

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SUPERSEDES Schedule 754

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPT OF GENERAL SERVICES

ANNAPOLIS PUBLIC BUILDINGS & GROUNDS

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>General Administration-Correspondence File</u></p> <p>General Correspondence - Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.</p> <p><u>Maintenance Records</u></p>	<p>Purge annually & destroy any material no longer needed for planning or policy for the agency. Retain permanently if record relates to planning or policy & transfer periodically to the MD State Archives.</p>
2	<p>These files reflect expenditures of time, personnel, materials and equipment used to complete a specific maintenance task. Files may contain the following:</p> <p>Emergency work order Preventive maintenance work order Administrative Time Record Computer Printouts</p>	<p>Retain at least three years. When no longer needed-destroy</p>
3	<p><u>Security Shift Reports and Schedules</u></p> <p>These files consist of numerous forms used to document time worked and duty performed by shift personnel while on duty. These forms may consist of the following:</p> <p>Supervisors check-in sheet Control console log Control console log continuation Individual Security Service Report Security force check-in and time sheet Security force duty schedule</p>	<p>Retain for one (1) fiscal year, then destroy.</p>
4	<p><u>Incident Reports and Summary File</u></p> <p>This file contains detailed reports of incidents, offenses and complaints which have occurred in the areas of the Annapolis Office Buildings and adjoining roads.</p>	<p>Retain for five (5) years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1/21/93

David L. ... Director

MAY 11 1993

Edward C. ...

Date

Signature

Title

Date

State Archives

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.

1494

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Item No	Description	Retention
5	<p><u>Mechanical Time Punch Data</u></p> <p>Consisting of printouts and dials which have been mechanically or electronically punched to show the entrance and exit times of secured areas in the Annapolis building complex.</p>	<p>Retain for one (1) year, then destroy.</p>
6	<p><u>Parking Area Control Files</u></p> <p>Contain documents relating to the allocation and control of issuance and withdrawal of parking permits by Annapolis Public Buildings and Grounds.</p>	<p>Retain for five (5) years, then destroy.</p>
7	<p><u>Plat and Site Plan File</u></p> <p>Contains the original and revised plats, site plans, blueprints and drawings of all physical facilities under the jurisdiction of the Annapolis Public Buildings and Grounds.</p>	<p>Retain permanently, transfer periodically to Maryland State Archives.</p>
8	<p><u>Building Inventory Cards</u></p> <p>This series of cards is arranged alphabetically. Cards show building location, item number, date aquired, value, improvements, date sold and buyer, for the buildings under the jurisdiction of Annapolis Public Buildings and Grounds.</p>	<p>Retain permanently, transfer periodically to Maryland State Archives.</p>
9	<p><u>Building Files</u></p> <p>Contain documents showing modifications to State Buildings in the Annapolis Complex. These documents are used for reference to information on building inventory cards.</p>	<p>Retain permanently, transfer periodically to Maryland State Archives.</p>

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.
 1494

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Item No	Description	Retention
10	<u>Purchasing Records</u> Purchase Orders Requisitions Bid and quote records Unscheduled requisitions Year-end physical Inventory reports Minority Business Reports Copy of contract awarded Notice of award of contract	Retain for three (3) years, and audit. Then destroy. (calendar years)
11	<u>Transmittals</u> Cover Sheets (Stars 100) Transmittals (Stars 101) Receiving Reports Invoices Travel Expense Forms Remittance Advices	Retain for three (3) fiscal years and audit. Then destroy.
12	<u>Miscellaneous Accounting Records</u> Petty cash vouchers (filed with transmittals) Working fund - composition Accounts receivable Journal (Invoices filed numerically) Stars 120 (adjustments)	Retain for three (3) fiscal years and audit. Then destroy.
13	<u>General Accounting Records</u> Certificate of Deposit and bank slips	Retain for three (3) calendar years and audit, then destroy.
14	<u>Timekeeping Records</u> Timesheets End of Year Leave Balances Quarterly Leave Reports Monthly Sick Leave Reports	Retain for three (3) calendar years and until all audit requirements are fulfilled, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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 1494

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Item No	Description	Retention
15	<p><u>Payroll Accounting Records</u></p> <p>Payroll and Check Register Payroll Exceptions Time Report and Payroll Positive Time Reports Payroll Transmittals</p>	<p>Retain for three (3) calendar years and until all audit requirements are fulfilled, then destroy.</p>
16	<p><u>Fixed Assets</u></p> <p>Fixed assets Inventory Records—Description of item, acquisition & disposal information.</p> <p>Excess Property Declaration Records—Used to dispose of equipment.</p> <p>Inventory Asset Listing—Computer generated report of all active and inactive inventory.</p>	<p>Retain until disposal of equipment and until all audit requirements are fulfilled, then destroy.</p>

RECEIVED
 JUN 10 1992
 FEDERAL BUREAU OF INVESTIGATION

1. DEPARTMENT/AGENCY
Dept. of General Services

2. DIVISION
Annapolis
Public Buildings & Grounds

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
General Administration-Correspondence file

5. EARLIEST YEAR/LATEST YEAR
_____ 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)

General Correspondence - Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM</p> <p><input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE</p> <p><input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK</p> <p><input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE</p> <p><input type="checkbox"/> OTHER(SPECIFY)</p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input checked="" type="checkbox"/> ALPHABETICAL</p> <p><input type="checkbox"/> NUMERICAL</p> <p><input type="checkbox"/> CHRONOLOGICAL</p> <p><input type="checkbox"/> GEOGRAPHICAL</p> <p><input type="checkbox"/> OTHER(SPECIFY)</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> FILE DRAWER(S)</p> <p><input type="checkbox"/> MICROFILM REEL(S)</p> <p><input type="checkbox"/> COMPUTER TAPE(S)</p> <p><input type="checkbox"/> OTHER(SPECIFY)</p> <p><u>2</u> NUMBER</p> <p>10. ANNUAL ACCUMULATION</p> <p><input type="checkbox"/> FILE DRAWER(S)</p> <p><input type="checkbox"/> MICROFILM REEL(S)</p> <p><input type="checkbox"/> COMPUTER TAPE(S)</p> <p><input type="checkbox"/> OTHER(SPECIFY)</p> <p>NUMBER</p>
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11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

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

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
Purge annually and destroy any material no longer needed for Planning or policy for the Agency
(If record relates to planning or policy retain permanently, Transfer periodically to the Md. State Archives.)

19. NAME AND TITLE OF PREPARER
C. Irene Maxwell
Fiscal Accts. Chief

20. TELEPHONE NUMBER
(410)974-3611

21. DATE
1/13/93

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

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

AGENCY RECORDS INVENTORY
PAGE 2 OF 16

1. DEPARTMENT/AGENCY
Dept. of General Services

2. DIVISION

3. UNIT Annapolis Public Buildings & Grounds

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
Maintenance records

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)
Emergency work order
Preventative maintenance work order
Administrative time record
Computer print-outs

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
1 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
12 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

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)
Maintenance office

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 at least three (3) years.
When no longer needed-destroy

19. NAME AND TITLE OF PREPARER
Irene Maxwell
-Fisc.Accts.Chief

20. TELEPHONE NUMBER
(410)974-3611

21. DATE
1-13-93

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 3 OF 16

1. DEPARTMENT/AGENCY
Dept. of General Services

2. DIVISION Annapolis Public Buildings and Grounds

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
Security Shift Reports and Schedules

5. EARLIEST YEAR/LATEST YEAR
_____ 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)

- Supervisor's check-in sheet
- Control console log
- Control console log continuation
- Individual Security Service Report
- Security force check-in and time sheet
- Security force duty schedule

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- 3
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- 6
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 MONTH(S) YEAR(S)

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

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 XX

18. RECOMMENDED RETENTION
Retain for one (1) fiscal yr, then destroy

19. NAME AND TITLE OF PREPARER
C. Irene Maxwell
Fiscal Accts. Chief

20. TELEPHONE NUMBER
(410)974-3611

21. DATE
1/13/93

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Dept. of General Services

2. DIVISION Annapolis Public Buildings and Grounds

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
Incident Reports & Summary File

5. EARLIEST YEAR/LATEST YEAR
87 TO 92

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Detailed reports of incidents, offenses & complaints which have occurred in areas of Annapolis Office Buildings and adjoining roads.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
1
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5
MONTH(S) MONTH(S) YEAR(S)
NUMBER

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

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 five (5) years, then destroy

19. NAME AND TITLE OF PREPARER
C. Irene Maxwell
Fiscal Accts. Chief

20. TELEPHONE NUMBER
(410)974-3611

21. DATE
1/13/93

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

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1. DEPARTMENT/AGENCY
Dept. of General Services

2. DIVISION Annapolis Public Buildings & Grounds

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
Mechanical Time Punch Data

5. EARLIEST YEAR/LATEST YEAR
_____ 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)
Printout and dials which have been mechanically or electronically punched to show entrance and exit times of secured areas in the Annapolis Building Complex.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

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

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 one (1) year, then destroy.

19. NAME AND TITLE OF PREPARER
Irene Maxwell
Fiscal Accts. Chief

20. TELEPHONE NUMBER
(410) 974-3611

21. DATE
1/13/93

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 273 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>6</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY Dept. of General Services		2. DIVISION Annapolis Public Buildings & Grounds		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 Parking Area Control 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) Documents relating to allocation & control of issuance and withdrawal of parking permits by Annapolis Public Buildings & Grounds					
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 type="checkbox"/> ALPHABETICAL <input checked="" 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>1</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>1</u> NUMBER			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) X NUMBER		
13. CURRENT LOCATION(S) (BLOC., FLOOR, ROOM) Security Department			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 checked="" type="checkbox"/> NONE <input 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 five (5) years, then destroy.		
19. NAME AND TITLE OF PREPARER Irene Maxwell Fiscal Accts. Chief		20. TELEPHONE NUMBER (410)974-3611		21. DATE 1/13/93	

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

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

AGENCY RECORDS INVENTORY

PAGE 7 OF 16

1. DEPARTMENT/AGENCY
Dept. of General Services

2. DIVISION Annapolis Public Buildings and Grounds

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
Plat and Site Plan File

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)
Contains original and revised plats, site plans, blueprints and drawings of all Physical facilities under the jurisdiction of the Annapolis Public Buildings and Grounds

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)
for
Large cabinet/blue prints

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)
Building

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
1
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
1 MONTH(S) never YEAR(S)

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

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, transfer periodically to Maryland State Archives.

19. NAME AND TITLE OF PREPARER
Irene Maxwell
Fiscal Accts. Chief

20. TELEPHONE NUMBER
(410) 974-3611

21. DATE
1/13/93

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 530-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 273 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
DEPARTMENT/AGENCY Dept. of General Services		2. DIVISION		3. UNIT Annapolis Public Buildings & Grounds	
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
RECORD SERIES TITLE Building Inventory cards				3. EARLIEST YEAR/LATEST YEAR _____ TO 1992	
RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Series of cards is arranged alphabetically. Cards show building location, item number, date acquired, value, improvements, date sold and buyer, for all buildings under the jurisdiction of Annapolis Public Buildings & Grounds					
4. 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"/> 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 XXX <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION XXX <input type="checkbox"/> FILE DRAWER(S) <u>1</u> <input type="checkbox"/> MICROFILM REEL(S) NUMBER <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 _____ NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) <u>never</u>		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) General Office			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 type="checkbox"/> NO <input checked="" type="checkbox"/>			18. RECOMMENDED RETENTION Retain permanently, transfer periodically to Maryland State Archives.		
19. NAME AND TITLE OF PREPARER Irene Maxwell Fiscal Accts. Chief		20. TELEPHONE NUMBER (410)974-3611		21. DATE 01-13-93	

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 7273 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY Dept. of General Services		2. DIVISION		3. UNIT Annapolis Public Buildings & Grounds	
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 Building Files				5. EARLIEST YEAR/LATEST YEAR _____ 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) Contain documents showing modifications to State Buildings in the Annapolis Complex.					
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>1</u> NUMBER	
		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) _____ <u>1</u> NUMBER			
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) never NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) General Office			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, transfer periodically to Maryland State Archives.		
19. NAME AND TITLE OF PREPARER Irene Maxwell Fiscal Accounts Chief		20. TELEPHONE NUMBER (410)974-3611		21. DATE 1/13/93	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 530-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>16</u>	
DEPARTMENT/AGENCY Dept. of General Services		2. DIVISION		3. UNIT Annapolis Public Buildings & Grounds	
DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
RECORD SERIES TITLE Purchasing records				3. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1992</u>	
RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)					
Purchase Orders Requisitions Bid and quote records Unscheduled requisitions Year-end Physical Inventory Reports Minority Business reports					
4. 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 type="checkbox"/> ALPHABETICAL <input checked="" 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)	
		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)			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) X		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Supply storeroom			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 (fiscal) years and audit then destroy (CALENDAR YEARS)		
19. NAME AND TITLE OF PREPARER Irene Maxwell Fiscal Accts. Chief		20. TELEPHONE NUMBER (410)974-3611		21. DATE 1/13/93	

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

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

AGENCY RECORDS INVENTORY
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DEPARTMENT/AGENCY
Dept. of General Services

2. DIVISION

3. UNIT Annapolis Public Buildings and Grounds

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

RECORD SERIES TITLE
Transmittals

3. EARLIEST YEAR/LATEST YEAR
1988 TO 1992

RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Cover sheets (Stars 100)
Transmittals (Stars 101) Remittance advices
Receiving reports
Invoices
Travel Expense Forms

4. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Office and supply storeroom

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

15. ACCESS RESTRICTIONS YES NO XX
(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 three (3) fiscal years and audit, then destroy

19. NAME AND TITLE OF PREPARER
Irene Maxwell
Fiscal Account Chief

20. TELEPHONE NUMBER
(410)974-3611

21. DATE
1/13/93

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR VIDEO RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
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DEPARTMENT/AGENCY Dept. of General Services	2. DIVISION	3. UNIT Annapolis Public Buildings & Grounds
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DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

RECORD SERIES TITLE Miscellaneous Accounting Record	3. EARLIEST YEAR/LATEST YEAR 1988 TO 1992
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RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Petty Cash vouchers (filed with transmittals)
Working-fund composition
Accounts receivable journal (invoices filed numerically)

4. 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 type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)	9. VOLUME XXX <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) 1 <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION XX <input type="checkbox"/> FILE DRAWER(S) 1 <input type="checkbox"/> MICROFILM REEL(S) NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)

11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER 3 MONTHS <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) General Office & Supply Storeroom	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO General Accounting
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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
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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) calendar years and until audit, then destroy
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19. NAME AND TITLE OF PREPARER Irene Maxwell Fiscal Accounts Chief	20. TELEPHONE NUMBER (410)974-3611	21. DATE 1/13/93
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INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 530-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>16</u>	
1. DEPARTMENT/AGENCY Dept. of General Services		2. DIVISION Annapolis Public Buildings & Grounds		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 General Accounting Records				5. EARLIEST YEAR/LATEST YEAR _____ 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) Certificate of Deposit & bank slips					
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 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) Folder NUMBER <u>1</u>	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER(SPECIFY) FOLDER			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) General Office & Supply Storeroom		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO General Accounting			
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) calendar years and until audit, then destroy			
19. NAME AND TITLE OF PREPARER Irene Maxwell Fiscal Accts. Chief		20. TELEPHONE NUMBER (410)974-3611		21. DATE 1/13/93	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 530-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>14</u> OF <u>16</u>	
DEPARTMENT/AGENCY Dept. of General Services		2. DIVISION		3. UNIT Annapolis Public Buildings & Grounds	
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
RECORD SERIES TITLE Timekeeping Records				5. EARLIEST YEAR/LATEST YEAR _____ TO <u>1992</u>	
RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Timesheets End-of-the-year leave balances Quarterly leave reports Monthly sick leave reports Comp-time reports					
6. RECORD SERIES FORMAT(S) <input checked="" 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"/> 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) 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)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) General Office-Supply Storeroom		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input 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) calendar years and until all audit requirements are fulfilled, then destroy			
19. NAME AND TITLE OF PREPARER Irene Maxwell Fiscal Accts. Chief		20. TELEPHONE NUMBER (410)974-3611		21. DATE 1/13/93	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GS 530-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 15 OF 16	
DEPARTMENT/AGENCY Dept. of General Services		2. DIVISION		3. UNIT Annapolis Public Buildings & Grounds	
DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
RECORD SERIES TITLE Payroll Accounting Records				3. EARLIEST YEAR/LATEST YEAR _____ TO 1992	
RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Payroll and check register Payroll exception time report and payroll Positive time reports Payroll Transmittals					
4. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" type="checkbox"/> EXHIBIT 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 type="checkbox"/> ALPHABETICAL XXXX <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) 2 NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Large Books	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) 2 <input type="checkbox"/> MICROFILM REEL(S) NUMBER <input type="checkbox"/> COMPUTER TAPE(S) XX <input checked="" type="checkbox"/> EXHIBIT BOOK large books			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER 3 MONTHS <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) General office & Supply Storeroom			14. IS RECORD SERIES DUPLICATED ELSEWHERE? <input checked="" type="checkbox"/> YES (IF YES, SPECIFY AGENCY OR OFFICE) <input 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 and until all audit requirements are fulfilled, then destroy		
19. NAME AND TITLE OF PREPARER Irene Maxwell Fiscal Accts. Chief		20. TELEPHONE NUMBER (410)974-3611		21. DATE 1/13/93	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR VARIOUS RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (CS 550-1)

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

AGENCY RECORDS INVENTORY
PAGE 16 OF 16

DEPARTMENT/AGENCY
Dept. of General Services

2. DIVISION

3. UNIT Annapolis Public Buildings & Grounds

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

RECORD SERIES TITLE
Fixed Assets

3. EARLIEST YEAR/LATEST YEAR
TO 1992

RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Fixed Asset Inventory Records-description of item, acquisition and disposal information
Excess property declaration records-used to dispose of equipment
Inventory Asset Listing -computer generated report of all active and inactive inventory.

4. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
3
NUMBER COMPUTER TAPE(S)
 OTHER (SPECIFY)
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
3
NUMBER MICROFILM REEL(S)
 COMPUTER TAPE(S)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER MONTH(S) YEAR(S) never

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

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 until disposal of equipment and until all audit requirements are fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
Irene Maxwell
Fiscal Accts. Chief

20. TELEPHONE NUMBER
(410) 974-3611

21. DATE
1/13/93