

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Department of Transportation

Office of Administrative Services

AGENCY

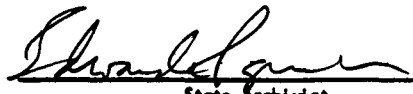
DIVISION

Item No.	Description	Retention
1.	<p><u>ACCOUNTING RECORDS</u></p> <p>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.</p> <p>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.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p>A. <u>General Accounting Records</u></p> <p>Certificate of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Report of State Funds Collected and Deposited</p> <p>B. <u>Special Accounting Records</u></p> <p>Reports of audits conducted by the Legislative Auditors</p> <p>Reports of audits conducted by persons or agencies other than the Legislative Auditors</p> <p>Books of Final Entry - General Ledgers</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for ten (10) years, then destroy.</p> <p>Permanent. Transfer periodically to Md. St. Archives.</p> <p>Permanent. Transfer periodically to Md. St. Archives.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

1/23/92  Director  
Date Signature Title  
Frank Babuci

3/26/92   
Date Signature State Archivist

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

SCHEDULE  
NO. 1423

PAGE  
NO. 2 of 4

Item No.	Description	Retention
	<p>C. <u>Budget and Fiscal Planning Records</u></p> <ul style="list-style-type: none"> <li>Budget Estimates</li> <li>Budget Schedule Amendment</li> <li>Materials and Supplies Physical Inventory</li> <li>Report of Fixed Assets</li> <li>Report of Materials and Supplies</li> <li>Request for Position Action</li> </ul> <p>D. <u>Payroll Accounting Records</u></p> <ul style="list-style-type: none"> <li>Employee Roster Card File</li> <li>Payroll and Check Register</li> <li>Payroll Exceptions Time Report</li> <li>Payroll Transmittals</li> <li>Payroll Warrants</li> </ul> <p>E. <u>Miscellaneous Accounting Records</u></p> <ul style="list-style-type: none"> <li>Bank Books, Statements, and Deposit Receipts</li> <li>Budget Papers and Work Sheets</li> <li>Cancelled Checks, Check Copies and Check Stubs</li> <li>Delivery Orders and Receipts</li> <li>Gas Withdrawal Tickets and Mileage Reports</li> <li>Memorandum Receipt and Property Condemnation Reports</li> <li>Paid Bills and Invoices</li> <li>Paid Bonds and Coupons</li> <li>Periodic Financial Reports to Local/State Agencies</li> <li>Receipt Copies and Stubs</li> <li>Receiving Reports</li> <li>Reconciliation and Trial Balance Sheets</li> <li>Renewable Licenses</li> <li>Requisitions and Purchase Orders</li> <li>Stock Record Cards</li> <li>Time Sheets</li> <li>Withholding Tax Forms and Statements (Local, State and Federal)</li> </ul> <p>F. <u>Purchasing Records</u></p> <p>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.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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

SCHEDULE  
NO. 1423

PAGE  
NO. 3 of 4

Item No.	Description	Retention
	<p>Purchasing records may include all or some of the following documents:</p> <ul style="list-style-type: none"> <li>A. Actual Emergency and Repairs Reports</li> <li>B. Advertising and Bids</li> <li>C. Agency Inter-Office Requisitions</li> <li>D. Bid and Quote File</li> <li>E. Bid Tabulation Records</li> <li>F. Copy of Contract(s) Awarded</li> <li>G. Credit Memoranda</li> <li>H. Inventory Dispositions</li> <li>I. Invoices/Expenditure Transfer Authorizations</li> <li>J. Issue Tickets or Receipts</li> <li>K. Materials/Supplies Specifications</li> <li>L. Monthly Expenditure Printouts</li> <li>M. Notice of Award of Contract(s)</li> <li>N. Unscheduled Requisitions for Supplies</li> <li>O. Packing Slips, Shipping Tickets, Bills of Lading</li> <li>P. Purchase Orders</li> <li>Q. Purchasing Register</li> <li>R. Receiving Reports</li> <li>S. Report of Delivery/Partial Delivery</li> <li>T. Requisition Forms, Miscellaneous</li> <li>U. Requisitions for Supplies</li> <li>V. Warehouse Requisitions</li> <li>W. Automation Management Reports</li> </ul>	<p>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.</p>
2	<p><u>EXECUTIVE DEVELOPMENT PROGRAM (EDP)</u></p> <p>Nomination packages; interview and scoring records; training, work assignment, and acting capacity records.</p>	<p>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.</p>
3	<p><u>ORGANIZATION AND FUNCTION MANUAL</u></p> <p>Organizational change files, including correspondence; approval documentation (gubernatorial, legislative, and secretarial); original function statements and charts, etc..</p>	<p>Retain in Office for five (5) years, then transfer to Archives for permanent retention.</p>
4	<p><u>RECORDS MANAGEMENT</u></p> <ul style="list-style-type: none"> <li>A. Records retention and disposal schedules</li> </ul>	<p>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 still exist.</p>

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

Item No.	Description	Retention
5	<p><u>RECORDS MANAGEMENT (Continued)</u></p> <p>B. Records transmittal and receipt forms</p> <p><u>FORMS MANAGEMENT</u></p> <p>A. Forms files</p> <p>B. Forms register</p> <p>C. Forms management Activity Report Interagency Forms Management Committee Projects</p>	<p>Retain receipts from Archives 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.</p> <p>Retain in office until form becomes obsolete, then destroy</p> <p>Retain in office for one (1) year following the close of the year of record activity, then destroy.</p> <p>Retain on office for three (3) years following completion, then destroy.</p>
6	<p><u>CODE OF MARYLAND REGULATIONS (COMAR)</u></p> <p>Files contain 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.</p>	<p>Permanent. Transfer periodically to Md. St. Archives.</p>
7	<p><u>GENERAL ADMINISTRATIVE CORRESPONDENCE</u></p> <p>Letters, reports, memoranda and miscellaneous material pertaining to the routine administrative and operational duties of the office.</p>	<p>Retain for three (3) years and until all audit requirements have been met, then destroy.</p>

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 1 OF 7

1. DEPARTMENT/AGENCY

Transportation

2. DIVISION

The Secretary's Office

3. UNIT

Off. of Administrative Services

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

1989 TO 1992

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

Various types of accounting, purchasing, payroll and budget records. This item duplicates the model purchasing records schedule.

- 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)

- 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)
- 8  
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3  
NUMBER  MONTH(S)  YEAR(S)

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

1st floor, Headquarters Bldg., Bwi Airport

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES  NO SHA Accounts payable

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

Various- 3, 5, 10 years & permanent

19. NAME AND TITLE OF PREPARER

Rhett Murphry, Rec. Mgmt Off.

20. TELEPHONE NUMBER

859-7321

21. DATE

1/31/92

**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  
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**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

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 )

Nomination packages; interview and scoring records; training, work assignment and acting capacity records. This series tracks the EDP career of participants from nomination to graduation. Program is now defunct, but records will be handled per the schedule.

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 1/2  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)
- 0  
NUMBER

11. FILE IS USED not used

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- n/a  MONTH(S)  YEAR(S)  
NUMBER

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

1st floor, Headquarters Bldg, BWI Airport

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)

SG §10-616, Ann. Code of Md.

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

2 yrs in office, 5 yrs in Records Center then destroy

19. NAME AND TITLE OF PREPARER

Rhett Murphy, Rec Mgmt Off

20. TELEPHONE NUMBER

859-7321

21. DATE

1/31/92

**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  
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**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

Organization and Function Manual

5. EARLIEST YEAR/LATEST YEAR

1971 TO 1992

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

Organizational change files, including correspondence; approval documentation (gubernatorial 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)

- 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)
- 3  
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5  
NUMBER  MONTH(S)  YEAR(S)

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

1st Floor, Headquarters Bldg, BWI Airport

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO Copies of current organization in many places

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

Permanent. Transfer periodically to Md. St. Archives.

19. NAME AND TITLE OF PREPARER

Rhett Murphy, Rec. Mgmt Off

20. TELEPHONE NUMBER

859-7321

21. DATE

1/31/92

**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  
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**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  
1988 TO 1992

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

Records Retention & Disposal schedules, records transmittal and receipt forms,  
Series is maintained in conformance with  
SG §§10-631 - 10-634,

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)
- 3  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)
- 1/5  
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)

1st floor, Headquarters Bldg., BWI Airport

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

- until obsolete

19. NAME AND TITLE OF PREPARER

Rhett Murphy - Rec. Mgmt

20. TELEPHONE NUMBER

Off 859-7321

21. DATE

1/31/92



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  
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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 1992

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

Forms files, Forms register, Forms Management Activity Report, and Interagency Forms Management Committee files. Series is maintained in conformance with SG §§10-631 - 10-634.

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)  
2  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
1/5  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1  
NUMBER  MONTH(S)  YEAR(S)

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

1st floor, Headquarters Bldg, BWI Airport

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

- 3 years  
- until obsolete

19. NAME AND TITLE OF PREPARER

Rhett Murphy Rec. Mgmt Officer

20. TELEPHONE NUMBER

859-7321

21. DATE

1/31/92

**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  
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**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

Code of Maryland Regulations (COMAR)

5. EARLIEST YEAR/LATEST YEAR

1971 TO 1992

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

- 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)
- 5  
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 permanent

- MONTH(S)
- YEAR(S)

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

1st floor, Headquarters Bldg, BWI Airport

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- YES  NO
- (IF YES, SPECIFY AGENCY OR OFFICE)  
Parts at Div of State Documents and at DOT administrations

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

Permanent. Transfer periodically to Md. St. Archives.

19. NAME AND TITLE OF PREPARER

Rhett Murphy, Rec. Mgmt Officer

20. TELEPHONE NUMBER

859-7321

21. DATE

1/31/92

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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  
General Administrative Correspondence.

5. EARLIEST YEAR/LATEST YEAR  
1989 TO 1992

6. RECORD SERIES DESCRIPTION ( BRIEFLY 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)  
 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)  
3  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/2  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
1st floor, Headquarters Bldg, BWI Airport

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

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
3 years and until all audit requirements have been met, then destroy.

19. NAME AND TITLE OF PREPARER  
Rhett Murphy, Rec. Mgmt Officer

20. TELEPHONE NUMBER  
859-7321

21. DATE  
1/31/92