DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1523

Agency: DGS BPB&G/MSC DIVISION DIST. COURT MSCH

Division/Unit: ARBUTUS/CATONSVILLE

Item No	Description	Retention
1	General Correspondence	
	All correspondence from Old Multi-Service Division and BPB&G Superintendent's Office, correspondence to and from other State Agencies and general public.	Retain for 3 years, then destroy.
2	Square Footage for Building	
	File contains the square footage assigned to State Agencies with-in the building.	Retain until superseded, then destroy.
3	Construction Submittal's	
	Files include maintenance contracts, service contracts, small procurements.	Retain in office for 3 years, send to Records Center for 7 years, then destroy.
4	Policies, DGS, MSC Personnel DGS	
	Files includes rules and regulations, policies for employees, COMAR's books, job specs.	Retain until superseded, then destroy.
5	Personnel Files (In-House)	
	Files includes personnel, records, in-service training, general information, and asbestos medical information	Retain until 3 years after termination, then destroy.

Approved by Department, Agency, or Division Representative.

Date 4-29-93

Signature [signature]

Type Name Joseph Sanphillipo

Title Manager

Schedule Authorized by State Archivist. MAY 17 1993

Date

Signature Edward C. Papenfuse

DGS 550-1 (Rev. 10/92)

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

Schedule No. 1523

Item No	Description	Retention
6	Contracts/One Time/Multi Year	
	Files include maintenance contracts, service contracts, small procurements.	Retain for 5 years, then destroy.
7	Supply Purchases	
	Files include all requisitions, out-of-schedule, requisitions, purchase orders, and inventories.	Retain for 5 years, then destroy.
8	Health and Safety Files	
	Right to know files/hazardous materials specifications, asbestos info, physicals, fire drills, supervised and non supervised.	Retain in office for 5 years, send to State Records Center for 20 years, then destroy.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 8
1. DEPARTMENT/AGENCY GENERAL SERVICES	2. DIVISION BALTO.PUB.BLDG.& GRDS	3. UNIT ARBUTUS/CATONSVILLE MULTI SERVICE CENTER

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	5. EARLIEST YEAR/LATEST YEAR
GENERAL CORRESPONDENCE	1987 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)

Includes all correspondence to and from Superintendent's Office and Old Multi Ser.Ctr. Div. Phone Requests, work requests,complaints, general correspondence to other State Agencies, and general public,

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X LETTER SIZE ☐ MICROFILM X LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK X FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	X ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	4 NUMBER X FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 1/4-1/2 NUMBER X FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
X DAILY ☐ WEEKLY ☐ MONTHLY	NUMBER ☐ MONTH(S) X YEAR(S) 3
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 900 WALKER AVE. MAINT. DEPT.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES X NO
15. ACCESS RESTRICTIONS X YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS X NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO Files are in computer disc. ALSO	18. RECOMMENDED RETENTION 3 Years or as required because of changes. Then destroy

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
IDA WASARHELYI ,SEC'Y II JOSEPH SANPHILIPO, MANAGER	410-788-9794 410-788-9794	12/20/92

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 2 OF 8
DEPARTMENT/AGENCY GENERAL SERVICES	2. DIVISION BALTO.PUB.BLDG.& GRDS	3. UNIT ARBUTUS/CATONSVILLE MULTI SERVICE CENTER

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	5. EARLIEST YEAR/LATEST YEAR
SQUARE FOOTAGE FOR BUILDING (FOR AGENCIES AT MSC AC)	1982 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)

FILE INCLUDES SQUARE FOOTAGE FOR ASSIGNED SPACES TO AGENCIES OF THE DISTRICT COURT BUILDING.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X LETTER SIZE ☐ MICROFILM X LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	X ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	1/4 NUMBER X FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 1/4 NUMBER X FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED FOR REQUESTED REPORTS ANYTIME	12. FILE BECOMES INACTIVE AFTER RETAINED
☐ DAILY ☐ WEEKLY X MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S) PERMANENTLY
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 900 WALKER AVENUE, MAINT. OFFICE	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO
15. ACCESS RESTRICTIONS ☐ YES X NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE X STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) X YES ☐ NO	18. RECOMMENDED RETENTION Retain until superseded, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
IDA WASARHELYI ,SEC'Y II JOSEPH SANPHILIPO, MANAGER	410-788-9794 410-788-9794	12/20/92

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 3 OF 8
DEPARTMENT/AGENCY GENERAL SERVICES	2. DIVISION BALTO.PUB.BLDG.& GRDS	3. UNIT ARBUTUS/CATONSVILLE MULTI SERVICE CENTER

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	5. EARLIEST YEAR/LATEST YEAR
BC 7414 MSC- CONSTRUCTIONS SUBMITTALS	11/14/80 TO PRESENT

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 EQUIPMENT/CONSTRUCTION /PLANS/SPECIFICATIONS FOR BUILDING

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	10. ANNUAL ACCUMULATION
[X] LETTER SIZE [ ] MICROFILM [X] LEGAL SIZE [ ] COMPUTER TAPE [ ] BOUND BOOK [ ] FLOPPY DISK [ ] AUDIO TAPE [ ] VIDEO TAPE [ ] OTHER(SPECIFY)	[ ] ALPHABETICAL [X] NUMERICAL [ ] CHRONOLOGICAL [ ] GEOGRAPHICAL [ ] OTHER(SPECIFY)	1½ NUMBER [ ] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY)	1½ NUMBER [X] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
[X] DAILY [X] WEEKLY ALL [X] MONTHLY	ON GOING NUMBER [ ] MONTH(S) [ ] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 900 WALKER AVENUE 21228-5341	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [ ] YES [X] NO
15. ACCESS RESTRICTIONS [X] YES [ ] NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS [X] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) [X] YES [ ] NO BY FILE NUMBERS	18. RECOMMENDED RETENTION Retain in office for 3 years, send to Records Center for 7 years, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
IDA WASARHELYI ,SEC'Y II JOSEPH SANPHILIPO, MANAGER	410-788-9794 410-788-9794	12/20/92

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 4 OF 8
1. DEPARTMENT/AGENCY GENERAL SERVICES	2. DIVISION BALTO.PUB.BLDG.& GRDS	3. UNIT ARBUTUS/CATONSVILLE MULTI SERVICE CENTER

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	5. EARLIEST YEAR/LATEST YEAR
DGS/BUILDING/PERSONNEL/RULES & REG'S. /COMAR	July 1982 TO PRESENT

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

FILES INCLUDE RULES/REG'S, POLICIES, /FOR EMPLOYEES/ AND BUILDING RULES/DGS INSTRUCTIONS. ETC: COMAR RULES

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
[X] LETTER SIZE [ ] MICROFILM [X] LEGAL SIZE [ ] COMPUTER TAPE [X] BOUND BOOK [X] FLOPPY DISK [ ] AUDIO TAPE [ ] VIDEO TAPE [ ] OTHER(SPECIFY)	[X] ALPHABETICAL [X] NUMERICAL [ ] CHRONOLOGICAL [ ] GEOGRAPHICAL [ ] OTHER(SPECIFY)	1/5 NUMBER [X] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 1/5 NUMBER [X] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
[X] DAILY [X] WEEKLY [X] MONTHLY	10 NUMBER [ ] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 900 WALKER AVE. 21228-5341	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [X] YES [ ] NO DGS - PART,
15. ACCESS RESTRICTIONS [X] YES [ ] NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS [ ] NONE [X] STATE [ ] FEDERAL [ ] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) [X] YES [X] NO	18. RECOMMENDED RETENTION Retain until superseded, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
IDA WASARHELYI ,SEC'Y II JOSEPH SANPHILIPO, MANAGER	410-788-9794 410-788-9794	12/20/92

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 5 OF 8
1. DEPARTMENT/AGENCY GENERAL SERVICES	2. DIVISION BALTO.PUB.BLDG.& GRDS	3. UNIT ARBUTUS/CATONSVILLE MULTI SERVICE CENTER

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	5. EARLIEST YEAR/LATEST YEAR
PERSONNEL FILES (BACK-UP)	July 1980 TO PRESENT

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

EMPLOYEE INFORMATION, IN-SERVICE -TRAINING/ MEDICAL ABESTOS/ ETC:

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK X FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY) 3" BINDERS	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL X OTHER(SPECIFY) CLASS	X FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 1/6 NUMBER
		10. ANNUAL ACCUMULATION X FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 1/50 NUMBER

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
X DAILY X WEEKLY X MONTHLY	-10- NUMBER ☐ MONTH(S) X YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 900 WALKER AVENUE 21228-5341	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) 1/2 2 room X YES ☐ NO DGS PERSONNEL
15. ACCESS RESTRICTIONS X YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE X STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES X NO	18. RECOMMENDED RETENTION Retain for 3 years, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
IDA WASARHELYI ,SEC'Y II JOSEPH SANPHILIPO, MANAGER	410-788-9794 410-788-9794	12/20/92

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 6 OF 8
1. DEPARTMENT/AGENCY GENERAL SERVICES	2. DIVISION BALTO.PUB.BLDG.&GRDS	3. UNIT ARBUTUS/CATONSVILLE MULTI SERVICE CENTER

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	5. EARLIEST YEAR/LATEST YEAR
CONTRACTS (one time/multi-year type)	1982 TO Present

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

MAINTENANCE CONTRACTS/ SERVICE CONTRACTS/ AND SMALL PROCUREMENTS
ETC:

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
[X] LETTER SIZE [ ] MICROFILM [X] LEGAL SIZE [ ] COMPUTER TAPE [ ] BOUND BOOK [X] FLOPPY DISK [ ] AUDIO TAPE [ ] VIDEO TAPE [ ] OTHER(SPECIFY)	[ ] ALPHABETICAL [ ] NUMERICAL [ ] CHRONOLOGICAL [ ] GEOGRAPHICAL [ ] OTHER(SPECIFY)	1/6 NUMBER [X] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 1/6 NUMBER [X] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
[ ] DAILY [ ] WEEKLY [ ] MONTHLY	5 NUMBER [ ] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 900 WALKER AVENUE 21228-5341	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [X] YES [ ] NO 301 W. PRESTON,CONTRACT OFFICE
15. ACCESS RESTRICTIONS [X] 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 5 years then destroy

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
IDA WASARHELYI ,SEC'Y II JOSEPH SANPHILIPO, MANAGER	410-788-9794 410-788-9794	12/20/92

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 7 OF 8
1. DEPARTMENT/AGENCY GENERAL SERVICES	2. DIVISION BALTO.PUB.BLDG.& GRDS	3. UNIT ARBUTUS/CATONSVILLE MULTI SERVICE CENTER

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	5. EARLIEST YEAR/LATEST YEAR
SUPPLY PURCHASES	1982 TO PRESENT

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

FILES INCLUDE, REQUISITIONS, OUT OF SCHEDULES , PURCHASE ORDERS , INVENTORY OF SUPPLIES

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY) BINDERS	☐ ALPHABETICAL X NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	1/25 NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 1/25 NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
X DAILY X WEEKLY X MONTHLY	5 NUMBER ☐ MONTH(S) X YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 900 WALKER AVENUE 21228-5341	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) X YES ☐ NO FISCAL DIV
15. ACCESS RESTRICTIONS X YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE X STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES X NO	18. RECOMMENDED RETENTION RETAIN FOR 5 YEARS then destroy

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
IDA WASARHELYI ,SEC'Y II JOSEPH SANPHILIPO, MANAGER	410-788-9794 410-788-9794	12/20/92

DGS 550-4 (REVISED 2/87)

Fig. 7

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 8 OF 8
1. DEPARTMENT/AGENCY GENERAL SERVICES	2. DIVISION BALTO.PUB.BLDG.& GRDS	3. UNIT ARBUTUS/CATONSVILLE MULTI SERVICE CENTER

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	5. EARLIEST YEAR/LATEST YEAR
HEALTH & SAFETY FILES:	July 82 TO PRESENT

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

INCLUDES , RIGHT TO KNOW INFORMATION, HAZARDOUS MATERIAL INFORMATION, ASBESTOS/ FIRE DRILLS, ETC:

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
[X] LETTER SIZE [ ] MICROFILM [X] LEGAL SIZE [ ] COMPUTER TAPE [ ] BOUND BOOK [ ] FLOPPY DISK [ ] AUDIO TAPE [ ] VIDEO TAPE OTHER(SPECIFY)	[ ] ALPHABETICAL [ ] NUMERICAL [X] CHRONOLOGICAL [ ] GEOGRAPHICAL [ ] OTHER(SPECIFY)	1/50 NUMBER [X] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 1/50 NUMBER [X] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
[X] DAILY [X] WEEKLY [X] MONTHLY	0 NUMBER [ ] MONTH(S) [X] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 900 WALKER AVENUE 21228-5341	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [ ] YES [X] NO
15. ACCESS RESTRICTIONS [X] YES [ ] NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS [ ] NONE [X] STATE [X] FEDERAL [ ] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) [ ] YES [X] NO	18. RECOMMENDED RETENTION Retain in office for 5 years, send to State Records Center, for 20 years, then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
IDA WASARHELYI ,SEC'Y II JOSEPH SANPHILIPO, MANAGER	410-788-9794 410-788-9794	12/20/92

DGS 550-4 (REVISED 2/87)

Fig. 7