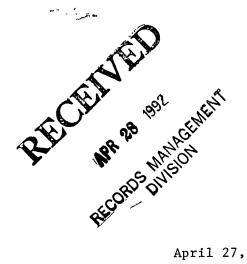


Office of Research, Survey and Registration



William Donald Schaefer Governor

> Jacqueline H. Rogers Secretary, DHCD

April 27, 1992

Mr. Lee Rose Records Management Division 7275 Waterloo Rd. P.O. Box 275 Jessup, MD 20794

Dear Lee:

Enclosed are twenty-seven (27) pages of agency records inventory for the Division of Historical and Cultural Programs. Based on recommendations by you and Kevin Swanson, each sheet represents the total records in each series for the Division. For example: on sheet 1, eighteen file drawers of Work Plans and Master Plans represent the combined total of records in this series for Jefferson Patterson Park and Museum, St. Mary's City, the Banneker-Douglass Museum, and the Crownsville office of the Division.

Locations for the various offices are as follows:

Jefferson Patterson Park & Museum 10515 Mackall Rd. Leonardtown, MD 20685

St. Mary's City Commission P.O. Box 39 Rosecroft Rd. St. Mary's City, MD 20686

Banneker-Douglass Museum 84 Franklin St. Annapolis, MD 21401

Div. of Historical & Cultural Programs 100 Community Place Crownsville, MD 21032

Sincerely,

Mary Louise de Sarron

Mary **L**ouise de Sarran (410) 514-7655

RECEIVED

MAY 20 1992

MARYLAND STATE ARCHIVES

Division of Historical land Cultural Programs Department of Housing and Community Development 100 Community Place, Crownsville, Maryland 21032-2023 (301) 514-7600 DG8-330-1 ETV. 7/86

DEPARTMENT OF GENERAL SERVICES

Records Management Division

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SCHEDULE 1430

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE NO. 1 of 19

DHCD Department of Housing and Community Development

Division of Historical and Cultural Programs

	AGENCY DIVISION	
ltem No.	Description	Retention
<u>1.</u> 1.A.	THIS SCHEDULE SUPERSEDES Nos. 1040 & 1062. WORK PLANS AND MASTER PLANS Archeology	ä
	Annual & long-range plans for major program areas covering goals and objectives, purposes, planned activities, time tables, and budget/staffing projections. Publicly reviewed and available documents.	Retain permanently. Transfer periodically to the Maryland State Archives.
	Facility Development Master Plans covering capital projects design and development.	Retain permanently. Transfer periodically to the Maryland State Archives.
1.B.	Jefferson Patterson Park and Museum	
	Work plans and master planning documents for Jefferson Patterson Park and Museum (JPPM) and JPPM- associated projects only.	Retain permanently. Transfer periodically to the Maryland State Archives.
1.C.	Director's Office	
	Plans pertaining to programs within Division of Historical and Cultural Programs.	Retain permanently. Transfer periodically to the Maryland State Archives.
1.D.	Management and Planning	
	All required federal annual work plans, end-of-year reports, continuation grant applications to National Park Service.	Retain for three (3) years in office to correspond with NPS review and then transfer to the Maryland State Archives.
	Approved by Department, Schedule Authorized by	
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NO. 1430

Ho.	Description	Retention
	New American Complexies	
1.E.	Afro-American Commission Annual work plans covering the objectives, goals, and planned activities of the Commission.	Retain permanently. Transfer periodically to the Maryland State Archives.
1.F.	Office of Research, Survey & Registration	•
	Annual work plans and state work programs.	Retain for three (3) years. Then send to the Maryland State Archives.
1:G.	<u>St. Mary's City</u>	
	Work plans and master plans covering the objectives, goals, and planned activities of Historic St. Mary's City.	Retain for five (5) years. Send copies to DHCD as part of DHCP records. Send originals to Maryland State Archives.
2 .	CORRESPONDENCE	
2.A.	Archeology	
	Files of original incoming letters, copies of response letters, memoranda, other miscellaneous papers relating to the administration of the Archeology Office and its programs.	Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.
2.В.	Jefferson Patterson Park and Museum	
	Daily outgoing written communication.	Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.
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NO. 1430

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No.	Description	Retention
2.C.	Director's Office	
	Daily incoming and outgoing correspondence.	Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.
2.D.	Management and Planning	
	Original incoming and copies of outgoing correspondence.	Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.
	Original correspondence from National Park Service (NPS) or any other Federal source related to Historic Preservation Fund.	Retain for five (5) years. Then destroy.
,	Correspondence incoming and outgoing related to grantors. Records related to ownership of property.	Retain permanently. Retain in office until no longer needed. Transfer periodically to the Maryland State Archives.
	All other records including those related to non-construction grant projects assisted with federal and/or state funds.	Retain for thirty years. Then destroy.
.е.	Afro-American Commission	
	Original incoming letters, copies of outgoing letters, memoranda, reports, and other miscellaneous papers relating to the administration of the Commission.	Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.
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1		NO. 4 OF 19
No.	Description	Retention
),		
.F.	Office of Research Survey and Registration	
	Daily incoming and outgoing correspondence.	Screen annually. Destroy
	•	material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.
G.	St. Mary's City	
	Original incoming letters, copies of outgoing letters, memos, reports, and other miscellaneous reports.	Screen annually. Destroy material no longer needed. Retain permanently records showing the development of the program; transfer periodically to Maryland State Archives.
- -	COMPLIANCE	
Α.	Archeology	· ·
	Records relating to projects reviewed under Federal or State regulatory authorities.	Retain for three (3) years then destroy.
в.	Jefferson Patterson Park and Museum	
	Original field and site records.	Retain permanently. Transfer periodically to Maryland State Archives.
	MARYLAND HISTORICAL TRUST-CONDUCTED REPORTS	
Α.	Archeology	
	Reports produced as a result of MHT-funded or staff-conducted research or investigations involving archeological resources.	Retain permanently. Periodically transfer to the Maryland State Archives.
в	Jefferson Patterson Park and Museum	
	JPPM field, site, and administrative records for JPPM-sponsored projects.	Retain permanently. Periodically transfer to the Maryland State Archives.
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RECORDS RETERTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

	RECORDS RETERTION AND DISPOSAL SCHEDULE		
_			PAGE NO. 5 of 19
iteni No.	Description	Rete	ention
4.C.	Management and Planning		
	Financial documents to back up reports of grantor and grantee.	Retain for the in office for Keep with repo transfer to th State Archives	State audit. ort for he Maryland
5.	CLIPPING FILES		
5.A.	Archeology Newspaper articles, periodicals and other publicly-distributed documents relating to program activities and accomplishements.	Screen annual material no lo Retain permane periodically t the Maryland S records showin accomplishment program.	onger needed. ently and transfer to State Archives ng significant
5.B.	Jefferson Patterson Park and Museum		·
	Newspaper articles, periodicals, and other publicly-distributed documents.	Screen annuall material no lo Retain permane periodically t the Maryland S records showin accomplishment program.	onger needed. ently and cransfer to State Archives ng significant
5.C.	Afro-American Commission		
	Newspaper clippings.	Screen annuall material no lo Retain permane periodically t the Maryland S records showin accomplishment program.	onger needed. ently and cransfer to State Archives ng significant

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No.	Description	Retention
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5.D.	St. Mary's City	
	Newspapers articles, periodicals, and other	Screen annually. Destroy
	publicly-distributed documents.	material no longer needed.
		Retain permanently and
		periodically transfer to the Maryland State Archive
		records showing significant
		accomplishments of the
		program.
6.	PROGRAM DEVELOPMENT FILES	
6.A.		
U.A.	Archeology	
	Files relating to conception, development and	Retain permanently and
	establishment of new program areas (e.g.	periodically transfer to
	Maryland Maritime Archeology Program; NOAA National Center for Maritime Preservation	the Maryland State Archives.
1	Technology).	
6.B.	Jefferson Patterson Park and Museum	
	Project and program general administrative files	Screen annually. Destroy
	(e.g. Chesapeake Bay/Patuxent River Outdoor	materials no longer needed
	Educational Programs; Solomons Environmental and	
	Archaeological Research Consortium).	
6.C.	Director's Office	
	Program and divisional development and	Retain permanently.
	organizational files.	Transfer periodically to the Maryland State
		Archives.
	Maryland Historical Trust Board of Trustees	Retain permanently.
	minutes and related files.	Transfer periodically to
	•	the Maryland State
		Archives.
6.D.	Management and Planning	
. 1	National Park Service data, Federal time	stain according to Federa
i I	distribution forms, requests for payment forms	gulations. Then destroy
	to Federal agencies, back-up documents for request for payment.	
	Budget development files.	stain for three (3) years
		nd until audit equirements are met,
•		hen destroy.
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REGURUS RETENTION AND DISTORT CONCLUSE (CONTINUATION SHEET)

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	Heni No.	Description	Retention
	6.E.	<u>St. Mary's City</u>	
		Operational plans of major programs for upcoming fiscal years. Contains information on publications, museum collections, exhibits, and public programs.	Retain for five (5) years. Then destroy.
	7.	MULTI-STATE PROGRAM	
	7.A.	Archeology	
		Records relating to multi-state cooperative undertakings, excluding reports and technical publications resulting from those undertakings.	Retain for five (5) years. Then destroy.
	7.B.	St. Mary's City	
		Historic St. Mary's City works cooperatively with other state agencies, i.e., St. Mary's College, DGS, State Planning, and other program offices including DHCD.	Retain for five (5) years. Then destroy.
	-	TECHNICAL ASSISTANCE TO LOCAL GOVERNMENT FILES	
E	3.A.	Archeology	
		Incoming technical assistance letters, outgoing reply letters, notes and other records such as project plans, maps, photographs relating to requests for technical assistance.	Retain for three (3) years. Then destroy.
8	в.В.	Jefferson Patterson Park and Museum	
		Incoming technical assistance letters, outgoing reply letters, notes and other records such as project plans, maps, photographs relating to requests for technical assistance.	Retain for three (3) years. Then destroy.
8	.c.	St. Mary's City	
		Staff assists when called upon, i.e., archeological mitigation of developmental programs such as the trail system, Dept. of Agriculture (RC&D).	Retain for three (3) years. Then destroy.
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	r	NO. 8 OF 19
He.	Description	Retention
9.	GRANT APPLICATION FILES	
9.A.		
	Archeology	
	Survey and Planning Grant applications, State Preservation Grant applications, staff applications review forms. Records excluding final reports.	Retain for three (3) years per National Park Service regulations. Then destroy.
9.B.	Director's Office	
	Bowman Board (Washington County Historical and Fine Arts Trust) grant files.	Retain 30 years, then destroy.
9.C.	Management and Planning	
	Grant application files, grant agreement files for Survey and Planning, Certified Local Government, state non-capital grant fund.	Retain for three (3) years per National Park Service regulations. Then destroy.
D.	Office of Research, Survey and Registration	
	Survey and Planning Grant applications.	Retain for three (3) years per National Park Service regulations. Then destroy.
9.E.	<u>St. Mary's City</u>	
	Historic St. Mary's City complies with DHCD regulations for submission of grants for approval and clearinghouse numbers.	Retain for three (3) years per National Park Service Regulations. Then destroy.
<u>10.</u>	THEMATIC RESEARCH DATA FILES	
0.A.	Archeology .	
	Records relating to specific research and investigations regarding archeological themes and their development.	Retain permanently. Periodically transfer to the Maryland State" Archives.
О.В.	Jefferson Patterson Park and Museum	
	Research topics developed at Jefferson Patterson Park and Museum and the resultant information files.	Retain permanently. Periodically transfer to the Maryland State
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REGURUS RETENTION AND DISPUSAL SCHEDULE (CONTINUATION SHEET)

NO.			430
PAGE NO.	9	of	19

Research manuals, reference documents, reference books for all phases of museum. 12. <u>CAPITAL PROJECTS</u> Retain permanently. Periodically transfer to the Maryland State Archives.			NO.
Topical reports on African-American related topics. Retain permanently. Periodically transfer to the Maryland State Archives. 10.D. Office of Research, Survey and Registration Files keyed to comprehensive plan structure. Retain permanently. Periodically transfer to the Maryland State Archives. 10.E. St. Mary's City Archeological mitigation reports. Final reports to funding agency. Research papers, developmental library. Retain permanently. Periodically transfer to the Maryland State Archives. 11. LIBRARY AND INFORMATION SERVICES Retain permanently. Publications, survey reports, inventory records, slides, tapes, photographs relating to archeological resources. Retain permanently. Periodically transfer to the Maryland State Archives. 11.B. Jefferson Patterson Park and Museum Publications, survey reports, inventory records, slides, tapes, photographs relating to archeological resources. Retain permanently. Periodically transfer to the Maryland State Archives. 11.C. St. Mary's City Research manuals, reference documents, reference books for all phases of museum. Retain permanently. Periodically transfer to the Maryland State Archives. 12. CAPITAL PROJECTS Retain permanently.		Description	Retention
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books for all phases of museum. Periodically transfer to the Maryland State Archives.	11.C.	St. Mary's City	
			Periodically transfer to the Maryland State
12.A. Jefferson Patterson Park and Museum	12.	CAPITAL PROJECTS	
	12.A.	Jefferson Patterson Park and Museum	
Files of administrative drawings andRetain permanently.specifications for modifications to the JPPMTransfer periodically tosite and appurtenances constitute historicalthe Maryland Statedocumentation of facility changes.Archives.		specifications for modifications to the JPPM site and appurtenances constitute historical	Transfer periodically to the Maryland State

ICONTINUATION SHEETT

. ·			PAGE 1430 No. 10 of 19
iieni No.	Description	Rete	ention
12.B	<u>St. Mary's City</u>		
	Records detailing State-funded expansion of museum.	Services. Ret	pt. of General ain copies for at St. Mary's
<u>13.</u>	MAINTENANCE AND SERVICE LOGS		
13.A	Archeology		
	Vehicle service records. Equipment service and repair records.	Retain until v equipment is d Transfer to ne destroy.	lisposed of.
13.B.	Jefferson Patterson Park and Museum		
	Some service logs are not documents of record (i.e., logs re: vehicles); others pertaining to buildings and equipment are retained and reviewed periodically.	Retain until v equipment is o Transfer to ne destroy.	lisposed of.
13.C.	Management and Planning		
	Files pertaining to maintenance and service.	Retain until v equipment is o Transfer to ne destroy.	lisposed of.
		descroy.	
13.D.	Afro-American Commission		
	Documents, contracts, and reports having to do with building maintenance and service.	Retain until v equipment is d Transfer to ne destroy.	lisposed of.
13.E.	6t. Mary's City		· [
	Maintenance requests, maintenance logs, maintenance equipment files, inventory (DHCD).	Retain for the Then destroy.	cee (3) years.
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1430 PAGE NO. 11 of 19 11cm No Description Retention 14. SECURITY AND SAFETY REPORTS 14.A. Jefferson Patterson Park and Museum Incident files including copies of police Retain for three (3) years. ceports, contact forms, notes, photographs. Then destroy. 14.B. St. Mary's City Retain for three (3) years. Security service requests, incident reports. Then destroy. 15. REAL PROPERTY DOCUMENTS 15.A Archeology Equipment specifications, operating and Retain until property is maintenance manuals. sold or disposed of. Then transfer to new owner or destroy. Deeds and titles. Retain permanently. Transfer periodically to Maryland State Archives. 15.B Jefferson Patterson Park and Museum Retained at county Legal documents. courthouse. Signed copies of deeds, etc. Retain permanently. Transfer periodically to Maryland State Archives. 16. EQUIPMENT INVENTORY FILES الا المالي الم 16.A CONTRACTOR <u>Archeology</u> Update annually. Retain Lists of equipment under program control. annual records for one (1) year. Then destroy. i Jefferson Patterson Park and Museum 16.BL Retain at JPPM until Lists of equipment under program control. equipment is deaccessioned or superseded. Then destroy.

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11011	T	NO. 12 OF 19
No.	Description	Retention
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.6.C.		
	Lists of equipment under program control.	Retain until equipment is deaccessioned or
		superseded. Then destroy.
.6.D.	Office of Research, Survey and Registration	
	Lists of equipment program control.	Retain until equipment is deaccessioned or superseded. Then destroy.
7.	RENTAL RECORDS	
7.A.	Archeology	
	Equipment and facility rental agreements.	Retain while equipment or facility is being rented plus one (1) year. Then
	•	destroy.
/.B.	Jefferson Patterson Park and Museum	
	Records pertaining to rental income properties.	Retain while equipment or facility is being rented plus one (1) year. Then
		destroy.
7.C	St. Mary's City	
	Rental lease agreements	Retain for five (5) years. Then destroy.
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8.	GRANTS RECEIVED	
8.A	Archeology	
	Records relating to Md. Historical Trust - received grants, including grant application and administration documents, but excluding final reports, publications of other works	Retain for three (3) years. Then destroy.
	final reports, publications of other products produced under the grant.	
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	(CONTINUATION SHEET)	7
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<u>г</u>	Γ	NO. 13 of 19
He.	Description	Retention
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18.B.	Jefferson Patterson Park and Museum	
	Administrative, financial, correspondence, notes, and final report information are included in these documents.	Retain for three (3) years. Then destroy.
18.C.	Management and Planning	Ware warends the leasth of
	Grants received from outside sources by fund raiser to enhance DHCP programs.	Keep records the length of time specified by each grantor. Then destroy.
	Grants received for historic preservation, specialized historically preserved properties, National Register properties.	Retain permanently. Transfer periodically to the Maryland State Archives.
18.D.	<u>St. Mary's City</u>	
	Records and reports kept through expenditures of the grants.	Retain for seven (7) years. Then destroy.
	Granting agency has records.	Copies retained by granting agency.
19.	EXHIBITSPublic Events/Visitation Records	
19.A.	Archeology	
	Records of public attendance at exhibits/events.	Retain for five (5) years. Then destroy.
19.B.	Jefferson Patterson Park and Museum	
	Information on exhibits and public programs.	Retain for five (5) years. Then destroy.
19.C	Management and Planning	
	Files recording numbers of public events and visitation records.	Retain for five (5) years. Then destroy.
19.D	Afro-American Commission	
	Information on exhibits and public programs.	Retain for five (5) years. Then destroy.
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		PAGE 1430 NO. 14 of 19
neni No.	Description	Retention
19.E.	St. Mary's City	
	Information on exhibits and public programs.	Retain for five (5) years. Then destroy.
20	GENERAL POLICY FILES	
20.A.	Archeology	· ·
	Documents relating to program policies and methods.	Retain permanently. Periodically transfer to the Maryland State Archives records showing program development and change.
20.В.	Jefferson Patterson Park and Museum	
	Policies that pertain to JPPM site and personnel are documents of record to be retained at JPPM. For outside policies, JPPM does not have the documents of record.	Retain at JPPM only those policies which have a potential for legal review. Destroy all others.
20.C.	Director's Office	
	Files pertaining to programs within the Division; boards and commissions.	Retain permanently. Periodically transfer to the Maryland State Archives records showing program development and change.
20.D.	Management and Planning	
	Files pertaining to federally-mandated policy and procedures related to acceptance of Historic Preservation Funds.	Retain on site for five (5) years. Then destroy.
20.E.	Office of Research, Survey and Registration	
	Files dealing with general policies of ORSR.	Retain permanently. Periodically transfer to the Maryland State Archives records showing program development and change.

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1			PAGE 15 of 19 NO.
	He.	Description	Retention
		· · ·	
T	20.F	St. Mary's City	
		SMCC minutes and records. DHCD directives.	Retain permanently. Periodically transfer to the Maryland State Archives records showing program development and change.
	21.	OUTSIDE-RELATED ORGANIZATIONS	
	21.A	Archeology	
	•	Records relating to liaison with non-MHT archeological organizations.	Retain for three (3) years. Then destroy.
	21.B.	Jefferson Patterson Park and Museum	
		Officially associated organizations' files are retained for the benefit of the state only. The nature and types of documents vary widely.	Retain for three (3) years. Then destroy.
2	21.C.	Director's_Office	
		Director-involved organizations.	Retain for three (3) years. Then destroy.
2	22.	VOLUNTEER FILES	
2	22.A.	Archeology	
		Files related to volunteers.	Retain for three (3) years. Then destroy.
2	22.B.	Jefferson Patterson Park and Museum	
		For JPPM volunteers only. Records include time sheets, personal information and miscellaneous documents.	Retain for three (3) years. Then destroy.
2	22.C.	<u>St. Mary's City</u>	
		Records of volunteer hours.	Retain for three (3) years. Then destroy.
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MEAAUAA AND DISLOSAT SAVEDOFE (CONTINUATION SHEET)

NO.	JLE	143	30	
PAGE	16	of	19	

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10.	Description	Retention
s.	REVIEW AND COMPLIANCE-OFFICE OF PRESERVATION_	
-	SERVICES	
.A.		
· • •	Environmental Review Files	1)
	Files contain all correspondence and documentation of projects reviewed to fulfill compliance with federal and state historic preservation laws and regulations (including Sections 106/110 of the National Historic Preservation Act of 1966 and Sections 5-617/618 of Maryland law Article 83 B).	"Effects" - retain for three (3) years after <u>final</u> completion of project. Then discard. Any site survey documentation should be retained until actual review is completed. Then integrate into Md.Historical 7 inventory records/files/ and/or National Register/Determination of Eligibility files, as appropriate. 2) "No Effects" - retain in inactive files for three (3) years. Then destroy.
		Exceptions: The following types of no effect projects would not follow the above plan: a. Corps of Engineers Dredging projects - retain (basic information) permanently in Office of Preservation Services files for future reference and records on prior dredging activities. Transfer
		Periodically to Md. State Archiv b. State Highway Administration projects - retain (basic information) permanently in Office of Preservation Services inactive files for future reference. Transfer periodically to Md. State Archives.

NO. 1430

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		3) "Problem Projects" - retain in Office of Preservation Services inactive files permanently. Transfer period- ically to Md. State Archives.
23.B.	Federal Tax Certification Files	
	Files contain all applications, correspondence, and documentation of projects reviewed for the purposes of federal rehabilitation tax incentive programs.	Retain for five (5) years after <u>final certification</u> of completed project. Retain all certified Part I & II aplications which advanced no further for five (5) years after certification. After five (5) years in files, discard. Incomplete project applications which are not completed within 30 days after notification to applicant will be forwarded to the National Park Service.
23.C.	State 502-H Files	
	Files contain all applications, correspondence, and documentation of projects reviewed for the purposes of the state subtraction for the preservation of historic property (Form 502-H).	Retain until end of project amortization period. Then dispose of file. Retain any photodocumentation of easement properties.
23.D.	Miscellaneous Review and Compliance Files	
	 Federal Memoranda of Agreement State Memoranda of Agreement Preservation laws and regulations Historic districts (National Register listed and surveyed) by county Maps which are numbered and the numbers clearly marked within the appropriate project file General subject files (miscellaneous topic or agency information) filed alphabetically by subject 	Retain for ten (10) years. Then destroy.

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PAGE	18	of	19	

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24.	FINANCIAL ASSISTANCE AND EASEMENTS-Office of Preservation Services	
24.A	<u>Grant Files</u>	
	Files contain all applications, plans, agreements, project inspection forms, grant disbursements, correspondence and other information relating to the state historic preservation grant program.	Retain files for ten (10) years from date of project completion. Then destroy.
24.B	Grant Application Files	
	Files contain all non-funded grant applications received, as well as materials related to the application solicitation, grant selection, and award notification process, organized by grant round.	Retain for three (3) years from date of notification of rejection. Then destroy.
24.C.	Loan Files	
	Files contain all applications, plans, agreements, mortgages, project inspection and fund disbursement forms, correspondence and other information relating to the state historic preservation loan program.	Retain files for ten (10) years from date of loan repayment. Then discard.
24.D.	Loan Application Files	
	Files contain all non-funded loan applications received, as well as materials related to loan application solicitation and award process.	Retain for three (3) years from date of notification of rejection. Then destroy.
24.E	Easement Files	
	Files contain preservation easements held by the Maryland Historical Trust, including property documentation, inspection reports, requests for and decisions on alterations and changes, and other correspondence.	Original recorded easement and exhibits are sent to the Maryland State Archives upon easement execution. Maryland Historical Trust retains a copy of the executed original, all photographic negatives, and all other property documentation and information in current files for thirty (30) years.

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24.F.	<u>Pending Easement Files</u> Files contain all materials relating to the acquisition of as yet unexecuted easements.	Retain for five (5) years from date of last correspondence. Then destroy.
25.	<u>ARCHEOLOGICAL SERVICES - Office of Preservation</u> <u>Services</u> Archeological research reports prepared as the	Upon project completion,
	result of review, compliance, funding, easement or other activities.	send to Maryland Historical Trust library for permanent collection. Transfer periodically to Maryland State Archives.
26.	ARCHITECTURAL AND ENGINEERING SERVICES - Office of Preservation Services	
	Files contain all documentation and correspondence relating to the acquisition and disposition of Maryland Historical Trust-owned property.	Retain all files for five (5) years from date of sale or transfer. Then transfer to the Maryland State Archives. Retain all leased property files until superseded. Then destroy.
27.	PROJECT PLANS, SPECIFICATIONS, AND ENVIRONMENTAL REPORTS - Office of Preservation Services	
	Files contain oversized project plans, specifications and environmental reports generated from review, compliance, financial assistance, easement and Maryland Historical Trust-owned property activities.	Transfer to Maryland State Archives all items for properties on which easements are held. Discard all else.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR NEVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE DOGS \$30-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 1 of 27
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9 B DIRECTOR'S OFFICE

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INSTRUCTIONS .. TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORMARD 7175 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 12 OF 27 JERSUP, MARYLAND 20794 P6 \$\$0-1) T. DEFARTMENT/AGENCY 2. DIVISION 3. UNIT DHCD Div. Historical and Cultural Programs DEFINITION - RECORD SERIES . A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES S. EARLIEST YEAR/LATEST YEAR 4. RECORD SERIES TITLE 12. CAPITAL PROJECTS 1970 to 1992 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/PORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SEPTES Files of administrative drawings and specifications for modifications to the Jefferson Patterson site and records detailing State-funded expansion of museum at St. Mary's City. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SECLENCE 9. VOLUME FILE DRAVER(S) X ALPHABETICAL LETTER SIZE D MICROFILM D MICROFILM REEL(S) D LEGAL SIZE D COMPUTER TAPE D NUMERICAL D COMPUTER TAPE(S) NUMBER D OTHER (SPECIFY) BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) D OTHER (SPECIFY) A FILE DRAVER(S) D MICROFILM REEL(S) RUNSER D COMPUTER TAPE(S) D OTHER (SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER NA DAILY D MONTH(S) D YEAR(S) DWEEKLY D MONTHLY 111110141 : 13. CURRENT LOCATION(5) (HLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEVALE (IF YES, SPECIFY AGENCY OR OFFICE) See cover letter YR YES DNO ስፍና DYES XNO 18. ACCESS RESTRICTIONS 16. AUDIT REQUIREMENTS (IF VES, CITE LAW(S) & REGULATION(S) D NONE X STATE D PEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN JPPM - Retain permanently Periodically Transfor JPPM - Retain permanently Periodically Transfor to mo state Arithmesis BRIEFLY AND DESCRIBE ANY MARDEARE/SOFTEARE) D YES & NO st. May's lity - Record copy permanently retained at 0.65 retained st. Mary's - Copy for (5) ins; than destroy. 9. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE Records Manager 4/24/92 (410) 514.7655 My de Sanan DG6 350-4 (REVISED 2/87)

HISTRUCTIONS - TYPE OR PRINT A EPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCHEDULE OS \$80-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20754 2. DIVISION Div. Historical and Cultural Programs		AGENCY RECORDS INVENTORY PAGE 13 OF 27 3. UNIT	
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INSTRUCTIONS -- TYPE OR PRINT A DEFARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORMARD 7175 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 14 OF 27 **G6 330-1)** JESSUP, MARYLAND 20794 T. DEFARTMENT / AGENCY 3. UNIT 2. DIVISION Div. Historical and Cultural Programs DHCD DEFINITION - RECORD SERIES . A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REPERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES S. EARLIEST YEAR/LATEST YEAR 4. RECORD BERIES TITLE 1970 to 1992 14. SECURITY AND SAFETY RECORDS 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/PORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES Incident files including copies of police reports, contact forms, and security service requests. 7. RECORD SERIES FORMAT(S) S. RECORD SERIES SEQUENCE 9. VOLUME FILE DRAWER(S) LETTER SIZE D MICROFILM D ALPHARETICAL D MICROFILM REEL(S) HUMBER A OTHER (SPECIFY) D LEGAL SIZE D COMPUTER TAPE **NIMERICAL** COMPUTER TAPE(S) BOUND BOOK D FLOPPY DISK CHRONOLOGICAL 2 files (folders) I each D AUDIO TAPE D VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) D OTHER (SPECIFY) D FILE DRAWER(S) D MICROFILM REEL(S) STREET COMPUTER TAPE(S) D OTHER (SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER X YEAR(S) D DAILY DWEEDLY MA MONTHLY D MONTH(S) STUDIO AN 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROON) 14. IS RECORD SERIES DUPLICATED ELSEVIETET (IF YES, SPECIFY AGENCY OR OFFICE) covor letter See D YES k no 15. ACCESS RESTRICTIONS D YES 16. AUDIT REQUIREMENTS (IF VES, CITE LAB(S) & REGULATION(S) D NONE STATE D PEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED? (IF YES, EUPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY MARDBARE (SOFTHARE) Retain for (3) yrs; then destroy. D YES NO NO M L de Sanan TELEPHONE NUMBER (410) 514-7655 4/24/92 Lecords Manapar DG6 330-4 (REVISED

INSTRUCTIONS .. TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORMARD 7175 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 175 PAGE 15 OF 27 P6 \$\$0-1) JESSUP, NARYLAND 10794 I. DEFARTMENT/AGENCY 2. DIVISION 3. UNIT Div. Historical and Cultural DHCD DEFINITION - RECORD SERIES . A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REPERENCE AS BELL AS RETENTION AND DISPOSITION PURPOSES. 4. RECORD SERIES TITLE S. EARLIEST YEAR/LATEST YEAR 1983 TO 1992 15. REAL PROPERTY DOCUMENTS S. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/PORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES Equipment specifications, operating and maintenance manuals, deeds and titles. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME A FILE DRAVER(S) LETTER SIZE D MICROFILM ALPHABETICAL D MICROFILM REEL(S) 12 ALEGAL SIZE D COMPUTER TAPE D NUMERICAL COMPUTER TAPE(S) NUMBER D OTHER (SPECIFY) BOUND BOOK D FLOPPY DISK A CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) O OTHER (SPECIFY) X FILE DRAWER(S) 16 D MICROFILM REEL(S) STURBER D COMPUTER TAPE(S) D OTHER (SPECIEY) 11 FILE IS USED 12. FILE BECOMES INACTIVE AFTER NA U YEAR(S) D MONTH(S) D DAILY DWEEKLY K MONTHLY NUMBER ; 13. CURRENT LOCATION(S) (HLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEVICIET See cover letter (IF YES, SPECIFY AGENCY OR OFFICE) " YES X NO 15. ACCESS RESTRICTIONS D YES 16. AUDIT REQUIREMENTS NO (IF VES, CITE LAB(S) & REGULATION(S) NONE D STATE D PEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN 18. RECOMMENDED RETENTION Retain permanenter; periodically transfer to mo state Archives. BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTEARE) D YES X NO (See back of page for Exceptions) My de Sanan Records Managos TELEPHONE NUMBER 4/24/92 (410) 514-7655 DG6 550-4 (REVISED 2/87)

15 A ARCHEOLOGY

"Equipment specifications, . . ."

15 B JEFFERSON PATTERSON PARK AND MUSEUM

Legal documents.

Retain until property is sold or disposed of. Then transfer to new owner or destroy.

Retained at county courthouse.



INSTRUCTIONS .. TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTURY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORMARD 7175 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 175 PAGE 16 OF 27 26 330-1) JESSUP, MARYLAND 20794 DEFARTMENT /AGENCY 3. UNIT 2. DIVISION DHCD Div. Historical and Cultural DEFINITION -RECORD SERIES . A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REPERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES A. RECORD SERIES TITLE S. RAPLIEST YEAR/LATEST YEAR 1973 TO 1992 16. EOUIPMENT INVENTORY FILES 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SER INCLUDE THE PURPOSE OR FUNCTION OF THE SEPTES Lists of equipment under program control. 9. VOLUME , A FILE DRAVER(S) 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE D LETTER SIZE D MICROFILM A ALPHAMETICAL 12 D MICROFILM REEL(S) LEGAL SIZE D COMPUTER TAPE NUMERICAL NUMBER D COMPUTER TAPE(S) BOUND BOOK X FLOPPY DISK CHRONOLOGICAL 2 floppips D ALDIO TAPE D VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) D OTHER (SPECIFY) FILE DRAVER(S) 16 D MICROFILM REEL(S) RUNNER D COMPUTER TAPE(S) D OTHER (SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER When Sold D YEAR(S) D DAILY A WEEDLY D MONTHLY D MONTH(S) 1111111 23. CURRENT LOCATION(S) (BLDG., FLOOR, NOCH) 14. IS RECORD SERIES DUPLICATED ELSEVIETET (IF YES, SPECIFY AGENCY OR OFFICE) See cover letter XYES DNO Finance Section DHCD 15. ACCESS RESTRICTIONS O YES Y.NO 16. AUDIT REQUIREMENTS (IF VES, CITE LAW(S) & REGULATION(S) D NONE X STATE D FEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN 18. RECOMMENDED RETENTION Retain until equipment is disposed BRIEFLY AND DESCRIBE ANY HARDBARE / SOFTEARE) D YES X NO See backof page for Exceptions) TELEPHONE NUMBER ML de Jenan (410) 514. 7655 4/24/92 Manago DG6 880-4 (REVISED 2/87)

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16 A ARCHEOLOGY

"Lists of equipment . . ."

Update annually. Retain annual records for one (1) years. Then destroy.



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INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORMARD 7175 WATERLOO ROAD P.O. BOX 275 WITH RECORDS RETENTION SCHEDULE PAGE 17 OF 27 A5 \$50-1) JERSUP, MARYLAND 20794 I. DEFARTMENT / AGENCY 3. UNIT 2. DIVISION DHCD Div. Historical and Cultural Programs 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 S. EARLIEST YEAR/LATEST YEAR 1970 to 1992 17. RENTAL RECORDS 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/PORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Equipment and facility rental agreements. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME A FILE DRAVER(S) R LETTER SIZE D MICROFILM X ALPHANETICAL D MICROFILM REEL(S) LEGAL SIZE COMPUTER TAPE D NUMERICAL COMPUTER TAPE(S) NUMBER D OTHER (SPECIFY) BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) D OTHER (SPECIFY) FILE DRAVER(S) D MICROFILM REEL(S) SUPPER COMPUTER TAPE(S) . D OTHER (SPECIFY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER DAILY D MONTH(S) X YEAR(S) D WEEKLY MONTHLY : 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEVALIET (IF YES, SPECIFY AGENCY OF OFFICE) See cover letter 15. ACCESS RESTRICTIONS PYES XINO 16. AUDIT REQUIREMENTS (IF VES, CITE LAW(S) & REGULATION(S) D NONE X STATE D PEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES EXPLAIN Patain while equipment on facility is heing rented plies (I) yr. Then destroy In St. Mary's case whain for 5 yrs; then destroy. 18. RECOMMENDED NETENTION BRIEFLY AND DESCRIBE ANY HARDBARE (SOFTWARE) D YES X NO 21. DATE 4/24/92 ML de Sanan Lecords Manapor 20. TELEPHONE NUMBER (410) 514.7655 Lecords DG6 \$\$0.4 (REVISED 2/87)

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR NEVISED RECORD SERIES. FORMARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
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Records relating to grants r	eceived by vario	us offices of Div	vision of Historical and	
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INSTRUCTIONS -- TYPE OR PRINT A DEFARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORMAND 7175 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 175 PAGE 19 OF 27 **96 330-1)** JESSUP, MARYLAND 20794 1. DEFARTMENT /AGENCY 3. UNIT 2. DIVISION DHCD Div. Historical and Cultural Programs 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 S. EARLIEST YEAR/LATEST YEAR <u>1970</u> **TO** <u>1992</u> 19. EXHIBITS S. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/PORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Records of public attendance at exhibits and events sponsored by the Division of Historical and Cultural Programs . VOLUME 22 flat file travers 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE FILE DRAVER(S) LETTER SIZE D MICROFILM ALPHABETICAL D MICROFILM REEL(S) A LEGAL SIZE D COMPUTER TAPE D NUMERICAL COMPUTER TAPE(S) NUMBER D OTHER (SPECIFY) BOUND BOOK T FLOPPY DISK CHRONOLOGICAL 40 floppy Ji3KS D ALDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION > OTHER (SPECIFY) D OTHER (SPECIFY) A FILE DRAWER(S) 2 D MICROFILM REEL(S) poset NURSEN D COMPUTER TAPE(S) DOTHER (SPECIFY) 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED DAILY D MONTH(S) YEAR(S) DWEEKLY D MONTHLY 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEVALET (IF YER SPECIFY AGENCY OR OFFICE) See cover letter O YES P.NO 18. ACCESS RESTRICTIONS DYES YENO 16. AUDIT REQUIREMENTS (IF VES, CITE LAW(S) & REGULATION(S) D NONE D STATE X PEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN Retain for (5) yrs; then destroy. 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY MARDEARE/SOFTEARE) D YES X NO Mf de Janan Lecords Maraja TELEPHONE NUMBER 21. DATE 4/24/92 (410) 514. 7655 DGB SS0-4 (REVISED

INSTRUCTIONS .. TYPE OR PRINT A DEFARIMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORMARD 7175 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 175 PAGE 20 OF 27 M6 \$50-1) JESSUP. MARYLAND 20794 1. DEFARTMENT / AGENCY 2. DIVISION 3. UNIT Div. Historical and Cultural Programs DHCD 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 S. EARLIEST YEAR/LATEST YEAR 1961 to 1992 20. GENERAL POLICY FILES 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE APP INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES Files relating to program policies and methods. 9. VOLUME 7. RECORD SERIES FORMAT(S) S. RECORD SERIES SECLENCE FILE DRAVER(S) LETTER SIZE D MICROFILM X ALPHABETICAL MICROFILM REEL(S) LEGAL SIZE D COMPUTER TAPE NI NIMERICAL COMPUTER TAPE(S) NUMBER D OTHER (SPECIFY) BOUND BOOK S FLOPPY DISK CHRONOLOGICAL D AUDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) D OTHER (SPECIFY) D OTHER (SPECIFY) SURPER D COMPUTER TAPE(S) D OTHER (SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER N/A D HONTH(S) D YEAR(S) DAILY DREEDLY D MONTHLY 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEVALIET (IF YES, SPECIFY AGENCY OR OFFICE) See cover letter 15. ACCESS RESTRICTIONS PYES XNO 16. ALDIT REQUIREMENTS (IF VES, CITE LAW(S) & REGULATION(S) D NONE A STATE & PEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN Retain pornanenth. Gransfor periodically to no trate Archives records showing program development end change. 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE) D YES & NO (See back of page for Exceptions) ML ye Janan TELEPHONE NUMBER 20. 4/24/92 (410) 514. 7655 DG6 550-4 (REVISED 2/87)

20 B JEFFERSON PATTERSON PARKAND MUSEUM

"Policies that pertain. . ."

20 D MANAGEMENT AND PLANNING

"Files pertaining to . . ."

Retain at JPPM only those policies which have a potential for legal review. Destroy all others.

Retain on site for five (5) years. Then destroy.

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INSTRUCTIONS -- TYPE OR PRINT A DEFARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORMARD 7175 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE _2/ OF _27 5 \$\$0-1) JESSUP, MARYLAND 20794 I. DEFARTMENT / AGENCY 3. UNIT 2. DIVISION DHCD Div. Historical and Cultural DEFINITION -RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REPERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. NECORD SERIES TITLE S. EARLIEST YEAR/LATEST YEAR 1978 to 1992 21. OUTSIDE-RELATED ORGANIZATIONS FILES 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/PORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Records relating to liaison with outside organizations. S. VOLUME A FILE DRAVER(S) 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE ALETTER SIZE D MICROFILM ALPHANETICAL D MICROFILM REEL(S) 13 D COMPUTER TAPE(S) ALEGAL SIZE D COMPUTER TAPE D NUMERICAL NUMBER D OTHER (SPECIFY) BOUND BOOK D FLOPPY DISK CHRONOLOGICAL D ALDIO TAPE D VIDEO TAPE D GEOGRAPHICAL 10. ANNUAL ACCUMULATION D OTHER (SPECIFY) O OTHER (SPECIFY) FILE DRAWER(S) D MICROFILM REEL(S) NURSEN D COMPUTER TAPE(S) D OTHER (SPECIEY) 12. FILE IS USED FILE BECOMES INACTIVE AFTER XYEAR(S) DAILY DWEEKLY D MONTH(S) D MONTHLY 219/21 1 4. : 23. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEVICIET (IF YES, SPECIFY AGENCY OR OFFICE) See cover letter O YES I NO 15. ACCESS RESTRICTIONS DYES XNO 16. AUDIT RECUIREMENTS (IF VES, CITE LAN(S) & REGULATION(S) NONE D STATE D PEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN 18. RECOMMENDED HETENTION. Retain for (3) yrs; then destroy. BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTEARE) D YES X NO 1. DATE 4/24/92 M & Le Saran 20, TELEPHONE NUMBER 410) 514.7655 DG6 \$50-4 (REVISED 2/87)

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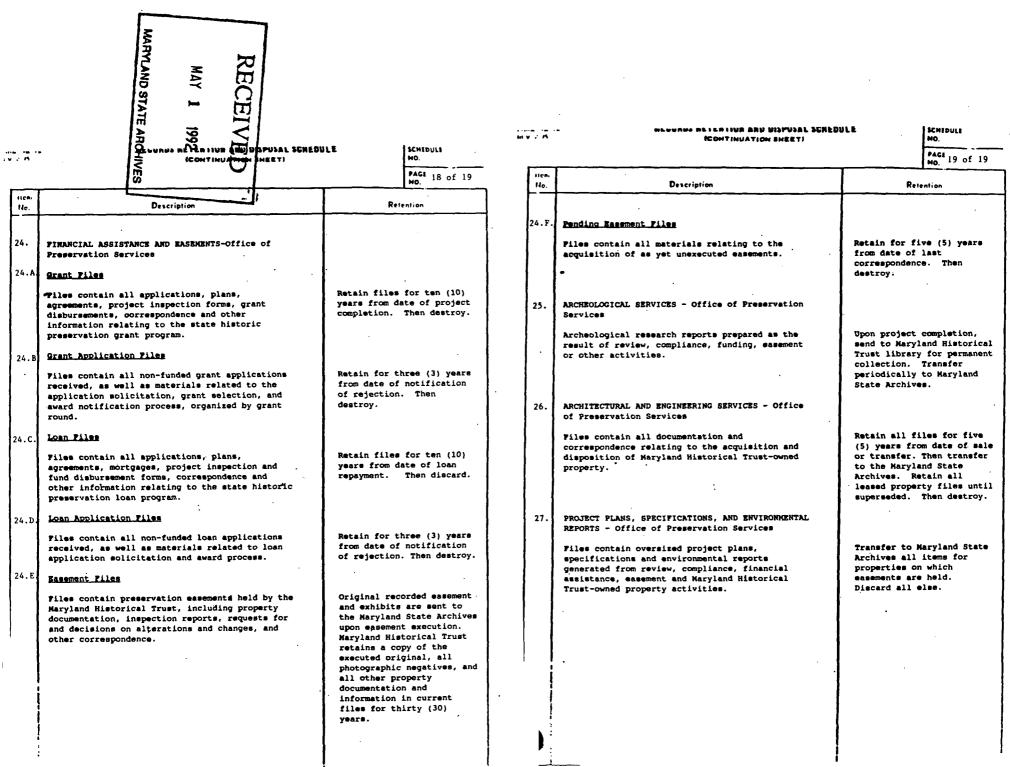
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR NEVISED RECORD SERIES, FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7175 WATERLOO ROAD P.O. BOX 275 JERSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORMARD			AGENCY RECORDS INVENTURY	
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