

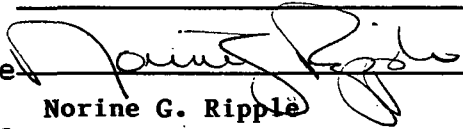
DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

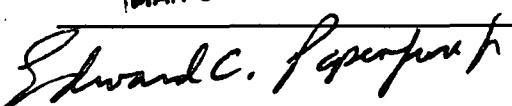
Schedule No.
 1526

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Agency: Department of Natural Resources
 Division/Unit: Licensing & Watercraft Registration Services

Item No	Description	Retention
1.	<p>TITLE RECORDS</p> <p>Arranged by batch numbers. All documents connected with the issuance of certificates of title and boat numbers are maintained in this record series. Documents found in each folder may include, but are not limited to the following:</p> <ul style="list-style-type: none"> a. Boat title transfers <ul style="list-style-type: none"> Application for boat title Application for duplicate or corrected certificates of title Security Interest Filing Statements Applications for registration Bills of sale Certificates of origin Notification of Assessments b. Renewals for certificates of boat number <ul style="list-style-type: none"> File maintenance forms 	<p>1a) retain paper copy until microfilmed. Upon validation of microfilm, destroy paper record. Retain microfilm permanently. Two originals are microfilmed, one is transferred to Md. State Archives after review.</p> <p>1b) retain until all audit requirements have been fulfilled, then destroy.</p>
2.	<p>GENERAL LICENSE RECORDS</p> <p>These records are arranged by batch numbers and are for boat dealer licenses. Batches may contain both applications and renewals.</p>	<p>Same as 1b) above.</p>
3.	<p>SPORT LICENSE RECORDS</p> <ul style="list-style-type: none"> a. These consist of: license copies, filed in alphabetical order by the sales agent. 	<p>Same as 1b) above.</p>

Approved by Department, Agency, or Division Representative.
 Date: March 12, 1993
 Signature: 
 Type Name: Norine G. Ripple
 Title: Revenue Manager

Schedule Authorized by State Archivist.
 Date: MAR 30 1993
 Signature: 

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

Schedule No.
1526

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Item No	Description	Retention
3.	<p>SPORT LICENSE RECORDS (Continued)</p> <p>b. Unused Annual Inventory - these are unsold sport licenses.</p>	<p>3b) These are to be destroyed after internal audit or when no longer needed following the close of the season.</p>
4	<p>AGENT REPORTS (Sport Licenses)</p> <p>These reports show agent name, number, address, date, type of license involved, license number, quantity involved, dollar amounts involved, and grand totals.</p> <p>Original reports are filed by batch with copies filed under the following titles:</p> <p>Distributor Cash Agent Consignment Agent Direct Sales Others as necessary</p>	<p>Retain until all audit requirements have been fulfilled then destroy.</p>
5.	<p>MISCELLANEOUS RECORDS:</p> <p>These consist of:</p> <p>a. Accounts Receivable: Files are arranged in batches. They contain receipts for late payments for licenses and taxes.</p> <p>b. Assessments - files are arranged in alphabetical order by vessel owner name. They contain assessment notices and supporting documents.</p> <p>c. Publication Sales - files are arranged in batches. A batch may contain receipts for publications, charts, pictures, etc. offered by Licensing & Watercraft Registration Services.</p>	<p>5a) Same as 4 above.</p> <p>5b) Same as 4 above.</p> <p>5c) Same as 4 above.</p>
6.	<p>TIDAL FISH RECORDS</p> <p>Commercial licenses are arranged by batch numbers. Batches may contain, but are not limited to the following:</p> <p>License Application License Renewals</p>	<p>Retain until all audit requirements have been fulfilled then destroy.</p>

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

Schedule No.

1526

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Item No	Description	Retention
6.	TIDAL FISH RECORDS (Continued) Duplicate License Applications Others as needed.	
7.	GENERAL ADMINISTRATION FILES Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, legislative reference materials, procedures, directives, budget papers and other miscellaneous papers relating to the administration of DNR, Licensing and Watercraft Registration Services	Screen annually and destroy that material no longer needed for current business. Directives and other material relating to planning and policy which illustrate the development of the office will be periodically transferred to the Md. State Archives.
8.	COMPUTER PRINT-OUTS The EDP Printouts retained by Licensing and Watercraft Registration Services are: a) Boating: Edit and Error Report Update and Batch Balance Report Month-to-Date keyed Transactions Others as needed b) General: General Edit and Error Batch/ Balance Report General File Update Misc. and Shell Tax Update Edit and Error Report Others as needed. c) Accounting: Boating Cash File Update General Cash File Update Batch Date & CD Monthly Parameter Report CD Detail & Batch Balance Report all systems Monthly attainment all systems Accounting File Report for Miscellaneous Others as needed	8a) Maintain current file. Upon receipt of "new" data, destroy "old" file data. Upon receipt of annual (final) report data, destroy that data included in the annual report. Retain annual reports until all audit requirements have been fulfilled, then destroy. 8b) Retain until all audit requirements have been fulfilled then destroy. 8c) Same as 8b) above.

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
DEPT. OF NATURAL RESOURCES

2. DIVISION
OFFICE OF THE SECRETARY

3. UNIT LICENSING AND
WATERCRAFT REGISTRATION SER.

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
TITLE RECORDS

5. EARLIEST YEAR/LATEST YEAR
1975 TO 1992

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

- a. boat title transfers; application for boat title; application for duplicate and corrected boat title; security interest filing statements; renewals for certificate of boat numbers; applications for registration; abandoned boat applications; bills of sale; certificates of origin; notification of assessments;
- b. file maintenance forms; renewals for certificates of boat number
- c. microfilm records as described in a.

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)
196 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
1 cubic ft. boxes

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
1209 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
TAWES B-1 AND BASEMENT STORAGE ROOM 5

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

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

Retain paper copy until microfilmed. Upon validation of microfilm, destroy paper record. Retain microfilm permanently. Two originals are microfilmed, one is transferred to Md. State Archives after review.

19. NAME AND TITLE OF PREPARER: Patti Boone Revenue Management
20. TELEPHONE NUMBER: (410)974-3268

21. DATE: 5/21/92
REVISED 3/12/93

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 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 8

1. DEPARTMENT/AGENCY

DEPT. OF NATURAL RESOURCES

2. DIVISION

OFFICE OF THE SECRETARY

3. UNIT LICENSING AND WATERCRAFT REGISTRATION SER.

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 LICENSE RECORDS

5. EARLIEST YEAR/LATEST YEAR.
FY 90 TO FY 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.)

Boat dealer licenses - renewal and new applications

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 cubic foot box

10. ANNUAL ACCUMULATION:

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Tawas B 1 and basement storage room 5

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 all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
Patti Boone, Revenue Management

20. TELEPHONE
(410) 974-3268

5/21/92
REVISED 3/12/93

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 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>8</u>	
1. DEPARTMENT/AGENCY DEPT. OF NATURAL RESOURCES		2. DIVISION OFFICE OF THE SECRETARY		3. UNIT LICENSING AND WATERCRAFT REGISTRATION SERV.	
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 SPORTS LICENSES RECORDS				5. EARLIEST YEAR/LATEST YEAR FY 90 TO FY 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) a) license copies - alpha by sales agent b) unused annual inventory - unsold licenses					
7. 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 DISC <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL (a) <input checked="" type="checkbox"/> NUMERICAL (b) <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) 33 NUMBER 1 cubic foot box	
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) boxes					
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> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) TAWES B-1 AND BASEMENT STORAGE			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 These are to be destroyed after internal audit or when no longer needed following the close of the season.		
19. NAME AND TITLE OF PREPARER Patti Boone Revenue Management		20. TELEPHONE N (410) 974-3268		5/21/92 REVISED 3/12/93	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD THE RECORDS RETENTION SCHEDULE (DGS 580-1)

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
DEPT. OF NATURAL RESOURCES

2. DIVISION
OFFICE OF THE SECRETARY

3. UNIT
LICENSING & WATERCRAFT
REGISTRATION SERVICES

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
Agent Reports - (Sport Licenses)

5. EARLIEST YEAR/LATEST YEAR:
FY 90 TO FY 92

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

Activity of sport license agents, including name, agent # address, date, type of license involved, license number, quantity involved, dollar amounts involved and grand totals. Original reports are filed by batch and copies filed under following titles:
Distributor; Cash Agent, Consignment Agent, Direct Sales

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 originals
fiscal year
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
101 NUMBER
1 cubic ft. box
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY) boxes
38 NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Tawes B-1 and basement storage

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 INDEC SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
Patti Boone, Revenue Management

20. TELEPHONE
(410) 974-3268

3/21/92
REVISED 3/12/93

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 225
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
DEPT. OF NATURAL RESOURCES

2. DIVISION
OFFICE OF THE SECRETARY

3. UNIT
LICENSING AND WATERCRAFT
REGISTRATION SERVICES

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
MISCELLANEOUS SYSTEM RECORDS

5. EARLIEST YEAR/LATEST YEAR
FY 90 TO FY 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)

Receipts for late payments of licenses and taxes, assessment notices and supporting documents, publication sales records.

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

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
36 COMPUTER TAPE(S)
NUMBER 8 OTHER (SPECIFY)
1 cubic ft. box
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
15 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER (SPECIFY) boxes

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)
Taxes B-1 and Basement Storage

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 all audit requirements have been fulfilled then destroy.

19. NAME AND TITLE OF PREPARER:
Patti Boone

20. TELEPHONE NUMBER
(410) 974-3268

5/21/92 Revised 3/12/93

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 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>8</u>
1. DEPARTMENT/AGENCY Department of Natural Resources	2. DIVISION Office of the Secretary	3. UNIT Licensing and Watercraft Registration Serv.
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 Tidal Fish Records	5. EARLIEST YEAR/LATEST YEAR FY 90 to FY 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) Commercial license batches which may contain license applications, license renewals and duplicate license applications.		
7. 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 DISC <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL FY <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 type="checkbox"/> OTHER (SPECIFY) 55 NUMBER: <u>1 cubic ft. box</u>
10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <u>BOXES</u> 15 NUMBER:		
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> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Tawes B -1 and basement storage	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 INDEC SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Retain until all audit requirements have been fulfilled then destroy.	
19. NAME AND TITLE OF PREPARER Patti Boone, Revenue Management	20. TELEPHONE NUMBER (410) 974-3268	21. DATE 5/21/92 Revised 3/12/93

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 580-1)

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Department of Natural Resources

2. DIVISION
Office of the Secretary

3. UNIT
Licensing & Watercraft
Registration Services

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 Files

5. EARLIEST YEAR/LATEST YEAR
1990 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)
Original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, legislative reference materials, procedures, directives, budget papers and other miscellaneous papers relating to the administration of Licensing and Watercraft Registration Services Unit.

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)
Subject

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Tawes B-1

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, OBTAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Screen annually and destroy that material no longer needed for current business. Directives and other material relating to planning and policy which illustrate the development of the office will be periodically transferred to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER
Patti Boone

20. TELEPHONE
(410) 974-3268

5/2/192 Revised 3/12/93

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Dept. of Natural Resources

2. DIVISION
Office of the Secretary

3. UNIT
Licensing & Watercraft Rg. Ser.

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
Computer Print-outs

5. EARLIEST YEAR/LATEST YEAR
FY 90 TO FY 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)

a) boating: edit and error reports; update and batch balance reports; month to date keyed transactions.

b) general; edit and error report; update and batch balance report ; miscellaneous updates

c) accounting: cash file updates; batch date and CD monthly parameter report; CD detail and batch balance reports-all systems; monthly attainment-all systems. Accounting file report for Miscellaneous Systems

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
33 NUMBER
1 cubic ft. box

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 NUMBER MONTH(S) YEAR(S)

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

Tawes B-1 Basement storage

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

Maintain current file. Upon receipt of "new" data, destroy "old" file data. Upon receipt of annual (final) report data, destroy that data included in the annual report data, destroy that data included in the annual report. Retain annual reports until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
Patti Boone

20. TELEPHONE N
(410) 974-3208

5/21/92 Revised 3/12/93