

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1484

PAGE  
NO. 1 of 6

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF GENERAL SERVICES	CONTRACT SERVICES
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AGENCY	DIVISION
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Item No.	Description	Retention
1	<p>SUPERSEDES 778 &amp; 778A-1</p> <p><u>GENERAL FILES</u></p> <p><u>A/E (Architects / Engineers) File</u></p> <p>A case file containing documents and correspondence related to the program and design stages of D.G.S. (Department of General Services) administered construction projects. Some important documents in this file are:</p> <p>Standard Form of Agreement with A/E - legal contract between the State of Maryland and the A/E.</p> <p>Extension(s) to Agreement</p> <p>Amendment(s) to Agreement</p> <p>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).</p> <p>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</p> <p>or</p>	<p>Retain permanently the Agreement and any Extensions and Amendments to it. Transfer periodically to the Maryland State Archives. Retain all other records for twenty (20) years after completion of project, then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

12/3/92  
Basel Lomley  
Date Signature

Director  
F&C  
Title

FEB 18 1993  
Edward C. Papenfuss  
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1484

PAGE  
NO. 2 of 6

Item No.	Description	Retention
	<p>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.</p> <p><u>Other records maintained in this file are:</u></p> <p>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.</p>	
2	<p><u>Construction File</u></p> <p>A case file consisting of documents and correspondence related to the construction state of a D.G.S. administered project, which begins with the bidding on the construction contract and ends with completion of the project. Some important documents maintained in this file are:</p> <p>Construction Agreement - official contract executed between the State of Maryland and the contractor.</p> <p>Change Order(s) - document which sets forth the reason, the cost and the authorization for a change in the contract documents.</p> <p>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.</p>	<p>Retain permanently Construction Agreement and Change Orders. Transfer periodically to the Maryland State Archives. Retain all other records for twenty (20) years after completion of project, then destroy.</p>

(CONTINUED)

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1484

PAGE  
NO. 3 of 6.

Item No.	Description	Retention
	<p>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.</p> <p>Insurance Certificates - insurance coverage taken out by the contractor for purposes of unemployment compensation, liability (bodily injury and property damage), and builder's risk.</p> <p>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.</p> <p>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.</p> <p>Letter of Authorization to Begin Work - sets date from which the time it takes the contractor to complete the project is calculated.</p> <p><u>other records included in this file, are:</u></p> <p>Progress Meetings (Conference) Minutes Field Engineer Reports Inspection Reports Correspondence (Project-related) Memorandums Etc.</p>	

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1484  
PAGE  
NO. 4 of 6

Item No.	Description	Retention
3	<p><u>Short Form Contracts File</u></p> <p>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:</p> <p>Short-Form Contract Change Order(s) Specifications (with Addenda, if any) Bid Proposals Summary of Bids Insurance Certificates Correspondence and Memorandums Work Reports</p>	<p>Retain permanently Short-Form Contract, Change Orders, and Specifications (with Addenda). Transfer periodically to the Maryland State Archives. Retain all other records for twenty (20) years after completion of project, then destroy.</p>
4	<p><u>Photograph File</u></p> <p>Contains photographs, provided by the contractor of D.G.S. administered public improvements under construction.</p>	<p>Retain until project is completed, then destroy.</p>
5	<p><u>Administrative/General Correspondence File</u></p> <p>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.</p>	<p>Retain for three (3) years, then destroy.</p>
6	<p><u>Contract Card File</u></p> <p>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.</p>	<p>Retain permanently. Transfer periodically to the Maryland State Archives.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1484

PAGE  
NO. 5 of 6

Item No.	Description	Retention
7.	<p><u>General Correspondence - Department, Agency Institution</u></p> <p>Correspondence of general nature not related to a specific project, filed according to the State Department; Agency, or Institution involved.</p>	<p>Retain for three (3) years, then destroy.</p>
8	<p><u>Affirmative Action Plans</u></p> <p>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.</p>	<p>Retain for five (5) years, then destroy.</p>
9	<p><u>Payroll Records</u></p> <p>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).</p>	<p>Retain for three (3) years, then destroy.</p>
10	<p><u>DGS Agendas to the Board of Public Works (BPW)</u></p> <p>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.</p>	<p>Retain for ten (10) years, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1484

PAGE  
NO. 6 of 6.

Item No.	Description	Retention
11.	<p><u>DPRB Weekly Meeting Files</u></p> <p>There is a separate file folder for each DPRB meeting. The file includes an Agenda item for each procurement considered, a summary of actions taken by the DPRB and correspondence related to the contract awards.</p> <p>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)</p>	<p>Retain permanently. Transfer periodically to the Maryland State Archives.</p>
12	<p><u>Capital Grant and Loan (CGL Agenda Items</u></p> <p>Each CGL folder contains a copy of all Agenda items and supporting information related to procurements supported by a specific grant or loan.</p>	<p>Retain for ten (10) years, then destroy.</p>

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7273 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 9

1. DEPARTMENT/AGENCY  
Department of General Services

2. DIVISION  
Contract Services

3. UNIT

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  
A/E (Architects/Engineers)

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 )  
A case file containing documents and correspondence related to the program and design stages of DGS administered construction projects.

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)  
Alpha/Numeric

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
25  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
10-25  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street  
13th Floor, Room 1309

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  
Retain permanently the Agreement and any Extensions and Amendments to it. Retain all other records for twenty (20) years after completion of project, then destroy.

19. NAME AND TITLE OF PREPARER  
Dorothy N. Niemeyer

20. TELEPHONE NUMBER  
(410) 225-4222

21. DATE  
June 1, 1992

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7273 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 9

1. DEPARTMENT/AGENCY  
Department of General Services

2. DIVISION  
Contract Services

3. UNIT

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  
Construction File

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)

A case file consisting of documents and correspondence related to the construction stages of a DGS administered project, which begins with the bidding on the construction contract and ends with completion of the project.

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)

Alpha/Numeric

9. VOLUME

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

35  
NUMBER

10. ANNUAL ACCUMULATION

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

35  
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)  
301 W. Preston Street  
13th Floor, Room 1309

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

Retain permanently Construction Agreement and Change Orders. Retain all other records for twenty (20) years after completion of project, then destroy.

19. NAME AND TITLE OF PREPARER  
Dorothy N. Niemeyer

20. TELEPHONE NUMBER  
(410) 225-4222

21. DATE  
June 1, 1992



INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 3 OF 9

1. DEPARTMENT/AGENCY  
Department of General Services

2. DIVISION  
Contract Services

3. UNIT

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  
Short Form contracts

5. EARLIEST YEAR/LATEST YEAR  
1991 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 )  
Case file for DGS administered construction projects which will cost approximately \$50,000 or less. Each project file usually includes the following records:  
Short-Form Contract  
Change Order(s)  
Specifications (with Addenda, if any)  
Bid Proposals  
Summary of Bids  
Insurance Certificates  
Correspondence and Memorandums  
Work Reports

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)  
Alpha/Numeric

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)  
5  
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)  
301 W. Preston Street  
13th Floor, Room 1309

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  
Retain permanently Short-Form Contract, Change orders, and Specifications (with Addenda). Retain all other records for twenty (20) years after completion of project, then destroy.

19. NAME AND TITLE OF PREPARER  
Dorothy N. Niemeyer

20. TELEPHONE NUMBER  
(410) 225-4222

21. DATE  
June 1, 1992

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>4</u> OF <u>9</u>	
1. DEPARTMENT/AGENCY Department of General Services		2. DIVISION Contract Services		3. UNIT	
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 Photograph File				5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1992</u>	
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 photographs, provided by the contractor, of DGS administered public improvements under construction.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> 10 TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) <u>8 1/2 x 11 and snapshots (various sizes)</u>		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Expandable Folder</u>	
				10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 301 W. Preston Street 13th Floor, Room 1309			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain until project is completed, then destroy.		
19. NAME AND TITLE OF PREPARER Dorothy N. Niemeyer		20. TELEPHONE NUMBER (410) 225-4222		21. DATE June 1, 1992	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>5</u> OF <u>9</u>	
1. DEPARTMENT/AGENCY Department of General Services		2. DIVISION Contract Services		3. UNIT	
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 Payroll Records				5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1992</u>	
6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  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).					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)  <u>Alpha/Numeric</u>		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY)  <u>2</u> NUMBER	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY)  <u>2</u> NUMBER			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 301 W. Preston Street 13th Floor, Room 1309			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION  Retain for three (3) years, then destroy.		
19. NAME AND TITLE OF PREPARER Dorothy N. Niemeyer		20. TELEPHONE NUMBER (410) 225-4222		21. DATE June 1, 1992	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY  
PAGE 6 OF 9

1. DEPARTMENT/AGENCY  
Department of General Service

2. DIVISION  
Contract Services


3. UNIT

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  
DGS Agendas to the Board of Public Works (BPW)

5. EARLIEST YEAR/LATEST YEAR  
1986 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)  
  
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.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
  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):  
4  
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  
1 MONTH(S)  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street  
13th Floor, Room 1309

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  
  
Retain for ten (10) years, then destroy.

19. NAME AND TITLE OF PREPARER  
Dorothy N. Niemeyer

20. TELEPHONE NUMBER  
(410) 225-4222

21. DATE  
June 1, 1992

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 7 OF 9

1. DEPARTMENT/AGENCY  
Department of General Service

2. DIVISION  
Contract Services

3. UNIT

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  
DPRB Weekly Meeting Files

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

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

There is a separate file folder for each DPRB meeting. The file includes an Agenda item for each procurement considered, a summary of actions taken by the DPRB and correspondence related to the contract awards.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- 90 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  
Permanent  
Reference  
 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street  
13th Floor, Room 1309

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

Retain permanently as these are the only complete and official records of the DPRB's activities.

19. NAME AND TITLE OF PREPARER  
Brothy N. Niemeyer

20. TELEPHONE NUMBER  
(410) 225-4222

21. DATE  
June 1, 1992

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7273 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 8 OF 9

1. DEPARTMENT/AGENCY  
Department of General Service

2. DIVISION  
Contract Services

3. UNIT

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  
Capital Grant and Loan (CGL) Agenda Items

5. EARLIEST YEAR/LATEST YEAR  
1986 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)

Each CGL folder contains a copy of all Agenda items and supporting information related to procurements supported by a specific grant or loan.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 90 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)  
2  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/4  
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)  
301 W. Preston Street  
13th Floor, Room 1309

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  
Retain for ten (10) years, then destroy.

19. NAME AND TITLE OF PREPARER  
Brothy N. Niemeyer

20. TELEPHONE NUMBER  
(410) 225-4222

21. DATE  
June 1, 1992

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 <u>9</u> OF <u>9</u>	
1. DEPARTMENT/AGENCY Department of General Service		2. DIVISION Contract Services		3. UNIT	
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 Affirmative Action Plans			5. EARLIEST YEAR/LATEST YEAR _____ TO _____		
6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  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.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)  <u>2</u> NUMBER	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) <input checked="" type="checkbox"/> N/A		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 301 W. Preston Street 13th Floor, Room 1309			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION  Retain Permanently		
19. NAME AND TITLE OF PREPARER Dorothy N. Niemeyer		20. TELEPHONE NUMBER (410) 225-4222		21. DATE June 1, 1992	