DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE

1484

PAGE HO.

1 of 6

RECORDS RETENTION AND DISPOSAL SCHEDULE

CONTRACT SERVICES DEPARTMENT OF GENERAL SERVICES DIVISION AGENCY . tem " Retention Description No. **SUPERSEDES 778 & 778A-1** GENERAL FILES 1 A/E (Architects / Engineers) File A case file containing documents and correspondence Retain permanently the related to the program and design stages of D.G.S. Agreement and any (Department of General Services) administered Extensions and Amendconstruction projects. Some important documents in ments to it. Transfer this file are: periodically to the Maryland State Archives. Retain all other records Standard Form of Agreement with A/E - legal for twenty (20) years contract between the State of Maryland and the A/E. after completion of project, then destroy. Extension(s) to Agreement Amendment(s) to Agreement Agency Program (approved) - the original narrative plan for the project as conceived by the User Agency. Once approved, the program becomes part of the A/E contract documents. (The larger Programs are maintained in the Specifications File). GPSSB 20 (Price Proposal) - document consisting of total and itemized prices to be charged by the A/E for the project. Submitted by A/E during bidding process to the General Professional Services Selection Board for projects with an A/E fee of \$100,000 or more or

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RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. 1484

2 of 6. HQ. Item Retention Description No. Letter Proposal - form letter listing the prices of the A/E's services for each of the five design stages of a project. Submitted by A/E to D.G.S. for design projects with A/E fee of less than \$25,000. Other records maintained in this file are: Conference Minutes A/E Appointment Requests Monthly Progress Schedules Cost Estimate Worksheets Fire Marshall Report Tabulations of Area - Volume - Efficiency Project Description Sheets ·Correspondence (project-related) Memorandums Etc. 2 Construction File A case file consisting of documents and correspon-Retain permanently Construction Agreement and Change Orders. dence related to the construction state of a D.G.S. administered project, which begins with Transfer periodically to the bidding on the construction contract and the Maryland State Archives. ends with completion of the project. Some Retain all other records for important documents maintained in this file are: twenty (20) years after completion of project, then destroy. Construction Agreement - official contract executed between the State of Maryland and the contractor. Change Order(s) - document which sets forth the reason, the cost and the authorization for a change in the contract documents. Performance Bond - a bond executed between the State of Maryland and the contractor which insures that the project will be completed by the bonding company if, for whatever reason, the contractor can not do so. (CONTINUED)

FUHM-RM 1A REV, 2/75

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1484

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	Payment Bond - a bond executed between the State of Maryland and the contractor which insures that the sub-contractors will be paid by the bonding company if, for whatever reason, the contractor cannot make these payments.						
	Insurance Certificates - insurance coverage taken out by the contractor for purposes of unemployment compensation, liability (bodily injury and property damage), and builder's risk.					٠	
	Bid Proposals — that form of the Contract Documents which sets forth the lump sum cost of each division or combination of divisions of the Work, the alternates (if any) and the unit prices (if any) as called for. A bid proposal from each firm participating in the bidding is included in this file.						
1.	Tabulation of the Bids - a form indicating the bid opening date and time, the signatures of individuals who conducted the bid opening, job number, institution, and job description. It shows for each bidder the base bid, alternatives, days, and amount of bond or certified check.						
	Letter of Authorization to Begin Work - sets date from which the time it takes the contractor to complete the project is calculated.						
	other records included in this fiel, are:						
	Progress Meetings (Conference) Minutes Field Engineer Reports Inspection Reports Correspondence (Project-related) Memorandums Etc.						
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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1484

		. но. 4 of 6
Item No.	Description	Retention
3	Short Form Contracts File	
	Case file for D.G.S. administered construction projects which will cost approximately \$50,000 or less. Each project file usually includes the following records:	Retain permanently Short- Form Contract, Change Orders, and Specifications (with Addenda). Transfer periodically to the
	Short-Form Contract Change Order(s) Specifications (with Addenda, if any) Bid Proposals Summary of Bids Insurance Certificates Correspondence and Memorandums Work Reports	Maryland State Archives. Retain all other records for twenty:(20) years after completion of project, then destroy.
4	Photograph File	
1	Contains photographs, provided by the contractor of D.G.S. administered public improvements under construction.	Retain until project is completed, then destory.
5	Arranged by subject, containing correspondence, brochures, directives, reports, etc. pertaining to the various functions of the Department of General Services. Most of the correspondence consists of copies of reports maintained in the files of the Secretary of the Department and his Office Directors.	Retain for three (3) years, then destroy.
6	Contract Card File	·
	3 x 5 index cards arranged according to State institution and under the institution alphabetically by contractor. This file enables quick retrieval of information as to which contractors performed specific projects in the past.	Retain permanently. Transfer periodically to the Maryland State Archives.

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1484 1484 PAGE NO.

5 of .6

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Item No.	Description	Retention
7.	General Correspondence - Department, Agency Institution	
	Correspondence of general nature not related to a specific project, filed according to the State Department; Agency, or Institution involved.	Retain for three (3) years, then destroy.
· 8	Affirmative Action Plans	*
	Prior to the award of a State contract, a firm must have on file with the board of Public Works through the Department of General Services an approved Affirmative Action Plan which conforms to Section 10 of the DGS General Conditions and Article 3 of the Governor's Executive order dated July 9, 1976. Contract Services Office of DGS is currently maintaining this file of Affirmative Action Plans for the Board of Public Works.	Retain for five (5) years, then destroy.
9	Payroll Records	
	For all State funded projects administered by DGS over \$500,000, the contractor is obligated by Article 100 of the Annotated Code of Maryland to submit one copy of his payroll records to the Department of General Services. Federal regulations also require the contractor to send the payroll records for all projects wholly or partially funded by the federal government to the public contracting agency (DGS).	Retain for three (3) years, then destroy.
ìo	DGS Agendas to the Board of Public Works (BPW)	
	There is a separate file folder for each BPW meeting at which DGS submitted an Action Agenda. Each file contains copies of DGS Agenda items, a follow-up summary of actions taken by the BPW, correspondence related to the contract awards and associated certifications of fund availability.	Retain for ten (10) years, then destroy.

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1484

2/75	(CONTINUATION SHEET)		NO. 1484
			PAGE NO. 6 of 6.
Item No.	Description	Rei	entian
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11	DPRB Weekly Meeting Files	·	
1	There is a separate file folder for each DPRB meeting. The file includes an Agenda item for	Retain perma Transfer per	
	each procurement considered, a summary of	to the Maryl	
	actions taken by the DPRB and correspondence related to the contract awards.	Archives.	
	DPRB is the Department's means of implementing		
	authority delegated by the BPW to the Department to approve certain contracts and	}	
	contract modifications (COMAR 21.02.01.04 B)		
12	Capital Grant and Loan (CGL Agenda Items		
	Each CGL folder contains a copy of all Agenda	Retain for t	
	items and supporting information related to procurements supported by a specific grant or	years, then	destroy.
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Department of General Services	2. DIVISION Contract Servi	ces	J. UNIT
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Dorothy N. Niemeyer	20. TELEPHONE (410) 225-4		June 1, 1992

RECORD SERIES TITLE Construction File RECORD SERIES DESCRIPTION (SRIEPLY DESCRIPE THE TYPES OF IMPORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES of a DGS administered project, which begins with the bidding on the construction contract and ends with completion of the project. RECORD SERIES PORMAT(S) 8. RECORD SERIES SECLENCE 9. VOLUME XALPHABETICAL S. EARLIEST YEAR/LATEST YEAR 1989 1089 1	PARATE FORM FOR EACH NEW OR EVISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE DOCS 150-1)	DEFARTMENT OF GEN RECORDS MANAGEME 7278 WATERL P.O. BOX JESSUP, MARYL	NT DIVISION .00 ROAD C 275	AGENCY RECORDS INVENTORY
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PARATE FORM FOR EACH NEW OR VISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GEN RECORDS MANAGEME 7278 WATERL P.O. BOX	MT DIVISION	AGENCY RECORDS INVENTORY PAGE 3 of 9
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Dorothy N. Niemeyer	20. TELEPHONE (410) 225-4		June 1, 1992.

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TH RECORDS RETENTION SCHEDULE -			PAGE 4 OF 9		
Department/AGENCY Department of General Services	2. DIVISION Contract Serv	ices	3. UNIT		
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Derothy N. Niemeyer	20. TELEPHONE (410) 225-		21. DATE June 1, 1992		
Dorothy N. Niemeyer Des 550-4 (REVISED 2/87)	(410) 22,5-	4222	June 1, 1992		

PARATE FORM FOR EACH NEW OR VISED RECORDS SERIES. FORWARD TH RECORDS RETENTION SCHEDULE (SS 150-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD P.O. BOX 273 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 5 OF 9			
DEFERMENT/AGENCY Defendent of General Service	Contract Servi		1. UNIT			
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For all State funded projects administered by DGS over \$500,000, the contractor is obligated by Article 100 of the Annotated Code of Maryland to submit one copy of his payroll records to the Department of General Services. Federal regulations also require the contractor to send the payroll records for all projects wholly or partially funded by the federal government to the public contracting agency (DGS).						
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Dorothy N. Niemeyer	20. TELEPHONE (410) 225-4223		June 1, 1992			

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Department/Accord Department of General Service	2. DIVISION Contract Servi	Ces	3. UNIT
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Dorothy N. Niemeyer	(410) 225-42	222	June 1, 1992
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orothy N. Niemeyer	(410) 225-4		June 1, 1992				

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Each CGL folder contains a copy of all Agenda items and supporting information related to procurements supported by a specific grant or loan.							
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S LETTER SIZE C NICEFILM	XALPHABETIC	XL.	A FILE DRAWER(S)				
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11. ACCESS RESTRICTIONS C Y	ES X HC	16. ALDIT REG					
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rothy N. Niemeyer	20. TELEPHONE (410) 225-4	NUMBER 4222	June 1,1992				

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Affirmative Action Plans			то
o. RECURD SERIES DESCRIPTION (THE SERIES.		ATION/DOCUMENTS/FORMS FOUND APOSE OR FUNCTION OF THE SERIES)
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SECUENCE	3. VOLUME
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301 W.Preston Street 13th Floor, Room 1309		14. IS RECORD SERIES CUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) C YES NO	
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17. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDSARE/SOFTSARE) C YES X NO		18. RECOMMENDE	nanently
Dorothy N. Niemeyer	20. TELEPHONE (410) 225-		June 1, 1992
005 FEA. (DECISED 2/27)			