

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1497

PAGE 1 of 4  
NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of General Services - Engineering & Construction

AGENCY

DIVISION

Item No.	Description	Retention
1	<p>Morgan State University</p> <ul style="list-style-type: none"> <li>S. Campus Athletic Field - Repairs to Athletic Field</li> <li>Slope Stabilization - road</li> <li>T/A - two residence halls - repairs to resident halls</li> <li>Paving and Street lining - in front bldg.</li> <li>Handicapped for Holmes Hall - rails for building for the handicapped</li> <li>Soper Library - Roof on library</li> <li>Repair of Gym Floor - Repair floor and stain floors</li> <li>Hill Field House - Added additional exits</li> <li>Emergency Power and Lighting for Building</li> <li>Welcome Bridge - Repair of lighting and electrical work.</li> <li>Hill Field House - Service Door</li> <li>Maintenance Survey for Homes and Baneker Halls</li> <li>McKeldin Center - Installed kitchen exhaust system.</li> <li>Hill Field House - Replace exterior doors</li> <li>Jenkins Center - Repair in computer room.</li> <li>Campus lighting and road improvements.</li> <li>Hill Field House - Repair to Ginde rails in lobby.</li> <li>Water Distribution - Fixed generator</li> <li>Soper Library - Waterproofing of basement</li> <li>Refectory Building - Repairs to floors.</li> <li>Jenkins Building - Repair to Animal Care Lab</li> <li>Emergency Power to five buildings on campus.</li> <li>Welcome Bridge - power and fuel ducts</li> <li>WEAA-FM Radio - Repairs to building</li> <li>Handicapped Access - Phase I, handicapped doors.</li> <li>Blount Hall - Roof renovation</li> <li>CITF Harper Tubman Building - Repair to boiler.</li> </ul>	<p>Hold for 5 years and then after 5 years dispose of.</p>

Schedule Approved by Government,  
Agency, or Division Representative

Schedule Authorized by

*James M. [Signature]*  
**PROJECT MANAGER**

*Edward C. [Signature]*  
**MAR 5 1993**

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1497

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No.	Description	Retention
	Morgan State University (Cont.) Morgan Dorm and Dining Hall - Repair to floor and paint.	Hold for 5 years and then after 5 years dispose of.
2	Bowie State University Second Incoming Electrical Service Replacement of SKV Cable TV Studio Lighting	" "
3	Coppin State College Julian Arts and Science - Repair of Classrooms and Roof. Skylight Repair for Tawes Building - Annapolis	" "
4	Department of Agriculture Power Supply for Trailers Animal Health - Repair of floors and doorways.	" "
5	Frostburg State College Wearing Surface Parking Lot - Repair Simplex Steam System - Repaired Language Lab - Lab tables refinished Manhole - Enlarged Athletic Field - Bleachers replaced Metering - Electric Work Clock replaced Administrative Building - Security system repaired.	" "
6	Salisbury State University CCMS - Roof repair.	" "
7	St. Mary's College Handicapped Access - Hand rails and handicapped door. Dormitory #2 - repair doors and new roof. Dining Hall Relamp - additional electrical system. Kent Hall - Renovation of building Residence Complex - new roof	" "
8	Towson State University Modification of HVAC - heating system Smith Hall - Addition Energy Conservation Measures Prettyman and Scaro Borough Halls - Life Safety features.	" "

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1497

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No.	Description	Retention
	<p>Towson State University</p> <p>Restroom and F.A. Mod. for 15 buildings Fine Arts Center - Energy Conservation Measures</p> <p>Alki Administrative Building - Fresh Air in lakes</p> <p>Renovation of West Hall Administrative Building - Modification to HVAC Control System</p> <p>Whole Campus - Handicap provision for wheel chairs and power doors</p> <p>Ward and West Halls - Renovation of Mech. and Elec. Systems</p> <p>Administrative Building - Structural Evaluation - Handicapped Access for elevators.</p> <p>Deck repairs for Administrative Bldg.</p>	<p>Hold for 5 years and then after 5 years dispose of.</p>
9	<p>University of Maryland - Baltimore County</p> <p>Student Comments</p> <p>Pressler Building - Energy Conservation System</p> <p>Elevator and Security Lighting and Walkways, Heating Plant Extension</p> <p>Maryland Rehabilitation - Security Lighting/Sidewalks</p>	<p>" "</p>
10	<p>University of Baltimore</p> <p>Dining Hall - Renovation of dining hall</p>	<p>" "</p>
11	<p>University of Maryland at Eastern Shore</p> <p>Swine Facility - Roof</p> <p>Poultry Research and Management - Boiler repair</p> <p>Handicapped Access - Renovation of building</p> <p>Site Development - Phase 1 - Building of whole floor</p> <p>Sprinkler system to 3rd floor of the Maryland Hall</p> <p>Energy Conservation Measures</p> <p>North Campus Athletic Fields - Replacement of bleachers</p> <p>Vet. Science Research Animal Health</p> <p>Renovation of whole building</p>	<p>" "</p>
	<p>University of Maryland - College Park</p> <p>Electrical Distribution</p> <p>North Gate - Handicap Access for Wheel Chairs</p>	<p>" "</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1497

PAGE  
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NO.	Description	Retention
	University of Maryland - College Park Safety Modification North Campus - replacement of bleachers on Athletic fields Vet. Science Research Animal Health - Electrical wiring	Hold for 5 years and then after 5 years dispose of.
13	New Community College of Baltimore Liberty Road - Replacement of Boiler Department of Education Building - Worker's Compensation	" "
14	Department of Health and Mental Hygiene Hickey School - Renovation of building Southern Md. Center - Roof	" "
15	Department of Juvenile Services - Addition of building	" "
16	State of Maryland Maryland Manuals for State Buildings	" "
17	University of Maryland Engineering Building - Reconstruction of building MFRI - Vehicle Storage Maintenance - new doors and locks, security system Steam Condensate return systems - modification of system Fire Alarm System - Security Alarms Water Service Improvements - new pipes Storage Drainage Construction - pipes for drainage Security Lighting - Lighting for campus Emergency Power - New power system for emergency Engineering Classroom Building - Renova- tion of classrooms MFRI - Renovation of training center Shady Grove Academic Center - Roof and painting McKelding Library - Renovation of library and sidewalks MFRI Western Md. RTC - Paving and road construction 13 KV Primary Service - new system Tawes Hall Elevator - replacement of elevator parts. Water Service extensions at N.E. Campus	" "

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR USED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD P.O. BOX 273 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE ____ OF ____
DEPARTMENT/AGENCY Department of General Services	2. DIVISION Engineering and Construction	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		
RECORD SERIES TITLE University of Maryland -	5. EARLIEST YEAR/LATEST YEAR 1997 TO 1990	
RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  University of Maryland Engineering Classroom Building - Renovation of classrooms MFRI - Renovation of training center Shady Grove Academic Center - Roof and painting McKeldin Library - Renovation of library and sidewalks MFRI Western Md. RTC - Paving and road construction 13 KV Primary Service - new system Tawes Hall Elevator - replacement of elevator parts Water Service extensions at N.E. Campus		
RECORD SERIES FORMAT(S)  LETTER SIZE <input type="checkbox"/> MICROFILM LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE BOUND BOOK <input type="checkbox"/> FLOPPY DISK ALL TAPE <input type="checkbox"/> VIDEO TAPE OTHER(SPECIFY) <u>Letter Size - Legal</u>	8. RECORD SERIES SEQUENCE  <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) <u>alphabetical</u>	9. VOLUME  <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 1 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) 1 NUMBER
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER 6 months <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  301 W. Preston Street - Room 1403	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  Hold for 5 years then After 5 years dispose of.	
19. NAME AND TITLE OF PREPARER Wanda Keefer - Secretary	20. TELEPHONE NUMBER 225-4399	21. DATE 12/15/92

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR USED RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (S 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>1</u> OF <u>17</u>	
DEPARTMENT/AGENCY of General Services		2. DIVISION Engineering and Constr.		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					
RECORD SERIES TITLE Morgan State University project files				3. EARLIEST YEAR/LATEST YEAR 1988 TO 1991	
RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  Morgan State Projects S.Campus Athletic Field - Repairs to athletic field Slope Stabilization - for road T/A - two residence halls - Repairs to residence halls Paving and Street Lining - in front of building Handicapped for Holmes Hall - rails for building for the handicapped Soper Library - Roof on library. Repair of Gym Floor - Repair floor and stain. Hill Field House - Added additional exits.					
RECORD SERIES FORMAT(S) LETTER SIZE <input type="checkbox"/> MICROFILM LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE BOUND BOOK <input type="checkbox"/> FLOPPY DISK AUDIO TAPE <input type="checkbox"/> VIDEO TAPE OTHER(SPECIFY)  <u>Letter Size - Legal</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)  <u>Alphabetical</u>		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>2</u> NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>3</u> NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)			
1. FILE IS USED Never after job is finished <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			2. FILE BECOMES INACTIVE AFTER <u>6 months</u> MONTH(S) <input type="checkbox"/> YEAR(S)		
4. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 301 W. Preston Street - Room 1403			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
5. 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		
7. 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 Hold for 5 years and then After 5 years dispose of.		
19. NAME AND TITLE OF PREPARER Wanda Keefer - Secretary		20. TELEPHONE NUMBER 225-4399		21. DATE 12/15/92	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REUSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 350-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE _____ OF _____	
DEPARTMENT/AGENCY Services Department of General		2. DIVISION Engineering and Construction		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					
RECORD SERIES TITLE Morgan State University				3. EARLIEST YEAR/LATEST YEAR 1989 TO 1990	
RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES ) Morgan State University Emergency Power and Lighting for building Welcome Bridge - Repair of lighting and electrical work. Hill Field House - Service Door Maintenance Survey for Holmes and Banneker Halls McKeldin Center - Installed kitchen exhaust system Hill Field House - Replace exterior doors Jenkins Center - Repair in computer room. Campus lighting and road improvements					
RECORD SERIES FORMAT(S) LETTER SIZE <input type="checkbox"/> MICROFILM LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE BOUND BOOK <input type="checkbox"/> FLOPPY DISK AUDIO TAPE <input type="checkbox"/> VIDEO TAPE OTHER (SPECIFY) <u>Letter Size</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) <u>Alphabetical</u>		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER (SPECIFY)  10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <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 type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER 6 months <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 301 W. Preston Street - Room 1403			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 Hold for 5 years then after 5 years dispose of.		
19. NAME AND TITLE OF PREPARER Wanda Keefer - Secretary		20. TELEPHONE NUMBER 225-4399		21. DATE 12/15/92	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REUSED RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (S 330-1)

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

AGENCY RECORDS INVENTORY  
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DEPARTMENT/AGENCY  
Department of General Services

2. DIVISION  
Engineering and Construction

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

RECORD SERIES TITLE  
Morgan State

3. EARLIEST YEAR/LATEST YEAR  
1990 TO 1991

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Morgan State University  
Hill Field House - Repair to Ginde rails in lobby.  
Water Distribution - Fixed generator  
Soper Library - waterproofing of basement  
Refectory Building - Repairs to floors  
Jenkins Building - Repair to Animal Care Lab  
Emergency Power to five buildings on campus  
Welcome Bridge - power and fuel ducts  
WEAA-FM Radio - Repairs to building  
Handicapped Access - Phase I, handicapped doors

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

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 months  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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  
Hold for 5 years and then after 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92



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

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY Services  
Department of General

2. DIVISION  
Engineering and Construction

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

RECORD SERIES TITLE  
Morgan State

3. EARLIEST YEAR/LATEST YEAR  
1987 TO 1989

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

Morgan State University  
Blount Hall - Roof renovation  
CIFT Harper Tubman Building - Repair to boiler  
Morgan State Dorm and Dining Hall - Repair of floor and paint

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

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 months  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) ( BLDG., FLOOR, ROOM )  
301 W. Preston Street - Room 1403

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. AIDIT 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  
Hold for 5 years then  
after 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR USED RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (S 350-1)

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

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DEPARTMENT/AGENCY Services  
Department of General

2. DIVISION  
Engineering and Construction

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

RECORD SERIES TITLE  
Bowie State

5. EARLIEST YEAR/LATEST YEAR  
1987 TO 1989

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES )  
Bowie  
Second Incoming Electrical Service  
Replacement of SKV Cable  
TV Studio Lighting

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

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 months  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) ( BLDG., FLOOR, ROOM )  
301 W. Preston Street - Room 1403

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  
Hold for 5 years then  
after 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REPEATED RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (S-1)

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

AGENCY RECORDS INVENTORY  
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DEPARTMENT/AGENCY  
Services  
Department-of General

2. DIVISION  
Engineering and Construction

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

RECORD SERIES TITLE  
Coppin State University

5. EARLIEST YEAR/LATEST YEAR  
1989 TO 1990

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Coppin State University  
Julian Arts and Science - Repair of Classrooms and Roof  
Skylight Repair for Tawes Building - Annapolis

RECORD SERIES FORMAT(S)  
LETTER SIZE  MICROFILM  
LEGAL SIZE  COMPUTER TAPE  
BOOK  FLOPPY DISK  
AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
Letter Size

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 months  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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  
Hold for 5 years then  
after 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92

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

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

AGENCY RECORDS INVENTORY  
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DEPARTMENT/AGENCY  
Department of General Services

2. DIVISION  
Engineering and Construction

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

RECORD SERIES TITLE  
Dept. of Agriculture

3. EARLIEST YEAR/LATEST YEAR  
1989 TO 1990

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Department of Agriculture  
Power Supply for Trailers  
Animal Health - Repair of floors and doorways

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

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 months  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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  
Hold for 5 years then  
after 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92

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

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 Services Department of General

2. DIVISION Engineering and Construction

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

RECORD SERIES TITLE  
Frostburg State University

5. EARLIEST YEAR/LATEST YEAR  
1990 TO 1990

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Frostburg  
Wearing Surface Parking lot - Repair  
Simplex Steam System - Repaired  
Loop Road Lighting - Replaced  
Language Lab - Lab tables refinished  
Manhole - Enlarged  
Athletic Field - Bleachers replaced  
Metering - Electric work  
Frostburg - Clock replaced  
Administrative Building - Security system repaired

RECORD SERIES FORMAT(S)  
LETTER SIZE  MICROFILM  
LEGAL SIZE  COMPUTER TAPE  
BOUND BOOK  FLOPPY DISK  
ALPHA TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
Letter Size

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 months  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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  
Hold for 5 years then after 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92

DUPLICATE THIS OR PRINT A SEPARATE FORM FOR EACH NEW OR EXISTING RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (S 350-1)

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

AGENCY RECORDS INVENTORY  
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DEPARTMENT/AGENCY  
Department of General Services

2. DIVISION  
Engineering and Construction

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

RECORD SERIES TITLE  
Salisbury State University

5. EARLIEST YEAR/LATEST YEAR  
1991 TO 1991

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Salisbury State University  
CCMS - Roof repair

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

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

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 months  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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  
Hold for 5 years then after 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR USED RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (S 330-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD P.O. BOX 273 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
DEPARTMENT/AGENCY Department of General Services		2. DIVISION Engineering and Construction		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					
RECORD SERIES TITLE St. Mary's College				5. EARLIEST YEAR/LATEST YEAR 1991 TO 1991	
RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  St. Mary's College  Handicapped Access - Hand rails and handicapped door Dormitory #2 - repair doors and new roof Dining Hall Relamping - additional electrical system Kent Hall - Renovation of building Residence Complex - New roof					
RECORD SERIES FORMAT(S) LETTER SIZE <input type="checkbox"/> MICROFILM LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE BOUND BOOK <input type="checkbox"/> FLOPPY DISK AUDIO TAPE <input type="checkbox"/> VIDEO TAPE OTHER (SPECIFY) Letter Size		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) Alphabetical		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input checked="" type="checkbox"/> 1 COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) NUMBER	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER 6 months <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 301 W. Preston Street - Room 1403		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  Hold for 5 years then after 5 years dispose of.			
19. NAME AND TITLE OF PREPARER Wanda Keefer - Secretary		20. TELEPHONE NUMBER 225-4399		21. DATE 12/15/92	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REUSED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DCS 330-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD P.O. BOX 273 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
DEPARTMENT/AGENCY Services Department of General		2. DIVISION Engineering and Construction		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					
RECORD SERIES TITLE Towson State University				5. EARLIEST YEAR/LATEST YEAR 1991 TO 1991	
RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES ) Towson State University Modification of HVAC - heating system Smith Hall - Addition Energy Conservation Measures Prettyman and Scaro Borough Halls - Life Safety features Restroom and F.A. Mod. for 15 buildings Fine Arts Center - Energy Conservation Measures Alki Administrative Building - Fresh Air in lakes Renovation of West Hall Administrative Building - Modification to HVAC Control System					
RECORD SERIES FORMAT(S) LETTER SIZE <input type="checkbox"/> MICROFILM LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE BOUND BOOK <input type="checkbox"/> FLOPPY DISK 3 1/2" TAPE <input type="checkbox"/> VIDEO TAPE OTHER(SPECIFY) <u>Letter Size</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) <u>Alphabetical</u>		9. VOLUME <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 <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 type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>6 months</u> <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 301 W. Preston Street - Room 1403			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 Hold for 5 years then after 5 years dispose of.		
19. NAME AND TITLE OF PREPARER Wanda Keefer - Secretary		20. TELEPHONE NUMBER 225-4399		21. DATE 12/15/92	



INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR USED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7175 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY  
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DEPARTMENT/AGENCY  
Services  
Department of General

2. DIVISION  
Engineering and Construction

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

RECORD SERIES TITLE  
Towson State University

4. EARLIEST YEAR/LATEST YEAR  
1991 TO 1991

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Towson State University  
Whole Campus - Handicap provision for wheel chairs and power doors  
Ward and West Halls - Renovation of Mech. and Elec. systems  
Administrative Building - Structural Evaluation - Handicapped Access for elevators  
Deck repairs for Administrative Building

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

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

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 months  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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  
Hold for 5 years then after 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REUSED RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULES - (1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7233 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

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DEPARTMENT/AGENCY  
Services  
Department of General

2. DIVISION  
Engineering and Construction

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

RECORD SERIES TITLE  
University of MD - Baltimore County

5. EARLIEST YEAR/LATEST YEAR  
1991 TO 1991

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
University of MD - Baltimore County  
Student Comments  
Pressler Building - Energy Conservation System  
Elevator Installation at Academic Building  
Safety and Security Lighting and Walkways, Heating Plant Extension  
Maryland Rehabilitation - Security lighting/sidewalks

RECORD SERIES FORMAT(S)  
LETTER SIZE  MICROFILM  
LEADER SIZE  COMPUTER TAPE  
BOUND BOOK  FLOPPY DISK  
AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
Letter Size

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

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 months  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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. AGENCY 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  
Hold for 5 years then after 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR USED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S-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  
Services  
Department of General

2. DIVISION  
Engineering and Construction

1. UNIT

INITIATION-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  
University of Baltimore

3. EARLIEST YEAR/LATEST YEAR  
1991 TO 1991

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
  
University of Baltimore  
Dining Hall - Renovation of dining hall

RECORD SERIES FORMAT(S)  
LETTER SIZE  MICROFILM  
LEADER SIZE  COMPUTER TAPE  
BOUND BOOK  FLOPPY DISK  
AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
  
Letter Size

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 months  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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. AGENCY 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  
  
Hold for 5 years then after 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92

1. DEPARTMENT/AGENCY: Services Department of General

2. DIVISION: Engineering and Construction

3. UNIT:

INITIATION-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: University of Maryland - Eastern Shore

5. EARLIEST YEAR/LATEST YEAR: 1988 TO 1990

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

University of Maryland - Eastern Shore  
 Poultry Research and Management - Boiler repair  
 Handicapped Access - Renovation of building  
 Site Development - Phase 1 - Building of whole floor  
 Sprinkler system to 3rd floor of Maryland Hall  
 Energy Conservation Measures  
 North Campus Athletic Fields - Replacement of beachers  
 Vet. Science Research Animal Health - Renovation of whole building  
 Swine Facility - Roof

RECORD SERIES FORMAT(S) LETTER SIZE <input type="checkbox"/> MICROFILM LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE BOUND BOOK <input type="checkbox"/> FLOPPY DISK AUDIO TAPE <input type="checkbox"/> VIDEO TAPE OTHER(SPECIFY) <u>Letter Size</u>	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) <u>Alphabetical</u>	9. VOLUME <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 <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)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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  
Hold for 5 years then after 5 years dispose of.

19. NAME AND TITLE OF PREPARER: Wanda Keefer - Secretary

20. TELEPHONE NUMBER: 225-4399

21. DATE: 12/15/92

1. DEPARTMENT/AGENCY Services  
Department of General

2. DIVISION  
Engineering and Construction

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

RECORD SERIES TITLE  
University of Maryland - College Park

4. EARLIEST YEAR/LATEST YEAR  
1990 TO 1991

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

Electrical Distribution  
North Gate - Handicap Access for Wheel Chairs  
Safety Modification  
North Campus - Replacement of bleachers on Athletic fields  
Vet. Science Research Animal Health - Electrical wiring

5. RECORD SERIES FORMAT(S) LETTER SIZE <input type="checkbox"/> MICROFILM LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOOK <input type="checkbox"/> FLOPPY DISK AUDIO TAPE <input type="checkbox"/> VIDE TAPE OTHER(SPECIFY) <u>Letter Size</u>	6. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) <u>Alphabetical</u>	7. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) NUMBER
		8. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) NUMBER

9. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 months  MONTH(S)  YEAR(S)  
SUBJECT

10. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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

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

15. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

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

16. RECOMMENDED RETENTION  
Hold for 5 years then after 5 years dispose of.

17. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

18. TELEPHONE NUMBER  
225-4399

19. DATE  
12/15/92

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR CHANGED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (S 501-1)

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

AGENCY RECORDS INVENTORY  
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DEPARTMENT/AGENCY Services  
Department of General

2. DIVISION  
Engineering and Construction

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

RECORD SERIES TITLE  
New Community College of Baltimore

5. EARLIEST YEAR/LATEST YEAR  
1990 TO 1991

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
  
Liberty Road - Replacement of Boiler  
Department of Education Building - Worker's Compensation

RECORD SERIES FORMAT(S)  
LETTER SIZE  MICROFILM  
LEGAL SIZE  COMPUTER TAPE  
BOOK  FLOPPY DISK  
AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
Letter Size

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

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 months  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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  
  
Hold for 5 years then  
after 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REUSED RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (S 350-1)

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

AGENCY RECORDS INVENTORY  
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1. DEPARTMENT/AGENCY  
Department of General Services

2. DIVISION  
Engineering and Construction

3. UNIT  
Construction

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  
Department of Health and Mental Hygiene

3. EARLIEST YEAR/LATEST YEAR  
1990 TO 1991

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
  
DHMH  
Hickey School - Renovation of building  
Southern Md. Center - Roof

RECORD SERIES FORMAT(S)  
LETTER SIZE  MICROFILM  
LEGAL SIZE  COMPUTER TAPE  
BOUND BOOK  FLOPPY DISK  
ALL TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
Letter Size - Legal

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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  
  
Hold for 5 years then  
After 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92

1. DEPARTMENT/AGENCY Department of General Services

2. DIVISION Engineering and Construction

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

RECORD SERIES TITLE Department of Juvenile Services

4. EARLIEST YEAR/LATEST YEAR 1990 TO 1991

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

Department of Juvenile Services - Addition of building

<p>RECORD SERIES FORMAT(S)</p> <p>LETTER SIZE <input type="checkbox"/> MICROFILM</p> <p>LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE</p> <p>BOOK <input type="checkbox"/> FLOPPY DISK</p> <p>AUDIO TAPE <input type="checkbox"/> VIDEO TAPE</p> <p>OTHER(SPECIFY):</p> <p><u>Letter Size - Legal</u></p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input 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><u>Alphabetical</u></p>	<p>9. VOLUME</p> <p><input type="checkbox"/> FILE DRAWER(S)</p> <p><input type="checkbox"/> MICROFILM REEL(S)</p> <p><u>1</u> <input type="checkbox"/> COMPUTER TAPE(S)</p> <p>NUMBER <input type="checkbox"/> OTHER(SPECIFY)</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input type="checkbox"/> FILE DRAWER(S)</p> <p><u>1</u> <input type="checkbox"/> MICROFILM REEL(S)</p> <p>NUMBER <input type="checkbox"/> COMPUTER TAPE(S)</p> <p><input type="checkbox"/> OTHER(SPECIFY)</p>
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11. FILE IS USED  DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER 6 months  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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  
Hold for 5 years then  
After 5 years dispose of.

19. NAME AND TITLE OF PREPARER Wanda Keefer - Secretary

20. TELEPHONE NUMBER 225-4399

21. DATE 12/15/92



INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REPEATED RECORD SERIES. FORWARD TO RECORDS RETENTION SCHEDULE (SS 350-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD P.O. BOX 273 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>16</u> OF <u>17</u>	
1. DEPARTMENT/AGENCY Services Department of General		2. DIVISION Engineering and Construction		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					
RECORD SERIES TITLE State of Maryland Manuals for State Building				4. EARLIEST YEAR/LATEST YEAR 1989 TO 1991	
RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES ) Maryland Manuals - Manuals for State Buildings					
RECORD SERIES FORMAT(S) LETTER SIZE <input type="checkbox"/> MICROFILM LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE BOUND BOOK <input type="checkbox"/> FLOPPY DISK ALL TAPE <input type="checkbox"/> VIDE TAPE OTHER(SPECIFY) <u>Books</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) <u>Alphabetical</u>		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>1</u> <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <u>1</u> <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 type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>2</u> years <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 301 W. Preston Street - 1403			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 Hold for 5 years then After 5 years dispose of.		
19. NAME AND TITLE OF PREPARER Wanda Keefer - Secretary		20. TELEPHONE NUMBER 225-4399		21. DATE 12/15/92	

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

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

AGENCY RECORDS INVENTORY  
PAGE 17 OF 17

DEPARTMENT/AGENCY Services Department of General

2. DIVISION Engineering and Construction

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

RECORD SERIES TITLE  
University of Maryland

3. EARLIEST YEAR/LATEST YEAR  
1988 TO 1990

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

University of Maryland  
Engineering Building - Reconstruction of building  
MFRI - Vehicle Storage Maintenance - new doors and locks, security system  
Steam Condensate return systems - modification of system  
fire alarm system - security alarms  
water service improvements - new pipes  
Storm Drainage Construction - pipes for drainage.  
Security Lighting - Lighting for campus  
Emergency Power - new power system for emergency

RECORD SERIES FORMAT(S)  
LETTER SIZE  MICROFILM  
LEGAL SIZE  COMPUTER TAPE  
BOUND BOOK  FLOPPY DISK  
AUDIO TAPE  VIDEO TAPE  
OTHER(SPECIFY)  
Letter size - Legal

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
301 W. Preston Street - Room 1403

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  
Hold for 5 years then  
After 5 years dispose of.

19. NAME AND TITLE OF PREPARER  
Wanda Keefer - Secretary

20. TELEPHONE NUMBER  
225-4399

21. DATE  
12/15/92