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 880-1)	DEFARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BE	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTURY  PAGE _7_ OF12
	JESSUP, MART	TLAND 20794	
1. DEFARTMENT/AGENCY Transportation	2. Division		Div. of Management and Audit
DEFINITION-RECORD SERIES. A GROUP			
REFEREN	CE AS WELL AS RETE	ENTION AND DISPOS	ITION PURPOSES
4. RECORD SERIES TITLE MANAGEMENT ST	UDIES AND REPORT	es .	8. EARLIEST YEAR/LATEST YEAR 1989 TO 1991
	THE SERIES. s and studies of	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES; ts and scope, service
7. RECORD SERIES FORMAT(S)  M LETTER SIZE D MICROFILM  D LEGAL SIZE D COMPUTER TAPE  D BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL		9. VOLUME  \$\file \text{ file \text{DRAWER(s)}} \\
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	XE OTHER(SPEC	CIFY)	TILE DRAWER(S)  1/5 "MICROFILM REEL(S)  RUMBER "COMPUTER TAPE(S)  COMPUTER TAPE(S)
11. FILE IS USED  DAILY WEEKLY			S INACTIVE AFTER MONTH(S) XX YEAR(S)
Division of Management and Au	·		ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS DYES	Λ	16. AUDIT REQUI	REMENTS  ATE O FEDERAL O INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	D RETENTION
о убе йх ио			ffice and until information sobsolete or is no longer need , ,
9. NAME AND TITLE OF PREPARER	20. TELEPHONE I	NUMBER	21. DATE
-			
Robert F. Campanaro ' Administrative Officer	859-7652		6/17/91

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE DGS 880-1)	7278 WATER P.O. BO JESSUP, MARY	OX 275	PAGE 8 OF 12	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Transportation	Asst. Secretary, Administratio		n Div. of Management and Audi	
	OF RELATED RECORD EE AS WELL AS RET		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE		ALLE AND DISTOS	5. EARLIEST YEAR/LATEST YEAR	
TRAVEL MA	NAGEMENT .		1988: <b>TO</b> 1991	
IN.	consist of paid	. INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES;  ilroad invoices, out-of-state ion, and policy and	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	3 SEQUENCE	9. VOLUME	
XXLETTER SIZE I MICROFILM	□ ALPHABETICAL □ NUMERICAL		FILE DRAWER(S)	
□ LEGAL SIZE □ COMPUTER TAPE			□ MICROFILM REEL(S)  1/5 □ COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	E CHRONOLOG	ICAL	NUMBER D OTHER (SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
O OTHER(SPECIFY)	OTHER(SPEC	:IFY)	1/15 DMICROFILM REEL(S)	
11. FILE IS USED		12. FILE BECOME	OTHER(SPECIFY)  S INACTIVE AFTER	
XX DAILY WEEKLY	□ MONTHLY	lx#	MONTH(S) DYEAR(S)	
13. CURRENT LOCATION(5) (BLDG.,FL Division of Management and Aud	-	14. Is RECORD SERIES DUPLICATED ELSEWHERE!  (IF YES, SPECIFY AGENCY OR OFFICE)  Ø YES D NOState Travel Mgmt. Office		
18. ACCESS RESTRICTIONS TYES (IF YES, CITE LAW(8) & REGULAT		16. AUDIT REQUI	REMENTS  ATE D FEDERAL DINDEPENDENT,	
17. IS AN INDEX SYSTEM USED? (IF	_	18. RECOMMENDE	D RETENTION	
□ YES XX NO		Retain in offi	ce for 3 years, then destroy.	
Robert F. Campanaro de	20. TELEPHONE I 859-7652	NUMBER	6/17/91	
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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
DGS 880-1)			PAGE 9 OF 12
1. DEFARTMENT/AGENCY	2. DIVISION		a. UNIT
Transportation			n Div. of Management and Audit
	OF RELATED RECORD CE AS WELL AS RETI		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE RECORDS M	•		5. EARLIEST YEAR/LATEST YEAR  1954 TO 1991
Items essential to the rout by the Division of Manage each of the department's mode	e Transportation through records ese include ret	n Department's records carried management coordinators in ention schedules, transmittal otices, and disposal certificate	
7. RECORD SERIES FORMAT(S)  Q LETTER SIZE D MICROFILM  D LEGAL SIZE D COMPUTER TAPE  D BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE  D ALPHABETICAL  D NUMERICAL		9. VOLUME  # FILE DRAWER(S)    MICROFILM REEL(S)    COMPUTER TAPE(S)    NUMBER   OTHER(SPECIFY)
D AUDIO TAPE D VIDEO TAPE	%XCHRONOLOG!		- OTEMOS ECT 17
OTHER(SPECIFY)	© GEOGRAPHICAL  © OTHER(SPECIFY)  Organizational		10. ANNUAL ACCUMULATION  FILE DRAWER(S)  1/15  MICROFILM REEL(S)  RUNDER COMPUTER TAPE(S)  COMPUTER TAPE(S)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
CX DAILY D WEEKLY	O MONTHLY	10 D	MONTH(S) XN YEAR(S)
Division of Management and Aug	-	(IF YES, SP	ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE) State Records Center & Archive
18. ACCESS RESTRICTIONS DYES	5 √2 NO 10N(8)	16. AUDIT REQUI	REMENTS  ATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  D YES \$\text{P}\$ NO		Transmittal red temporary - d Inventories - d	D RETENTION  dules-until revised, then destroceipts:archival-permanently;  destroy with records.  destroy when next inventory composal - permanently in office.
9. NAME AND TITLE OF PREPARER Robert F. Campanaro 859-7652 Administrative Officer		ILMEER	21. DATE

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GI RECORDS MANAGEI	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE DGS \$50-1)	7278 WATEI P.O. EX JESSUP, MAR	OX 275	PAGE 10 OF 12	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Transportation	Asst Secretary,	Administration	Div. of Management and Audit	
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECOR	DE NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE FORMS MA	•	ENTION AND DISPOS	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 SEPIES)  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 deapartment's modal agencies. These include forms files, forms registers, forms management activity reports, and Interagency Forms Management Committee projects.				
7. RECORD SERIES FORMAT(S)  DXLETTER SIZE D MICROFILM  D LEGAL SIZE D COMPUTER TAPE  D BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL		9. VOLUME  \$\text{P} FILE DRAWER(S)\$  \$\text{D} \text{MICROFILM REEL(S)}\$  \$\text{L} \text{COMPUTER TAPE(S)}\$  \$\text{NUMBER} \text{D} \text{OTHER(SPECIFY)}\$	
D AUDIO TAPE D VIDEO TAPE D OTHER(SPECIFY)	© GEOGRAPHICAL  © OTHER(SPECIFY)  Topical		10. ANNUAL ACCUMULATION  # FILE DRAWER(8)    MICROFILM REEL(S)   NUMBER   COMPUTER TAPE(S)	
DAILY DWEEKLY	XX MONTHLY	7	OTHER(SPECIFY) S INACTIVE AFTER WONTH(S) XX YEAR(S)	
13. CURRENT LOCATION(s) (BLDG.,FL Division of Management and Auc	·	(IF YES, SPI	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) Using offices	
15. ACCESS RESTRICTIONS U YES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUII	REMENTS  ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF BE:IEFLY AND DESCRIBE ANY HAD DESCRIBE AND D		Forms files - u Forms register Forms managemen	- l year, then destroy. nt activity reports and Inter- anagement Committee projects -	
8. NAME AND TITLE OF PREPARER Robert F. Campanaro Administrative Officer	<b>20. TELEPHONE N</b> 859-7652	iumeer	21. DATE 6/17/91	
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 880-1)			PAGE		
1. DEFARTMENT/AGENCY	2. DIVISION		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 (*** PRIEFLY 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)	8. RECORD SERIES SEQUENCE		9. VOLUME		
M LETTER SIZE O MICROFILM	D ALPHABETICAL		XM FILE DRAWER(S)  D MICROFILM REEL(S)		
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		1/20 COMPUTER TAPE(S)		
D BOUND BOOK D FLOPPY DISK	∰ CHRONOLOGICAL		NUMBER DOTHER(SPECIFY)		
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHI(		10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPECIFY)		XX FILE DRAWER(S)		
Martin Artigle - Comment of the Assessment of th			n/a Microfilm Reel(s) RUMBER COMPUTER TAPE(s)		
			O OTHER(SPECIFY)		
D DAILY D WEEKLY	Witness and the same	1 =	S INACTIVE AFTER		
	EXMONTHLY	NUMBER			
Division of Management and Audit		(IF YES, SPECIFY AGENCY OR OFFICE)  xX YES D NoDiv. of Operating Services			
15. ACCESS RESTRICTIONS THE TOTAL TION (S)		16. AUDIT REQUIREMENTS  D NOME X STATE D FEDERAL D INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  O YES RX NO		IS. RECOMMENDED RETENTION  Until superseded, then destroy.			
	,				
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE		
Robert F. Campanaro Administrative Officer	859–7652		6/17/91		
DGS 550-4 (REVISED 2/87)			·		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE DGS 880-1)			PAGE 12 OF 12		
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT		
Transportation			on Div. of Management and Audi		
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 AND GENERAL CORRESPONDENCE			5. EARLIEST YEAR/LATEST YEAR 1988 TO 1991		
6. RECORD SERIES DESCRIPTION (*** THE SERIES.** INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  Correspondence generated by the Division of Management and Audit.					
7. RECORD SERIES FORMAT(S)  XXLETTER SIZE D MICROFILM  D LEGAL SIZE D COMPUTER TAPE  D BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CK CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME  XI FILE DRAWER(S)  I MICROFILM REEL(S)  COMPUTER TAPE(S)  NUMBER  OTHER(SPECIFY)		
OTHER(SPECIFY)			10. ANNUAL ACCUMULATION  APPLIE DRAWER(S)  IN A COMPUTER TAPE(S)  COMPUTER TAPE(S)  COTHER(SPECIFY)		
11. FILE IS USED  DAILY DWEEKLY	XS MONTHLY	12. FILE BECOMES INACTIVE AFTER  1			
Division of Management and Audit		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  D YES D NO Receiving Offices			
15. ACCESS RESTRICTIONS THE YES X NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS  XX NONE D STATE D FEDERAL D INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION			
□ YES \$ NO	e for 3 years, then destroy.				
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE		
Robert F. Campanaro Administrative Officer	859-7652		6/17/91		
DGS 550-4 (REVISED 2/87)					