GS-550- 1 حجر REV. 6/78

DEPARTMENT OF GENERAL SERVICES **Records Management Division**

SCHEDULE **NO.** 1423

PAGE NO. 1 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

Depa	Department of Transportation Office of Administrative Services				
	A Ø EN CY	DIVISION			
Item No.	This schedule supersedes Schedules 953 and 1301 Description	Retention			
1.	ACCOUNTING RECORDS This series includes all standard STATE accounting forms as well as other accounting media which provide supporting data for the special and general accounting records. Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes. Each agency will use all or some of the following records which are governed by the indicated retention period A. General Accounting Records Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.			
	B. Special Accounting Records Reports of audits conducted by the Legislative Auditors Reports of audits conducted by persons or agencies other than the Legislative Auditors Books of Final Entry - General Ledgers	Retain for ten (10) years, then destroy. Permanent. Transfer periodically to Md. St. Archives. Permanent. Transfer periodically to Md. St. Archives.			

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hali of Records Commission

1/28/92

Signature

Frank Babuci

DGS-550-1A

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1423

PAGE 2 of 4

	,	NO. 2 of 4
Item No.	Description	Retention
	C. Budget and Fiscal Planning Records Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	D. Payroll Accounting Records Employee Roster Card File Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	E. Miscellaneous Accounting Records Bills Books, Statements, and Deposit Receipts Budget Papers and Work Sheets Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Stock Record Cards Time Sheets Withholding Tax Forms and Statements (Local, State and Federal)	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	This series applies to all State of Maryland Departments and Agencies and includes all standard purchasing forms as well as other purchasing media which provide supporting data for special and general purchasing records.	

FORM- RM-1A

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE **NO.** 1423

PAGE NO. 3 of 4

		NO. 3 Of 4
tem No.	Description	Retention
	Purchasing records may include all or some of the following documents:	
	A. Actual Emergency and Repairs Reports B. Advertising and Bids C. Agency Inter-Office Requisitions D. Bid and Quote File E. Bid Tabulation Records F. Copy of Contract(s) Awarded G. Credit Memoranda H. Inventory Dispositions I. Invoices/Expenditure Transfer Authorizations J. Issue Tickets or Receipts K. Materials/Supplies Specifications L. Monthly Expenditure Printouts M. Notice of Award of Contract(s) N. Unscheduled Requisitions for Supplies O. Packing Slips, Shipping Tickets, Bills of Lading P. Purchase Orders Q. Purchasing Register R. Receiving Reports S. Report of Delivery/Partial Delivery T. Requisition Forms, Miscellaneous U. Requisitions for Supplies V. Warehouse Requisitions W. Automation Management Reports	Retain in office for three(3) years and until all audit requirements have been fulfilled, then transfer to Records Center for two (2) years, then destroy.
2	EXECUTIVE DEVELOPMENT PROGRAM (EDP)	
	Nomination packages; interview and scoring records; training, work assignment, and acting capacity records.	Retain in office for two (2) years after completion of EDP cycle, then transfer to Records Center for an additional five (5) years, then destroy.
3	ORGANIZATION AND FUNCTION MANUAL	
	Organizational change files, including correspondence; approval documentation (gubernatorial, legislative, and secretarial); original function statements and charts. etc	Retain in Office for five (5) years, then transfer to Archives for permanent retention.
4	RECORDS MANAGEMENT	
	A. Records retention and disposal schedules	Retain in office until schedule is completely revised, then destroy superceded schedule. (Note: Revised schedules should include any items on previous schedules for which records

FORM-RM-1A

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1423

PAGE NO. 4 of 4

ltem No. Description Retention RECORDS MANAGEMENT (Continued) Retain receipts from Archives B. Records transmittal and receipt forms in office. Review annually. destroy when no longer administratively useful. Retain receipts from St. Records Center in office until those records are destroyed, then destroy receipt. FORMS MANAGEMENT 5 A. Forms files Retain in office until form becomes obsolete, then destroy Retain in office for one (1) B. Forms register year following the close of the year of record activity, then destroy. C. Forms management Activity Report Retain on office for three (3) Interagency Forms Management Committee Projects years following completion, then destroy. CODE OF MARYLAND REGULATIONS (COMAR) Little Control of the Files contain final copies, drafts, and backup Permanent. Transfer periodmaterial of all DOT Title 11 regulations, as well as ically to Md. St. Archives. certain title 21 regulations pertaining to DOT, and include signed and receipted transmittal forms, correspondence, regulation text and other material. GENERAL ADMINISTRATIVE CORRESPONDENCE 7 Retain for three (3) years and Letters, reports, memoranda and miscellaneous material until all audit requirements pertaining to the routine administrative and operational have been met. then destroy. duties of the office.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	RATE FORM FOR EACH NEW OR SED RECORD SERIES. FORWARD RECORDS RETENTION SCHEDULE P.O. BOX 278		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE 1 OF 7	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Transportation	The Secretary's Office		Off. of Administrative Services	
DEFINITION-RECORD SERIES - A GROUP	OF RELATED REGORI CE AS EELL AS RETI	OS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	·		5. EARLIEST YEAR/LATEST YEAR	
Accounting Records	·		<u>1989</u> то <u>1992</u>	
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND	
 Various types of accounting.	ourchasing, pavr		records. This item duplicates	
the model purchasing records		o and badges		
A. General Accounting Records 3 years B. Special Accounting Records 10 years and Permanent C. Budget and Fiscal Planning Records 3 years D. Payroll Accounting Records 3 years E. Miscellaneous Accounting Records 3 years F. Purchasing Records 5 years				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
XX LETTER SIZE D MICROFILM	XX ALPHARETIC	:AL	XX FILE DRAWER(S)	
C LEGAL SIZE COMPUTER TAPE	D NUMERICAL		8 D COMPUTER TAPE(S)	
BOUND BOOK DFLOPPY DISK	CHIRONOLOGI	CAL	NUMBER OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	AL.	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		I FILE DRAWER(S) I MICROFILM REEL(S) NUMBER I COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
XX DAILY G WEEKLY	□ MONTHLY	_	MONTH(S) XX YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	OOR, ROOM)		ERIES DUPLICATED ELSEWHERE?	
1st floor, Headquarters Bldg.	, Bwi Airport		ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TYES		16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAW(S) & REGULAT	rion(s)	O NONE TO STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	D RETENTION	
TYES XX NO	,	. Various- 3	, 5, 10 years & permanent	
. NAME AND TITLE OF PREPARER	20. TELEPHONE N		21. DATE	
Dhatt Maraka Dan Mail 200				
Rhett Murphy, Rec. Mgmt Off.	859-7321		1/31/92	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	WRATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTURY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	P.O. B	RLOO ROAD IOX 275 IYLAND 20794	PAGE 2 OF 7
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Transportation	The Secretary		ff. of Administrative Services
DELIMITION-MECOME SEKIES.		DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Executive Development Progra	•		5. EARLIEST YEAR/LATEST YEAR 1988 TO 1991
. MICORD SERIES DESCRIPTION (THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
Nomination packages; intervi	ew and scoring r	records; training	g, work assignment and
acting capacity records. Th to graduation. Program is n			of participants from nomination handled per the schedule.
		·	
7. RECORD SERIES FORMAT(S) XX LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE MALPHABETICAL NUMBERICAL CHRONOLOGICAL		9. VOLUME ### FILE DRAWER(S) ### MICROFILM REEL(S) 1 1 2
OTHER(SPECIFY)	GEOGRAPHIC		O COMPUTER TAPE(S)
11. FILE IS USED NOT U	sed MONTHLY		S INACTIVE AFTER WONTH(S) PEAR(S)
ist floor, Headquarters Bldg		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) C YES & NO	
(IF YES, CITE LAW(S) & REGULATE SG §10-616, Ann. Code of Md.	ION(S)	16. AUDIT REQUIREMENTS O NOME OF STATE OF FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	RETENTION
O YES XX NO		2 yrs in offi then destroy	ce, 5 yrs in Records Center
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	n mes R	21. DATE
Rhett Murphy, Rec Mgmt Off	859-7321	v von 12. E 44 k	1/31/92
DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	THE NEW OR RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY			
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 380-1)	P.O. B	RLOO ROAD XX 278 YLAND 20794	PAGE _3_ OF			
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT			
Transportation	The Secretary		Off. of Administrative Services			
DEFINITION-RECORD SERIES. A GROUP OF RELATED REGORDS 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			
Organization and Function Ma	nual	_	<u>1971</u> TO <u>1992</u>			
6. RECORD SERIES DESCRIPTION (BR	INPLY DESCRIBE TH	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES			
Organizational change files, including correspondence; approval documentation (gubernatoria legislative, and secretarial); original function statements and charts. Series is used to track and document the evolution the the organizational structure of the Department.						
7. RECORD SERIES FORMAT(S) XX LETTER SIZE D MICROFILM XX LEGAL SIZE D COMPUTER TAPE BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE C ALPHABETICAL XM NUMERICAL XM CHRONOLOGICAL C GEOGRAPHICAL OTHER (SPECIFY)		2. VOLUME			
O OTHER (SPECIFY)			10. ANNUAL ACCUMULATION XM FILE DRAWER(S) MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) OTHER(SPECIFY)			
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER			
DAILY XXX WEEKLY	□ MONTHLY	NUMBER D	MONTH(S) XX YEAR(S)			
13. CURRENT LOCATION(S) (BLDG.,FL 1st Floor, Headquarters Bldg 1s. ACCESS RESTRICTIONS	, BWI Airport	(IF YES, SPE XI YES □ NO I6. AUDIT REQUIR	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) Copies of current organization in many places REMENTS ATE - FEDERAL - INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		Permanent. Transfer periodically to Md. St.				
		Archives.				
18. NAME AND TITLE OF PREPARER	20. TELEPHONE N	UMBER	21. DATE			
Rhett Murphy, Rec. Mgmt Off.	859-7321		1/31/92			
DCS 750.4 (250) 2/471						

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTURY		
MEVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	P.O. B	RLOO ROAD IOX 278 IYLAND 20794	PAGE 4 OF 7		
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT		
Transportation	The Secretary'		Off. of Administrative Services		
		ds normally filed Ention and dispos	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE Records Management			5. EARLIEST YEAR/LATEST YEAR 1988 TO 1992		
	IMPLY DESCRIBE TH		ATION/DOCUMENTS/FORMS FOUND		
1	ine series.	. INCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES		
Records Retention & Dispos	sal schedules,re	cords transmitta	al and receipt forms,		
		Series ismai	intained in conformance with		
SG §§10-631 - 10-634,					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	ROFOR	9. VOLLIME		
Q LETTER SIZE O MICROFILM	- ALPHABETIC		XXP FILE DRAWER(S)		
A LEGAL SIZE COMPUTER TAPE	XX NUMERICAL XX CHRONOLOGICAL		D MICROFILM REEL(S)		
BOUND BOOK D FLOPPY DISK			OTHER(SPECIFY)		
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC				
OTHER(SPECIFY)	OTHER(SPE		10. ANNUAL ACCUMULATION		
, ,		•	1/5 MICROFILM REEL(S) RUMBER COMPUTER TAPE(S)		
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER MONTH(S) XXYEAR(S)		
DAILY XX WEEKLY	□ MONTHLY	NUMBER 0)			
13. CURRENT LOCATION(S) (BLDG.,FL	OOR, ROOM)		RECORD SERIES DUPLICATED ELSEWHERE!		
1st floor, Headquarters Bldg.,	BWI Airport	(IF YES, SPECIFY AGENCY OR OFFICE)			
	, xo _X NO	16. AUDIT REQUIREMENTS			
(IF YES, CITE LAW(S) & REGULAT	ION(S)	O NONE XX STATE O FEDERAL O INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	RETENTION		
. Tes XX no					
		- until obso	olete		
	•				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE N	UMBER	21. DATE		
Rhett Murphy - Rec. Mgmt)ff 859-7321		1/31/92		
DGS 550-4 (REVISED 2/87)		<u> </u>	·		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	SEPARATE FORM FOR EACH NEW OR RECORDS MANAGE		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 180-1)	P.O. E	RILOO ROAD ROX 275 RYLAND 20794	PAGE <u>5</u> or <u>7</u>
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Transportation	The Secretary		Dff. of Administrative Services
DEFINITION-RECORD SERIES-A GROUP		DS NORMALLY FILED ENTION AND DISPOS	
4. RECORD SERIES TITLE Forms Management	•		5. EARLIEST YEAR/LATEST YEAR 1988 TO 1992
·	INFLY DESCRIBE TH	E TYPES OF INPORM	ATION/DOCUMENTS/FORMS FOUND
9. ALCORD SCRIES DESCRIPTION (THE SERIES.		RPOSE OR FUNCTION OF THE SERIES
Forms files, Forms regi Forms Management Commit SG §§10-631 - 10-634.	•	•	Report, and Interagency din conformance with
7. RECORD SERIES FORMAT(S) **XLETTER SIZE ** MICROFILM **LEGAL SIZE **COMPUTER TAPE BOUND BOOK **D FLOPPY DISK	8. RECORD SERIE G ALPHAEETIC R NUMERICAL CHRONOLOG	CAL	2 COMPUTER TAPE(S) OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPE	CIFY)	XX FILE DRAWER(S) 1/5 MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY XXXWEEKLY	□ MONTHLY		MONTH(S) XXXX YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL	•	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TYPES (IP YES, CITE LAW(S) & REGULAT	ION(S)	16. AUDIT REQUIREMENTS	
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDED RETENTION	
□ YES EX NO		, - 3 years - until obso	lete
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	UMBER	21. DATE
Rhett Murphy Rec. Mgmt Officer	859-7321		1/31/92
DGS 550-4 (REVISED 2/87)			

	RECORDS RETENTION SCHEDULE P.O. BOX 278		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE _ 6_ OF _ 7_		
1. DEPARTMENT/AGENCY	2. DIVISION		1. UNIT		
Transportation	The Secretary		Off of Administrative Services		
		NOS NORMALLY FILED FENTION AND DISPOS	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR		
Code of Maryland Regulat:	ions (COMAR) ·				
	HEFLY DESCRIBE TO		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)		
Contains final copies, drafts and backup material of all DOT Title 11 regulations, as well as certain Title 21 regulations pertaining to DOT, and include signed and receipted transmittal forms, correspondence, regulation text and other material. Series is maintained in conformance with TA §2-103.					
7. RECORD SERIES FORMAT(S) EXLETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE BOUND BOOK D FLOPPY DISK	8. RECORD SERIE CALPHAGET! XX NUMERICAL CHRONOLOG	CAL	9. VOLUME XX FILE DRAWER(S) UNICROFILM REEL(S) COMPUTER TAPE(S) NUMBER UNICROFILM REEL(S)		
O OTHER (SPECIFY)	□ GEOGRAPHI □ OTHER(SPE		10. ANNUAL ACCUMULATION XXX FILE DRAWER(S)		
O OTHER(SPECIFY)	C OTHER(SPE	12. FILE BECOME	10. ANNUAL ACCUMULATION XXX FILE DRAWER(S) 1/3 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) COMPUTER TAPE(S) COMPUTER TAPE(S) SINACTIVE AFTER PERMANENT		
OTHER(SPECIFY)		12. FILE BECOME	10. ANNUAL ACCUMULATION XXX FILE DRAWER(S) 1/3		
O OTHER(SPECIFY)	O OTHER(SPE	12. FILE BECOME RUMBER 14. IS RECORD SI	10. ANNUAL ACCUMULATION XXX FILE DRAWER(S) 1/3 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) COMPUTER TAPE(S) S INACTIVE AFTER PERMANENT MONTH(S) VEAR(S) ERIES DUPLICATED ELSEWHERE!		
O OTHER(SPECIFY) 11. FILE IS USED XX DAILY	MONTHLY COR, ROOM) BWI Airport XX NO	12. FILE BECOME NUMBER 14. IS RECORD SI (IP YES, SPI XXM YES D NO	10. ANNUAL ACCUMULATION XXX FILE DRAWER(S) 1/3 MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) S INACTIVE AFTER PERMANENT MONTH(S) YEAR(S) ERIES DUPLICATED ELSEWHERET ECIFY AGENCY ON OFFICE) Parts at Div of State Documents and at DOI administrations		
OTHER(SPECIFY) 11. FILE IS USED XX DAILY OWEEKLY 13. CURRENT LOCATION(S) (BLDG.,FI 1st floor, Headquarters Bldg, 15. ACCESS RESTRICTIONS O YES	MONTHLY COR, ROOM) BWI Airport XXI NO FION(S)	12. FILE BECOME NUMBER 14. IS RECORD SI (IF YES, SPI XXE YES D NO 16. AUDIT REQUIR EXNONE D STA	10. ANNUAL ACCUMULATION XXX FILE DRAWER(S) 1/3 MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) S INACTIVE AFTER PERMANENT MONTH(S) VEAR(S) ERIES DUPLICATED ELSEWHERET EXCIFY AGENCY OR OFFICE) Parts at Div of State Documents and at DOI administrations REMENTS ATE FEDERAL INDEPENDENT D RETENTION Transfer periodically to Md.		
OTHER(SPECIFY) 11. FILE IS USED XX DAILY	MONTHLY COR, ROOM) BWI Airport XXI NO FION(S)	12. FILE BECOME RUMBER 14. IS RECORD SI (IF YES, SPI XXM YES D NO 16. AUDIT REQUII MIXNONE D STA 18. RECOMMENDED Permanent. St. Archive	10. ANNUAL ACCUMULATION XXX FILE DRAWER(S) 1/3 MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) S INACTIVE AFTER PERMANENT MONTH(S) VEAR(S) ERIES DUPLICATED ELSEWHERET EXCIFY AGENCY OR OFFICE) Parts at Div of State Documents and at DOI administrations REMENTS ATE FEDERAL INDEPENDENT D RETENTION Transfer periodically to Md.		
OTHER(SPECIFY) 11. FILE IS USED XX DAILY	MONTHLY COOR, ROOM) BWI Airport XXI NO TION(S) YES.EXPLAIN ROBARE/SOFTWARE)	12. FILE BECOME RUMBER 14. IS RECORD SI (IF YES, SPI XXM YES D NO 16. AUDIT REQUII MIXNONE D STA 18. RECOMMENDED Permanent. St. Archive	10. ANNUAL ACCUMULATION XXX FILE DRAWER(S) 1/3 MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) COMPUTER TAPE(S) S INACTIVE AFTER permanent MONTH(S) VEAR(S) ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE) OATTS at Div of State Documents and at DOI administrations REMENTS RETENTION Transfer periodically to Md. ess.		

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 JEBSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY			
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE7_ OF7_			
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT			
Transportation	The Secretary		Off of Administrative Services			
	AND USED AS A UNIT FOR					
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR			
General Administrative Con			<u>1989</u> TO <u>1992</u>			
Letters, reports, memorano	6. RECORD SERIES DESCRIPTION (STREPLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Letters, reports, memoranda, and miscellaneous material pertaining to the routine administrative and operational duties of the office. Series pertains to general administrative routines.					
7. RECORD SERIES FORMAT(S) EXLETTER SIZE " MICROFILM LEGAL SIZE " COMPUTER TAPE BOUND BOOK " FLOPPY DISK AUDIO TAPE " VIDEO TAPE OTHER(SPECIFY)	EXLETTER SIZE MICROFILM XX ALPHABETI LEGAL SIZE COMPUTER TAPE MIMERICAL BOUND BOOK FLOPPY DISK CHRONOLOG AUDIO TAPE GEOGRAPHI		9. VOLUME ARRENGE MICROFILM REEL(S) 3			
II. FILE IS USED	□ MONTHLY	1 ^	S INACTIVE AFTER MONTH(S) COMPUTER TAPE(S) COMPUTER TAPE(S)			
		NUMBER				
13. CURRENT LOCATION(S) (BLDG.,FI	•	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES XXNO				
15. ACCESS RESTRICTIONS Q YES	LION(2)	16. AUDIT REQUIREMENTS MINONE - STATE - FEDERAL - INDEPENDENT				
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDED RETENTION				
TYES XX NO	,		until all audit requirements t, then destroy.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	(LMBER	21. DATE			
Rhett Murphy, Rec. Mgmt Officer	859-7321		1/31/92			
DGS 550-4 (REVISED 2/87)						