DGS-880-1 REV. 7/86

## DEPARTMENT OF GENERAL SERVICES Records Monagement Division

SCHEDULE NO. 1540

RECORDS RETENTION AND DISPOSAL SCHEDULE

MDOT - SHA Department of Transportation State Highway Admin./Dayton Shop AGENCY DIVISION ltam Retention Description No. 1. EMPLOYEE WORKING PERSONNEL FILES: This series Keep current employees in includes alphabetical filing of all employee active file in office and working personnel files. Employee working personnel retain former employees file consist of performance appraisals, annual for total of four years, efficiency ratings, any accident/injury reports, then destroy. reprimands, commendations, etc. Also includes entry tickets, change tickets, cut-off tickets, and employee leave records. Keep current and previous 2. CORRESPONDENCES-GENERAL: This series consists of vear in active file. alphabetical filing of all general correspondences, Retain all correspondences including, but not limited to, all incoming and for five years, then destroy. outgoing correspondences, both initiated and received by this office. File drawers include: Miscellaneous through Community Services, Complaints through Interstate Condition Report, Inventory Management System through Doug Rose (District Engineer) Keep current and previous 3. PERSONNEL CORRESPONDENCES/DIRECTIVES: This series year in active file. consists of alphabetical filing of personnel correspondences/directives initieate and received Retain all correspondences by this office. Drawer #1 consists of Personnelfor five years, then Miscellaneous through Highway Technician, through destroy. Light Duty. Drawer #2 consists of MCEA through Substance Abuse, through Ron Weaver (Administrative Officer). Keep current and previous BI-WEEKLY TIME SHEETS: This series consists of 4. year in active file. all signed carbon copies of employee bi-weekly Retain timesheets for five time sheets. years, then destroy. 5. CREW DAY CARDS: This series consists of daily cards Retain current fiscal which document all work crews, locations, hours year and previous fiscal year, then destroy. worked, and daily accomplishments.

Schedule Appreved by Department, Agency, or Division Representative

Schedule Authorized by

Date

APR 2 3 1993

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Title

DGS 550-1A

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

**SCHEDULE NO.** 1,540

PAGE 2 P2

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Item No.	Description .	Retention		
6.	MAINTENANCE MANAGEMENT WORKSHEETS & EQUIPMENT USAGE RPTS.: This series consists of copies of Maintenance Management forms, documenting man hours worked, daily accomplishments, etc., and Equipment Usage carbon copies documenting equipment operated daily, hours of operation, and operator.	Retain current fiscal year and previous fiscal year, then destroy.		
7.	CONTRACT PROPOSALS: This series consists of proposal books for all contract work identified by contract numbers to be performed in Howard County and misc. contract correspondences.	Retain until contract has been completed, then destroy.		
8.	REPORTS: This series consists of all reports generated by this office, including, but not limited to: Monthly reports such as Inmate Labor, Classification Rpt, etc., Annual Reports such as OSHA report; Quarterly Reports such as Affirmative Action Reports; all Tort Claim Reports, and vehicle accident reports showing damage to SHA property.	Keep current year and previous year in active file. Destroy after 5 years.		
9.	EMPLOYEE LEAVE REQUEST SLIPS: This series consists of all completed employee leave request slips.	Retain in active file for current year. Destroy after five years.		
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	·			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7.178 WATERLOO ROAD P.O. BOX 278		AGENCY RECORDS INVENTURY			
(DGS 880-1)	JESSUP, MARY	· · ·	PAGE 1 OF 9			
. DEFARTMENT/AGENCY	2. DIVISION		1. UNIT			
Department of Transportation	State Highway A		Dayton Shop/Howard County			
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORDS	M HORMALLY FILED NTION AND DISPOSI	AND USED AS A UNIT POR			
4. RECORD SERIES TITLE  Employee Working Personnel Files	•		8. EARLIEST YEAR/LATEST YEAR  1988 TO 1992			
6. RECORD SERIES DESCRIPTION (BRI	6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE BEFTES)					
This series includes alphabetical filing of all employee working personnel files. Employee working personnel files consist of performance appraisals, annual efficiency ratings, any accident/injury reports, reprimands, commendations, etc. Also includes entry tickets, change tickets, cut-off tickets, and employee leave records.						
7. RECORD SERIES FORMAT(S)  W. LETTER SIZE " MICROFILM  LEGAL SIZE " COMPUTER TAPE  BOUND BOOK " FLOPPY DISK	8. RECORD BERIES SEQUENCE  XXX ALPHABETICAL  D NUMERICAL  CHRONOLOGICAL		FILE DRAWER(S)  O MICROFILM RECL(S)  COMPUTER TAPE(S)  HUMBER O OTHER(SPECIFY)			
J AUDIO TAPE I VIDEO TAPE	□ GEOGRAPH10	AL.	10. ANNUAL ACCUMULATION			
O OTHER (SPECIFY)	OTHER(SPECIFY)		D FILE DRAWER(S)  N/A D MICROFILM REEL(S)  RUMBER D COMPUTER TAPE(S)  . D OTHER(SPECIEY)			
11. FILE IS USED XX DAILY	D MONTHLY		ES INACTIVE AFTER MONTH(S) D YEAR(S) N/A			
Dayton Shop Office	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE?			
15. ACCESS RESTRICTIONS XX YE (IF YES, CITE LAW(S) & REGULA In-House Restrictions		16. AUDIT REQUI	REMENTS  TATE D FEDERAL D INDEPENDENT			
17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)  U YES XX NO		Keep current e	ED RETENTION  Imployees in active file in ain former employees for years - then destroy.			
7. NAME AND TITLE OF PREPARER Teresa L. Beechie	<b>20. TELEPHONE</b> 410-333-7589		8/31/92			
Office Secretary DGS 550-4 (REVISED 2/87)						

1115-THUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GEN RECORDS MANAGEME 7278 WATERL P.O. BOX JESSUP, MARYI 2. DIVISION	ENT DIVISION .00 ROAD C 278	AGENCY RECORDS INVENTURY  PAGE 2 OF 9	
Department of Transportation		Administration		
DEFINITION-RECORD SERIES.A GROUP	OF RELATED RECORDS	B NORMALLY FILED NTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE  Correspondence - General			8. EARLIEST YEAR/LATEST YEAR 1988 TO 1992	
This series consists of alphabe not limited to, all incoming and this office. Four complete file drawers: 1. Miscellaneous through Communication 2. Complaints through Interstation 3. Inventory Management System 4. Safety through Work Scheduling	etical filing of and outgoing corresumity Services ate Condition Report	INCLUDE THE PU 11 general corr pondences, both	respondences, including, but initiated and received by	
7. RECORD SERIES FORMAT(S)  1 LETTER SIZE D MICROFILM  1 LEGAL SIZE D COMPUTER TAPE  1 BOUND BOOK D FLOPPY DISK  2 AUDIO TAPE D VIDEO TAPE  10 OTHER(SPECIFY)	ER SIZE D MICROFILM D'ALPHABETIC  L SIZE D COMPUTER TAPE D NUMERICAL  D BOOK D FLOPPY DISK D CHRONOLOG  O TAPE D VIDEO TAPE D GEOGRAPHI		D. VOLUME  VA FILE DRAWER(S)  UMICROFILM REEL(S)  LOOMPUTER TAPE(S)  HUMBER UMICROFILM REEL(S)  IO. ANNUAL ACCUMULATION  UMICROFILM REEL(S)  HUMBER UMICROFILM REEL(S)  HUMBER UMICROFILM REEL(S)	
II. FILE IS USED	D WONTHI'A	_	D OTHER(SPECIEY)  ES INACTIVE AFTER  MONTH(S)  XX YEAR(S)	
Dayton Shop Office	LOOR, ROOM)	14. IS RECORD	SERIES DUPLICATED ELSEWHERE! PECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TO YE (IF YES, CITE LAW(S) & REQUIRE		16. AUDIT REQU	JIREMENTS STATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (INBELLY AND DESCRIBE ANY NO		Keep current	DED RETENTION and previous year in active file years, then destroy.	
7. NAME AND TITLE OF PREPARER Teresa Beechie	20. TELEPHONE 410-333-758		9/2/92	
DGS 450-4 (DEVISED 2/87)				

SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY		
(DGS 880-1)			1700		
DEFARTMENT/AGENCY 2. DIVISION			J. WIT		
Department of Transportation	State Highway Adm	L	Dayton Shop		
DEFINITION-RECORD SERIES. A GROUP	OF HELATED RECORDS	I NORMALLY FILED Ition and disposi	TION PURPOSES		
4. RECORD SERIES TITLE Personnel Correspondences/Direc			8. EARLIEST YEAR/LATEST YEAR 1988 TO 1992		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND 'IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)					
This series consists of alphabetical filing of personnel correspondences/directives, initiated and received by this office. Drawer #1 consists of Personnel-Miscellaneous, to Highway Tech. Certification File, to Light Duty file.  Drawer #2 consists of MCEA file to Substance Abuse file to Ron Weaver File (Administrative Officer).					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	. CEOLENCE	9. VOLUME		
₩ LETTER SIZE D MICROFILM	XX ALPHABETIC	•	XX FILE DRAWER(S)		
D LEGAL SIZE D COMPUTER TAPE			D MICROFILM REEL(S)		
D BOUND BOOK D FLOPPY DISK	U CHRONOLOGI	cat	NUMBER D OTHER (SPECIFY)		
O AUDIO TAPE O VIDEO TAPE	© GEOGRAPHIC	•			
O OTHER (SPECIFY)	O OTHER (SPEC		10. ANNUAL ACCUMULATION		
· · · · · · · · · · · · · · · · · · ·	· ·		XX FILE DRAWER(S)		
		- <del>******</del>	HUNDER D COMPUTER TAPE(S)		
11. FILE IS USED	<u> </u>	12. EUE BECOM	O OTHER SPECIEY)		
D DAILY D WEEKLY	D MONTHLY	12. FILE BECOMES INACTIVE AFTER  2			
13. CURRENT LOCATION(S) (BLDG.,F	LOOR, ROOM)	14. 15 RECORD SERIES DUPLICATED ELSEWHERE!			
Dayton Shop Office		(IF YES, SI	B, BPECIPY AGENCY OR OFFICE). XX NO		
15. ACCESS RESTRICTIONS U YE	s XX no	16. AUDIT REQU	IREMENTS		
(IF YES, CITE LAB(S) & REGULA	T10H(8)	WXHONE □ S	TATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (1)		18. RECOMMENDED RETENTION			
TYES TO NO		· -	and previous year in active file years, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE		
Teresa Beechie	410-333-	7589	9/3/92		
DGS 550-4 (REVISED 2/87)					

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275		AGENCY RECORDS INVENTORY			
(DGS 380-1)	JESSUP, MARYI	1	PAGE 4 OF 9			
. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT			
Department of Transportation	State Highway Ad		Dayton Shop			
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORDS	B NORMALLY FILED NTION AND DISPOSI	AND USED AS A UNIT FOR			
4. RECORD SERIES TITLE Bi-Weekly Time Sheets		·	8. EARLIEST YEAR/LATEST YEAR  1988 TO 1992			
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  This series consists of the carbon copies of all signed, employee bi-weekly time sheets.						
7. RECORD SERIES FORMAT(S)  U LETTER SIZE U MICROFILM  XX LEGAL SIZE U COMPUTER TAPE  U BOUND BOOK U FLOPPY DISK	8. RECORD SERIES SEQUENCE  XX ALPHABETICAL  D NUMERICAL  D CHRONOLOGICAL		D MICROFILM REEL(S)  COMPUTER TAPE(S)  NUMBER COMPUTER TAPE(S)			
O OTHER(SPECIFY)	GEOGRAPHICAL GOTHER(SPECIFY)		10. ANNUAL ACCUMULATION  XX FILE DRAWER(S)  1 D MICROFILM REEL(S)  RUNDER D COMPUTER TAPE(S)			
D DAILY DEEKLY	D MONTHLY		ES INACTIVE AFTER MONTH(S)  U YEAR(S)			
Dayton Shop Office	LOOR, ROOM)		PECIFY AGENCY OR OFFICE) DOT Payroll			
15. ACCESS RESTRICTIONS U YE (IF YES, CITE LAB(S) & REGULA	S XXNO .	16. AUDIT REQUI	REMENTS			
17. IS AN INDEX SYSTEM USED! (19 BRIEFLY AND DESCRIBE ANY F		18. RECOMMENDE	ED RETENTION			
O YES XX NO		Keep 2 years i after 5 years.	n active file. Destroy			
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE			
Teresa Beechie	410-333-758	9	9/2/92			
DGS 550-4 (REVISED 2/87)						

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INSTRUCTIONS TYPE OR PRINT A SCPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	7278 WA\ERI P.O. BOX JESSUP, MARYI	< 278	PAGE _5 or _9_	
. DEFARTMENT/AGENCY	2. DIVISION		. UNIT	
Department of Transportation	State Highway Adı		Dayton Shop	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORDS	B NORMALLY FILED A	UND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Crew Day Cards			1991 to 1992	
6. RECORD SERIES DESCRIPTION (BRI	THE SERIES.	INCLUDE THE PURP	PION/DOCUMENTS/FORMS POUND POSE OR FUNCTION OF THE SEPTES	
7. RECORD SERIES FORMAT(S)  D LETTER SIZE D MICROFILM  D LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK	8. RECORD SERIES  D ALPHABETIC  NUMERICAL  XX CHRONOLOGI	AL	TO FILE DRAWER(S)  O MICROFILM REEL(S)  COMPUTER TAPE(S)  HUMBER D OTHER(SPECIFY)	
U AUDIO TAPE U VIDEO TAPE	□ GEDGRAPHIC	AI		
Ŭ OTHER(SPECIFY)	OTHER(SPEC	1	10. ANNUAL ACCUMULATION  Ü FILE DRAWER(S)	
6x8.5 card			I MICROFILM REEL(S) HUMBER COMPUTER TAPE(S) COTHER(SPECIFY)	
11. FILE IS USED  OF WEEKLY	I MONTHLY 2		S INACTIVE AFTER CONTH(S) DYEAR(S)	
Dayton Shop Office	LOOR, ROOM)		RIES DUPLICATED ELSENERE?	
15. ACCESS RESTRICTIONS U YE (IF YES, CITE LANGE) & REGULA	s XX no .tion(s)		M NONE D STATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDED RETENTION		
O YES XO NO		Keep current fiscal year and previous fiscal year on file. Destroy after 2 years		
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Teresa L. Beechie	410-333-		9/2/92	

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF CENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD		AGENCY RECORDS INVENTURY
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	P.O. BOY JESSUP, MARY		PAGE _ 6 OF _ 9
DEFARTMENT/AGENCY	2. DIVISION		1. UNIT
Department of Transportation	State Highway Ad	ministration	Dayton Shop
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORDS	NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE  Maintenance Management Workshe	•		B. EARLIEST YEAR/LATEST YEAR  1992 TO 1993
· · · · · · · · · · · · · · · · · · ·			ATION/DOCUMENTS/FORMS FOUND
	THE SERIES.	INCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES
worked, daily accomplishments, equipment operated daily, hour	etc andEquipment	: Usage carbon c	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
XX LETTER SIZE D MICROFILM	- ALPHABETIC		XD FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	NUMERICAL,	,	1 D MICROFILM REEL(S) 1 COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK	CHRONOLOGI	CAL	NUMBER D OTHER (SPECIFY)
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION  ANY FILE DRAWER(S)  1 D MICROFILM REEL(S)  NUMBER D COMPUTER TAPE(S)  D OTHER (SPECIEY)
OTHER(SPECIFY)	OTHER(SPEC	:IFY)	
	•		
		<del></del>	
11. FILE IS USED	,	12. FILE BECOM	ES INACTIVE AFTER
DAILY D WEEKLY	MONTHLY	HOMBEH D	MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,F	LOOR, ROOM)	14. IS RECORD E	SERIES DUPLICATED ELSEWHERE!
Dayton Shop Office		TIP YES EN	PECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS D YE	-	16. AUDIT REQUIREMENTS	
(IF YEB, CITE LAN(S) & REGULA	TION(B)	Ж. ном <b>е</b> п эт	TATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDE	ED RETENTION
TES XX NO			fiscal year and previous then destroy.
		<u> </u>	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUXEER	21. DATE
T. Beechie	410-333-75	589	9/3/92
DGS 550-4 (REVISED 2/87)	,		

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY  PAGE _7 or _9		
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT		
Department of Transportation	State Highway Ad	ministration	Dayton Shop		
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECORD	NOTHALLY FILED	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE	K AS BELL AS HETE	NTION AND DISPOS			
Contract Proposals			B. EARLIEST YEAR/LATEST YEAR		
	Priv herenias vos		ATION/DOCUMENTS/FORMS FOUND		
'in	THE SERIES.	INCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES		
Proposal books for all contrac in Howard County and Miscellan			mbers to be performed		
•			•		
		· · · · · · · · · · · · · · · · · · ·	T		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	BEQUENCE	9. VOLUME		
XX LETTER SIZE D MICROFILM	D ALPHABETIC	AL.	XX FILE DRAWER(S)  D MICROFILM REEL(S)		
D LEGAL SIZE D COMPUTER TAPE	XY NUMERICAL		1 COMPUTER TAPE(S)		
D BOUND BOOK D FLOPPY DISK	CHRONOLOGI	CAL	NUMBER D OTHER(SPECIFY)		
AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	AI.	10. ANNUAL ACCUMULATION  OF FILE DRAWER(S)		
OTHER(SPECIFY)	O OTHER (SPEC	:IFY)			
			1 D MICROFILM REEL(S)		
***************************************	******		NUMBER O COMPUTER TAPE(S)  OTHER(SPECIFY)		
II. FILE IS USED		12. FILE BECOM	ES INACTIVE AFTER		
DAILY DWEEKLY	MONTHILY	NUMBER D MCNTH(S) D YEAR(S)			
13. CURRENT LOCATION(S) (BLDG.,F	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE!			
Dayton Shop Office		(IF YES, SPECIFY AGENCY ON OFFICE)  DXYES D NO District 7 Office			
15. ACCESS RESTRICTIONS O YE	s dix <sub>110</sub>	16. AUDIT REQUIREMENTS			
(IF YES, CITE LAN(S) & REGULA	T10N(B)	XXNONE O STATE O FEDERAL O INDEPENDENT			
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDED RETENTION			
C YES NO		Retain unti then destro	l contract has been completed,		
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE		
Teresa Beechie	410-333-7589	9	9/3/92		
DGS 550-4 (REVISED 2/87)	DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)	DEFARTMENT OF GEN RECORDS MANAGEME 7278 WATERI P.O. BOX JESSUP, MARYI	ENT DIVISION LOO ROAD K 278	AGENCY RECORDS INVENTURY  PAGE _8 OF _9_		
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT		
Department of Transportation	State Highway Ad	ministration	Dayton Shop		
DEFINITION-RECORD SERIES. A GHOUP	OF RELATED RECORDS	S NORMALLY FILED	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE	E AS BELL AS RETE	NTION AND DISPOSI	8. EARLIEST YEAR/LATEST YEAR 1988 TO 1992		
Reports					
This series consists of all reports generated by this office, including, but not limited to: Monthly Reports such as Inmate Labor, Classifications Report, etc.; Annual reports such as OSHA Reports; Quarterly Reports such as Affirmative Action Reports; and all Tort Claim reports. Also included are vehicle accident reports showing damage to					
state property.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME		
XX LETTER SIZE D MICROFILM	DALPHABETIC	·	XX FILE DRAWER(S)		
U LEGAL SIZE U COMPUTER TAPE	D NUMERICAL		D MICROFILM REEL(S)  1 D COMPUTER TAPE(S)		
D BOUND BOOK D FLOPPY DISK	CHRONOLOGI	· CAL	HUMBER D OTHER (SPECIFY)		
J AUDIO TAPE   VIDEO TAPE	□ GEOGRAPHIC				
OTHER(SPECIFY)	XX OTHER (SPEC		10. ANNUAL ACCUMULATION  D FILE DRAWER(S)		
	Monthly reports grouped together Tort Claims together, etc.		D wichertin preside)		
11. FILE IS USED XX WEEKLY	XX MONTHLY	1	ES INACTIVE AFTER  MONTH(S)		
Dayton Shop Office	LOOR, ROOM)	14. IS RECORD S	SERIES DUPLICATED ELSEWHERE! PECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS D YE (IF YES, CITE LAB(S) & REQULA		16. AUDIT REQUI	REMENTS  TATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (18 BEIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	ED RETENTION		
U YES WX NO			ear and previous year in Destroy after 5 years.		
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE		
Teresa L. Beechie	410-333-	-7589	9/2/92		
DGS SEG.A (DEVISED 9/97)					

INSTRUCTIONS TYPE OR PRINT A DEPARTMENT OF GENERAL SCHARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT TEVISED RECORD SERIES. FORWARD 7278 WATERLOO		NOISIVIQ TH	AGENCY RECORDS INVENTURY	
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 9 OF 9	
. <b>DEFARTMENT/AGENCY</b> Department of Transportation	<b>2. bivision</b> State Highway Ad		Dayton Shop	
DEFINITION-RECORD SERIES -A GROUP				
4. RECORD SERIES TITLE Employee Leave Request Slips	CE AS WELL AS METER	TION AND BIBPOS	B. EARLIEST YEAR/LATEST YEAR  1988 TO 1992	
6. RECORD SERIES DESCRIPTION ( BR	THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
This series consists of all em	ployee leave reque			
7. RECORD SERIES FORMAT(S)  [X] LETTER SIZE [ MICROFILM  [ LEGAL SIZE [ COMPUTER TAPE  [ BOUND BOOK [ FLOPPY DISK  [ AUDIO TAPE [ VIDEO TAPE  [ OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE  XXX ALPHABETICAL  D HUMERICAL  CHRONOLOGICAL  D GEOGRAPHICAL  OTHER(SPECIFY)		9. VOLUME  XX FILE DRAVER(S)  U MICROFILM REEL(S)  1 U COMPUTER TAPE(S)  HUMBER U OTHER(SPECIFY)  10. ANNUAL ACCUMULATION  U FILE DRAVER(S)  U MICROFILM REEL(S)  HUMBER U COMPUTER TAPE(S)	
II. FILE IS USED  XX DAILY D WEEKLY	D MONTHLY	2 11	. D OTHER(SPECIFY) ES INACTIVE AFTER MONTH(S) WXYEAR(S)	
Dayton Shop Office  13. ACCESS RESTRICTIONS  DECLET  BROWN  BLDG.,FLOOH,ROOM)  Dayton Shop Office		14. IS RECORD I		
(IF YES, CITE LAN(S) & REGUL	ATION(B)	AY NONE DS	TATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF YRB.EX.PLAIN BRIEFLY AND DESCRIBE ANY HANDBARE/BOFTHARE)  O YES XX NO		18. RECOMMEND	e file for current year.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUXBER	21. DATE	
Teresa Beechie	410-333-7589		9/3/92	
DGS 550-4 (REVISED 2/87)				