| •           | DEPARTMENT OF GENERAL SERVICES  | Schedule No. 1642   |
|-------------|---|---|
| RE          | RECORDS MANAGEMENT DIVISION<br>CORDS RETENTION AND DISPOSAL SCHEDULE                                  | Page 1 of 2   |
| Agency      | Divișio   | n/Unit  |
|             | Maryland Department of Transportation -State Highway Administration                                   | Equipment Division  |
| ltem<br>No. | Description   | Retention   |
|             |   |   |
|             |   |   |
| 1           | Accident Reports<br>Records of all accidents involving state vehicles.                                | Retain in office for 3 years.<br>Store in Retention Center for<br>years, then destroy.  |
| 2.          | Condemnation DGS Letter<br>Letter of approval from DGS to condemn equipment.                          | Retain in office for 5 years.<br>Store in Retention Center for<br>years, then destroy.  |
| 3.          | Condemned History Sheet<br>Form with specific details on an individual piece of equipment             | Retain in office for 5 years.<br>Store in Retention Center for<br>years, then destroy.  |
| 4.          | Partial Receiving Report<br>Report indicating partial delivery of equipment.                          | Retain in office for 5 years.<br>Store in Retention Center for<br>years, then destroy.  |
| 5.          | Requisitions<br>Form used to request the purchase of equipment.                                       | Retain in office for 5 years.<br>Store in Retention Center for<br>years, then destroy.  |
| 6.          | Purchase Order<br>Used to order specific equipment from a vendor.                                     | Retain in office for 5 years.<br>Store in Retention Center for<br>years, then destroy.  |
| 7.          | Invoices<br>Invoices for payment of all equipment received by SHA.                                    | Retain in office for 5 years.<br>Stored in Retention Center for<br>years, then destroy. |
| 8.          | Condemnation Report<br>Form used to request the removal of equipment from SHA inventory.              | Retain in office for 5 years.<br>Store in Retention Center for<br>years, then destroy.  |
| 9.          | <b>Equipment Trade List</b><br>Annual list of specific equipment to be traded per fiscal year budget. | Retain in office for 5 years.<br>Store in Retention Center for<br>years, then destroy.  |
| 10.         | Copies of Titles<br>Copy of title for SHA equipment.  | Retain in office for 5 years.<br>Store in Retention Center for<br>years, then destroy.  |
| Schedule Ap | pproved by Department, Schedule Authorized by State   | Archivist   |
| Agency,     | Deta DEC 2 1 1994   |   |
| Date        | Date Date 1774  | , l   |
| Signature   | Signature for fight   | copies to   |
| yped Name   | Watter E Lycett   | Ø   |
| itle hief   | Operating Dérvices.   |   |

|            | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION  | Schedule No. 1642   |  |
|------------|--|---|--|
| R          | ECORDS RETENTION AND DISPOSAL SCHEDULE<br>(Continuation Sheet)   | Page 2 of 2   |  |
| Agency     | Divisio<br>Maryland Department of Transportation - State Highway Administration  | on/Unit<br>Equipment Division   |  |
| tem<br>No. | Description  | Retention   |  |
| 11.        | Mileage Reports<br>HFOHS Reports for all SHA vehicles (under 1 ton).   | Retain in office for 1 year.<br>Store in Retention Center for !<br>years, then destroy. |  |
| 12.        | Parking Violations and Citations<br>Copies of all parking violations and citations issued to SHA vehicles.                                       | Retain in office for 3 years.<br>Store in Retention Center for<br>years, then destroy.  |  |
| 13.        | <b>Emissions Paperwork</b><br>Copy of emissions test paperwork for applicable state vehicles.  | Retain in office for 2 years.<br>Store in Retention Center for<br>years, then destroy.  |  |
| 14.        | Unit # Assignment Sheet<br>Listing of assigned unit numbers to all state vehicle/equipment.  | Retain in office for 5 years.<br>Store in Retention Center for<br>years, then destroy.  |  |
| 15.        | Copy of Check from Equipment Auction & (Stars 120 Accounting<br>Procedure) From DCS<br>Copies of checks/receipts from all traded equipment sold. | Retain in office for 5 years.<br>Store in Retention Center for<br>years, then destroy.  |  |
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|            | (Rev. 1/93)  | ······  |  |

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| INSTRUCTIONS TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES, FORWARD | RECORDS MANAGE<br>7275 WATE          | GENERAL SERVICES<br>EMENT DIVISION<br>ERLOO ROAD | AGENCY RECORDS INVE  |
|---|--------------------------------------|--|--|
| WITH RECORDS RETENTION SCHEDULE (DGS 550-1)   |                                      | BOX 275<br>RYLAND 20794                          | PAGE 1 OF 15   |
| 1. DEFARTMENT/AGENCY<br>ND. DEPT. OF TRANSPORTATION   | 2. DIVISION<br>STATE HIGHWAY ADMINIS | STRATION   | 3. UNIT<br>EQUIPMENT DIVISION                              |
|   |                                      | RDE NORMALLY FILE                                | D AND USED AS A UNIT FOR<br>Sition purposes                |
|   | nt Reports                           |  | 5. EARLIEST YEAR/LATEST Y<br><u>1987</u> TO <u>Present</u> |
| 6. RECORD SERIES DESCRIPTION (  | THE SERIES.                          |  | MATION/DOCUMENTS/FORMS FOUN<br>URPOSE OR FUNCTION OF THE S |
| Records of all accidents involving state  | • vehicles.                          |  |  |
| •   |                                      |  |  |
|   |                                      |  |  |
|   |                                      |  |  |
| 7. RECORD SERIES FORMAT(S)  | 8. RECORD SERIE                      | S SEQUENCE                                       | 9. VOLUME  |
| A LETTER SIZE D MICROFILM   | C ALPHABETI                          | CAL  | FILE DRAWER(S  |
| LEGAL SIZE- COMPUTER TAPE   | NUMERICAL                            |  | D MICROFILM REE  |
| D BOUND BOOK D FLOPPY DISK  | CHRONOLOG                            |  | NUMBER O OTHER SPECIFY                                     |
| audio Tape O Video Tape   | GEOGRAPHI                            |  | · · · · · · · · · · · · · · · · · · ·                      |
| OTHER (SPECIFY)   | O OTHER(SPE                          |  | 10. ANNUAL ACCUMULATION                                    |
|   |                                      |  | K FILE DRAWER(S  |
| 11. FILE IS USED<br>DAILY WEEKLY  | MONTHLY                              | 3 ,  | OTHER(SPECIEY<br>SINACTIVE AFTER<br>MONTH(S) YEAR(S)       |
| 13. CURRENT LOCATION(S) (BLDG., FL  |                                      | NUMBER   | ERIES DUPLICATED ELSEWHERE                                 |
| Office of Maintenance<br>7491 Connelly Drive  |                                      |  | ECIFY AGENCY OR OFFICE)                                    |
| 15. ACCESS RESTRICTIONS YES   |                                      | 16. AUDIT REQUI                                  | REMENTS  |
| (IF YES, CITE LAW(B) & REGULAT  | ION(S)                               | ONONE OX STATE OFEDERAL OINDEPEND                |  |
| 17. IS AN INDEX SYSTEM USED? (IF S  |                                      | 18. RECOMMENDED                                  | DRETENTION   |
| · · ·   | DEARE JUP LIARS                      | Store in Re                                      | etention Center for 7 years                                |
| □YES ØNO  |                                      | then destro                                      |  |
|   |                                      |  |  |
| 19. NAME AND TITLE OF PREPARER  | 20. TELEPHONE N<br>(410)582-5575     | 1  | 21. DATE<br>November 9, 1994                               |

| INSTRUCTIONS TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES, FORWARD | RECORDS MANAG                        | GENERAL SERVICES<br>EMENT DIVISION<br>ERLOO ROAD | AGENCY RECORDS INVENTO   |
|---|--------------------------------------|--|--|
| WITH RECORDS RETENTION SCHEDULE<br>(DGS 550-1)  | P.0.                                 | BOX 273<br>RYLAND 20794                          | PAGE 2 OF 15   |
| 1. DEFARTMENT/AGENCY<br>ND. DEPT. OF TRANSPORTATION   | 2. DIVISION<br>STATE HIGHWAY ADMINIS |  | 3. LINIT<br>EQUIPMENT DIVISION                                 |
| DEFINITION-RECORD SERIES- A GROUP   | OF RELATED RECO                      | RDS NORMALLY FILE                                | D AND USED AS A UNIT FOR                                       |
| · · ·   | nation DCS Letter                    | TENTION AND DISPO                                | 5. EARLIEST YEAR/LATEST YEAR<br>1989 TO PRESENT                |
| 6. RECORD SERIES DESCRIPTION (  | THE SERIES.                          | HE TYPES OF INFORM<br>Include the P              | MATION/DOCUMENTS/FORKS FOUND<br>URPOSE OR FUNCTION OF THE SEFT |
| Letter of approval from DGS to condemn e  | equipment.                           |  |  |
| ;   |                                      |  |  |
|   |                                      |  |  |
|   |                                      |  |  |
| 7. RECORD SERIES FORMAT(S)  | 8. RECORD SERIE                      | S SEQUENCE                                       | 9. VOLUME  |
| KLETTER SIZE D MICROFILM  |                                      | CAL  | FILE DRAWER(S)   |
| D LEGAL SIZE. D COMFUTER TAPE   | NUMERICAL                            |  | D MICROFILM REEL(S   |
| D BOUND BOOK D FLOPPY DISK  | CHRONOLOG                            | ICAL   | NUMBER D OTHER (SPECIFY)                                       |
| DAUDIO TAPE DVIDEO TAPE   | GEOGRAPHI                            | CAL  |  |
| OTHER (SPECIFY)   | D OTHER (SPE                         | CIFY)  | file DRAVER(S)   |
|   |                                      |  | NUMBER D COMPUTER TAPE(S)                                      |
| 11. FILE IS USED<br>DAILY OWEEKLY   | D MONTHLY                            |  | S INACTIVE AFTER<br>MONTH(S) X YEAR(S)                         |
| 13. CURRENT LOCATION(S) (BLDG.,FL<br>Office of Maintenance<br>7491 Connelly Drive               | .COR, ROOM)                          |  | ERIES DUPLICATED ELSEWHERE?<br>ECIFY AGENCY OR OFFICE)         |
| 15. ACCESS RESTRICTIONS Q YES<br>(IF YES, CITE LAW(B) & REGULAT                                 |                                      | 16. AUDIT REQUI                                  | REMENTS<br>ATE OFEDERAL OINDEPENDENT                           |
| 17. IS AN INDEX SYSTEM USED? (IF<br>BEIEFLY AND DESCRIBE ANY HA                                 |                                      | 18. RECOMMENDER<br>Store in Ref                  | D RETENTION<br>tention Center for 5 years,                     |
| □ YES D <sup>X</sup> NO   |                                      | then destroy                                     |  |
| 19. NAME AND TITLE OF PREPARER<br>David Coyne, Asst.  | 20. TELEPHONE N<br>(410)582-5575     | (UMEER   | 21. DATE<br>November 9, 1994                                   |
|   |                                      |  |  |

| INSTRUCTIONS TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD<br>WITH RECORDS RETENTION SCHEDULE | RECORDS MANAG                               | GENERAL SERVICES<br>EMENT DIVISION<br>ERLOO ROAD<br>BOX 275 | AGENCY RECORDS INVE                                     |  |
|--|---|---|---|--|
| (DGS 550-1)  |   | RYLAND 20794  | PAGE <u>3</u> OF <u>15</u>                              |  |
| 1. DEFARTMENT/AGENCY<br>ND. DEPT. OF TRANSPORTATION  | 2. DIVISION<br>STATE HIGHWAY ADMINIS        | TRATION   | 3. UNIT<br>EQUIPMENT DIVISION                           |  |
|  |   |   | D AND USED AS A UNIT FOR                                |  |
|  |   | TENTION AND DISPO   |   |  |
| 4. ALCORD SERIES ITTLE CONDEM  | ned History Sheet                           |   | 5. EARLIEST YEAR/LATEST<br>1989 TO PRESENT              |  |
| 'TN  | THE SERIES.                                 | . INCLUDE THE PO  | MATION/DOCUMENTS/FORMS FOU<br>URPOSE OR FUNCTION OF THE |  |
| Form with specific details on an individ   | dual piece of equipment                     | •   |   |  |
| •.   |   |   |   |  |
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| · · · · · · · · · · · · · · · · · · ·  | T   | · · · · · · · · · · · · · · · · · · ·                       | 1   |  |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIE                             | S SEQUENCE  | 9. VOLUME   |  |
| LETTER SIZE D MICROFILM  |   | CAL   | FILE DRAWER(  |  |
| D LEGAL SIZE- D COMPUTER TAPE  | D NUMERICAL                                 |   |   |  |
| D BOUND BOOK D FLOPPY DISK   | CHRONOLOG                                   | ICAL  | OTHER SPECIA  |  |
| audio Tape O Video Tape  | GEOGRAPHI                                   | CAL   | 10. ANNUAL ACCUMULATION                                 |  |
| OTHER (SPECIFY)  | O OTHER (SPE                                | CIFY)   | FILE DRAWER (S  |  |
|  |   |   | MICROFILM REE   |  |
|  |   | ·····   | OTHER SPECIFY   |  |
| 11. FILE IS USED   |   | _   | S INACTIVE AFTER  |  |
| DAILY DWEEKLY  | MONTHLY                                     |   | MONTH(S) YEAR(S)  |  |
| 13. CURRENT LOCATION(S) (BLDG., FL   | DOR, ROOM)                                  | 14. IS RECORD S   | ERIES DUPLICATED ELSEWHERE                              |  |
| Office of Maintenance  |   | tip yes, spi<br>ves and no                                  | ECIFY AGENCY OR OFFICE)                                 |  |
| - 7491 Connelly Drive  | X   |   |   |  |
| 15. ACCESS RESTRICTIONS YES<br>(17 YES, CITE LAW(S) & REGULAT  |   | 16. AUDIT REQUI   |   |  |
|  |   | NONE OK ST.   | ATE O FEDERAL O INDEPEND                                |  |
|  | YEB, EXPLAIN                                |   |   |  |
| 17. IS AN INDEX SYSTEM USED? (IF   | BRIEFLY AND DESCRIES ANY HARDWARE/SOFTWARE) |   | 18. RECOMMENDED RETENTION                               |  |
|  | INDWARE / SOFTWARE )                        |   |   |  |
|  | RDBARE/SOFTWARE)                            |   | cention Center for 5 years                              |  |
| BRIEFLY AND DESCRIES ANY HA  | NDWARE/SOFTWARE)                            | Store in Ret<br>Then destroy                                |   |  |
| BRIEFLY AND DESCRIPE ANY HA  | ROMARE/SOFTWARE )                           |   |   |  |
| BRIEFLY AND DESCRIPE ANY HA  | RDWARE / SOFTWARE )                         |   |   |  |
| BRIEFLY AND DESCRIPE ANY HA  | 20. TELEPHONE N                             | Then destroy  |   |  |

| INSTRUCTIONS TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD<br>WITH RECORDS RETENTION SCHEDULE | RECORDS MANAG                          | GENERAL SERVICES<br>EMENT DIVISION<br>ERLOO ROAD<br>BOX 275 | AGENCY RECORDS INVENT  |
|--|--|---|--|
| (DGS 550-1)  |  | RYLAND 20794  | PAGE 4 OF 15   |
| 1. DEFARTMENT/AGENCY<br>ND. DEPT. OF TRANSPORTATION  | 2. DIVISION<br>STATE HIGHWAY ADMINIS   | STRATION  | S. UNIT<br>EQUIPMENT DIVISION                                  |
|  | P OF RELATED RECO<br>NCE AS WELL AS RE |   | ED AND USED AS A UNIT FOR                                      |
| · · · ·  | 1 Receiving Report                     |   | 5. EARLIEST YEAR/LATEST YEA<br>1989 TO PRESENT                 |
|  | THE SERIES.                            |   | MATION/DOCUMENTS/FORMS FOUND<br>PURPOSE OR FUNCTION OF THE SEP |
| Report indicating partial delivery of e  | quipment.                              |   |  |
| ·  |  |   |  |
|  |  |   |  |
|  |  |   |  |
|  |  |   |  |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIE                        | S SEQUENCE  | 9. VOLUME  |
| ALETTER SIZE MICROFILM   | D ALPHABETI                            | CAL   | FILE DRAWER(S)   |
| LEGAL SIZE- COMPUTER TAPE  |  |   | MICROFILM REEL   |
| D BOUND BOOK D FLOPPY DISK   | CHRONOLOG                              | ICAL  | NUMBER D OTHER (SPECIFY)                                       |
| audio tape D video tape  | GEOGRAPHI                              |   |  |
| OTHER (SPECIFY)  | O OTHER (SPE                           | CIFY  | 10. ANNUAL ACCUMULATION<br>Ø FILE DRAWER(S)                    |
|  |  | •   | - MICROFILM REEL(  |
|  |  |   | NUMBER COMPUTER TAPE(S   |
| 11. FILE IS USED   | v                                      | 1 <b>F</b>  | ES INACTIVE AFTER  |
| DAILY DWEEKLY  | MONTHLY                                | ם <mark>5</mark><br><u>קשתטא</u>                            | MONTH(S) (X YEAR(S)  |
| Office of Maintenance<br>7491 Connely Drive  | LOOR, ROOM)                            |   | SERIES DUPLICATED ELSEWHERE?<br>PECIFY AGENCY OR OFFICE)       |
| 5. ACCESS RESTRICTIONS O YES   | 5 <b>X</b> NO                          | 16. AUDIT REQU  | IREMENTS   |
| (IF YES, CITE LAB(S) & REGULAT   | rion(s) .                              | ONONE OX STATE O FEDERAL O INDEPENDEN                       |  |
| 7. IS AN INDEX SYSTEM USED? (IF<br>BRIEFLY AND DESCRIBE ANY H  |  | 18. RECOMMENDE  | D RETENTION  |
| UYES 🛱 NO  | · · ·                                  | Store in Rete<br>then destroy.                              | ntion Center for 5 years,                                      |
| )  | · .                                    |   |  |
| 9. NAME AND TITLE OF PREPARER  | 20. TELEPHONE N                        | (UMBER  | 21. DATE   |
|  | (410)582-5575                          | •   | 1  |

| INSTRUCTIONS TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES, FORWARD | RECORDS MANAGE                        | GENERAL SERVICES<br>EMENT DIVISION<br>ERLOO ROAD | AGENCY RECORDS INVENT   |
|---|---------------------------------------|--|---|
| WITH RECORDS RETENTION SCHEDULE<br>(DGS 350-1)  | P.0.                                  | BOX 275<br>RYLAND 20794                          | PAGE 5 OF 15  |
| 1. DEFARTMENT/AGENCY<br>ND. DEPT. OF TRANSPORTATION   | 2. DIVISION<br>STATE HIGHWAY ADMINIST | RATION   | 3. UNIT<br>EQUIPMENT DIVISION                                 |
|   |                                       |  | D AND USED AS A UNIT FOR                                      |
| 4. RECORD SERIES TITLE Requis   | NCE AB WELL AB RET                    | LATTON AND DIBPO                                 | 5. EARLIEST YEAR/LATEST YEA<br><u>1989</u> TO <u>PRESENT</u>  |
| •••••••••••••••••••••••••••••••••••••••   | RIKFLY DESCRIBE TH                    |  | MATION/DOCUMENTS/FORMS FOUND<br>URPOSE OR FUNCTION OF THE BER |
| Form used to request the purchase of eq   | lipment.                              |  |   |
| •.  |                                       |  |   |
|   |                                       |  |   |
|   |                                       |  |   |
|   | •                                     |  |   |
| 7. RECORD SERIES FORMAT(S)  | 8. RECORD SERIE                       | S SEQUENCE                                       | 9. VOLUME   |
| LETTER SIZE D MICROFILM   | D ALPHABETI                           |  | FILE DRAWER(S)  |
| LEGAL SIZE- COMFUTER TAPE   | NUMERICAL                             |  | D MICROFILM REEL(   |
| BOUND BOOK C FLOPPY DISK  | CHRONOLOG                             |  | NUMBER O OTHER (SPECIFY)                                      |
| DAUDIO TAPE DVIDEO TAPE   | GEOGRAPHI                             |  | ·   |
| O OTHER (SPECIFY)   | O OTHER (SPE                          |  | 10. ANNUAL ACCUMULATION                                       |
|   |                                       |  | MICROFILM REEL(S  |
| 11. FILE IS USED  |                                       | 12. EUE RECOM                                    | ES INACTIVE AFTER   |
| DAILY WEEKLY  | 10 MONTHLY                            | _  | MONTH(S) & YEAR(S)  |
| 13. CURRENT LOCATION(S) (BLDG., F   |                                       |  | ERIES DUPLICATED ELSEWHERE?                                   |
| Office of Maintenance<br>-7491 Connelly Drive   |                                       |  | ECIFY AGENCY OR OFFICE)                                       |
| 15. ACCESS RESTRICTIONS DYE   | s Å NO                                | 16. AUDIT REQUI                                  | REMENTS   |
| (IF YES, CITE LAW(S) & REGULA   |                                       |  | ATE O FEDERAL O INDEPENDENT                                   |
| 17. IS AN INDEX SYSTEM USED? ( 1  | YESTEDPLAIN                           |  | · · · · ·   |
| BRIEFLY AND DESCRIEE ANY H  |                                       | 18. RECOMMENDE                                   | D RETENTION<br>ntion Center for 5 years,                      |
| UYES <b>X</b> NO  |                                       | then destroy.                                    |   |
|   | •                                     |  |   |
|   |                                       |  |   |
| - 125 <b>X</b> 110  |                                       |  | · ·   |
| 9. NAME AND TITLE OF PREPARER   | 20. TELEPHONE N                       | UMBER  | 21. DATE  |

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| INSTRUCTIONS TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD<br>WITH RECORDS RETENTION SCHEDULE<br>(DGS 350-1) | RECORDS MANAGE<br>7275 WATE<br>P.O. I<br>JESSUP, MAR | GENERAL SERVICES<br>EMENT DIVISION<br>ERLOO ROAD<br>BOX 275<br>RYLAND 20794   | AGENCY RECORDS INVENTO   |
| 1. DEFARTMENT/AGENCY<br>ND. DEPT. OF TRANSPORTATION   | 2. DIVISION<br>STATE HIGHWAY ADMINIST                | RATION  | 3. UNIT<br>EQUIPMENT DIVISION  |
|   | P OF RELATED RECOP                                   |   | D AND USED AS A UNIT FOR   |
|   | se Order   | LENTIN AND DIBPOS   | 5. EARLIEST YEAR/LATEST YEAR<br>1989 TO PRESENT  |
| 6. RECORD SERIES DESCRIPTION (<br>IN<br>Used to order specific equipment from a   | THE SERIES.  | E TYPES OF INFORM<br>Include the Pu   | MATION/DOCUMENTS/FORMS FOUND<br>URPOSE OR FUNCTION OF THE BEFT   |
| 1   | :  |   |  |
| 7. RECORD SERIES FORMAT(5)<br>X LETTER SIZE D MICROFILM<br>D LEGAL SIZE COMFUTER TAPE<br>D BOUND BOOK D FLOPPY DISK                               | 8. RECORD SERIE<br>ALPHABETIC<br>NUMERICAL           | CAL   | 9. VOLUME<br>Ø FILE DRAWER(S)<br>O MICROFILM REEL(S)<br>O COMPUTER TAPE(S)<br>O OTHER(SPECIFY)                   |
| O AUDIO TAPE O VIDEO TAPE   | CEOGRAPHIC   | CAL   | 10. ANNUAL ACCUMULATION<br>5 FILE DRAWER(S)<br>6 MICROFILM REEL(S)<br>10 MICROFILM REEL(S)<br>10 OTHER(SPECIEY)  |
|   | ······································               | 12. 5115 850015   | , ,  |
| 11. FILE IS USED<br>DAILY WEEKLY  | MONTHLY  |   | SINACTIVE AFTER<br>MONTH(S) YEAR(S)  |
|   |  | 5 DI<br>NUMBER<br>14. IS RECORD SE  | MONTH(S) YEAR(S)<br>ERIES DUPLICATED ELSEWHERE?<br>ECIFY AGENCY OR OFFICE)                                       |
| DAILY WEEKLY<br>13. CURRENT LOCATION(S) (ELDG., FI<br>Office of Maintenance   | LOOR, ROOM)<br>5 Å NO                                | 5 0 1<br>NUMBER<br>14. IS RECORD SE<br>if yes, spi<br>O yes & NO<br>16. AUDIT REQUIE                                | MONTH(S) YEAR(S)<br>ERIES DUPLICATED ELSENHERET<br>ECIFY AGENCY OR OFFICE)                                       |
| DAILY WEEKLY<br>13. CURRENT LOCATION(S) (BLDG., FI<br>Office of Maintenance<br>7491 Connelly Drive<br>15. ACCESS RESTRICTIONS YES                 | LOOR, ROOM)<br>5 Ž NO<br>FION (5) .                  | 5 IN<br>NUMBER<br>14. IS RECORD SE<br>tip yes, spi<br>Yes & NO<br>16. AUDIT REQUIN<br>NONE & STA<br>18. RECOMMENDED | MONTH(S) YEAR(S)<br>ERIES DUPLICATED ELSEWHERE?<br>ECIFY AGENCY OR OFFICE)<br>REMENTS<br>ATE FEDERAL INDEPENDENT |

| INSTRUCTIONS TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD<br>WITH RECORDS RETENTION SCHEDULE<br>(DGS 550-1)   | RECORDS MANAG<br>7275 Wat<br>P.O.                | GENERAL SERVICES<br>EMENT DIVISION<br>ERLOO ROAD<br>BOX 275<br>RYLAND 20794   | AGENCY RECORDS INVENT  |
|---|--|---|--|
| 1. DEFARTMENT/AGENCY<br>ND. DEPT. OF TRANSPORTATION   | 2. DIVISION<br>STATE HIGHWAY ADMINIS             |   | 3. UNIT<br>EQUIPMENT DIVISION  |
| DEFINITION-RECORD SERIES- A GROUN   |  |   | D AND USED AS A UNIT FOR   |
| A. RECORD SERIES TITLE INVOIC   | NCE AS WELL AS RE                                | TENTION AND DISPO   |  |
|   |  |   | 5. EARLIEST YEAR/LATEST YEA<br>1989 TO PRESENT   |
| 6. RECORD SERIES DESCRIPTION (<br>IN<br>Invoices for payment of all equipment r   | N THE SERIES.                                    | LE TYPES OF INFOR<br>Include the P  | MATION/DOCUMENTS/FORMS FOUND<br>URPOSE OR FUNCTION OF THE SEF  |
|   |  |   |  |
|   |  |   |  |
|   |  |   |  |
| 7. RECORD SERIES FORMAT(S)  | 8. RECORD SERIE                                  | S SEQUENCE  | 9. VOLUME  |
| LETTER SIZE D MICROFILM   | ALPHABETI  | CAL   | KFILE DRAWER(S)  |
| CLEGAL SIZE - COMFUTER TAPE   |  |   | COMPUTER TAPE(S  |
| D BOUND BOOK D FLOPPY DISK  | CHRONOLOG  | ICAL  | NUMBER D OTHER (SPECIFY)   |
| audio TAPE D VIDEO TAPE   | GEOGRAPHI  | CAL   |  |
| OTHER (SPECIFY)   | O OTHER (SPECIFY)                                |   | G FILE DRAWER(S)<br>MICROFILM REEL(<br>NUMBER G COMPUTER TAPE(S  |
|   |  |   |  |
| 1   |  | 12  | OTHER(SPECIFY)   |
| <sup>1.</sup> FILE IS USED<br>DAILY DWEEKLY   | MONTHLY  | 5 0   | OTHER(SPECIFY)<br>ES INACTIVE AFTER<br>MONTH(S) O YEAR(S)  |
| DAILY DWEEKLY<br>3. CURRENT LOCATION(S) (BLDG., FI<br>Office of Maintenance   |  | 5 D<br>NUMBER<br>14. IS RECORD S  | ES INACTIVE AFTER<br>MONTH(S) UPLICATED ELSEWHERE?<br>ECIFY AGENCY OF OFFICE)  |
| D DAILY D WEEKLY<br>3. CURRENT LOCATION(S) (BLDG., FI<br>Office of Maintenance<br>7491 Connelly Drive   | LOOR, ROOM)                                      | 5 D<br>NUMBER<br>14. IS RECORD S<br>(IF YES, SP   | ES INACTIVE AFTER<br>MONTH(S) UPLICATED ELSEWHERE?<br>ECIFY AGENCY OR OFFICE)  |
| D DAILY D WEEKLY<br>3. CURRENT LOCATION(S) (BLDG.,FI<br>Office of Maintenance<br>7491 Connelly Drive  | LOOR, ROOM)                                      | 5 UMBER<br>NUMBER<br>14. IS RECORD S<br>(IF YES, SP<br>U YES CX NO<br>16. AUDIT REQUI   | ES INACTIVE AFTER<br>MONTH(S) UPLICATED ELSEWHERE?<br>ECIFY AGENCY OR OFFICE)  |
| DAILY DWEEKLY<br>3. CURRENT LOCATION(S) (ELDG., FI<br>Office of Maintenance<br>7491 Connelly Drive<br>5. ACCESS RESTRICTIONS DYES<br>(IF YES, CITE LAW(S) & REGULAT   | LOOR, ROOM)<br>S D NO<br>TION(S)<br>YES, EXPLAIN | 5 0<br>NUMBER<br>14. IS RECORD S<br>(IF YES, SP<br>O YES Q NO<br>16. AUDIT REQUI<br>NONE D ST   | ES INACTIVE AFTER<br>MONTH(S) UPLICATED ELSEWHERE?<br>ECIFY AGENCY OR OFFICE)  |
| DAILY DWEEKLY<br>3. CURRENT LOCATION(S) (BLDG., FI<br>Office of Maintenance<br>7491 Connelly Drive<br>5. ACCESS RESTRICTIONS DYES<br>(IF YES, CITE LAW(B) & REGULAR<br>7. IS AN INDEX SYSTEM USED? (IF  | LOOR, ROOM)<br>S D NO<br>TION(S)<br>YES, EXPLAIN | 5 U<br>NUMBER<br>14. IS RECORD S<br>(IF YES, SP<br>UYES QNO<br>16. AUDIT REQUI<br>NONE D ST<br>18. RECOMMENDE                               | ES INACTIVE AFTER<br>MONTH(S) <sup>D</sup> YEAR(S)<br>ERIES DUPLICATED ELSEWHERE?<br>ECIFY AGENCY OR OFFICE)<br>REMENTS<br>ATE <sup>D</sup> FEDERAL <sup>D</sup> INDEPENDEN                |
| <ul> <li>CURRENT LOCATION(S) (BLDG., FT</li> <li>Office of Maintenance</li> <li>7491 Connelly Drive</li> <li>5. ACCESS RESTRICTIONS  <ul> <li>YES</li> <li>(IF YES, CITE LAW(S) &amp; REGULAT</li> </ul> </li> <li>7. IS AN INDEX SYSTEM USED? (IF BELEFLY AND DESCRIBE ANY HARD</li> </ul> | LOOR, ROOM)<br>S D NO<br>TION(S)<br>YES, EXPLAIN | 5 UMBER<br>14. IS RECORD S<br>(IF YES, SP<br>UYES QNO<br>16. AUDIT REQUI<br>NONE DIST<br>18. RECOMMENDE<br>Store in Retent<br>then destroy. | ES INACTIVE AFTER<br>MONTH(S) <sup>O</sup> YEAR(S)<br>ERIES DUPLICATED ELSEWHERE?<br>ECIFY AGENCY OR OFFICE)<br>REMENTS<br>ATE <sup>O</sup> FEDERAL <sup>O</sup> INDEPENDEN<br>D RETENTION |

"如果不是不是不是是我们就是不是我的时候,我们就是我们是不能是不是我的?""你说我们就是这个是不是不是不是不是不是不是我的人,也不是你的人,也不是你……""你……" "我们是不是是是我们的说我们是不是我们的人,就是我们就是我们的,我们是你的人,我们是你不是你们的人,这个人,你们不是你?""你们,你们们不是你?""你?""你们,

E. P. A.

DEPARTMENT OF GENERAL SERVICES INSTRUCTIONS -- TYPE OR PRINT A AGENCY RECORDS INVENTO SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 8 OF 15 (DGS 550-1) JESSUP, MARYLAND 20794 1. DEFARTMENT/AGENCY 2. DIVISION 3. UNIT EQUIPMENT DIVISION STATE HIGHWAY ADMINISTRATION MD. DEPT. OF TRANSPORTATION DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES Condemnation Report 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR 1989 \_ 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 SERIE Form used to request the removal of equipment from SHA inventory. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME FILE DRAWER(S) KLETTER SIZE "MICROFILM D ALPHABETICAL microfilm REEL(S) LEGAL SIZE- COMPUTER TAPE NUMERICAL COMPUTER TAPE(S) NUMBER D OTHER (SPECIFY) D BOUND BOOK D FLOPPY DISK CHRONOLOGICAL AUDIO TAPE O VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) O OTHER (SPECIFY) File DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) O OTHER (SPECIEY) 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER & MONTHLY 5 NUMBER D DAILY O WEEKLY D MONTH(S) YEAR(S) 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) Office of Maintenance VES X NO ~7491 Connelly Drive 15. ACCESS RESTRICTIONS O YES X NO 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) NONE STATE FEDERAL INDEPENDENT 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE ) Store in Retention Center for 5 years. TYES O NO then destroy. 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE David Coyne, Asst. (410)582-5575 November 9, 1994 -----

| INSTRUCTIONS - TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR                     | RECORDS MANAGE                              |   | AGENCY RECORDS INVE   |
|---|---|---|---|
| REVISED RECORD SERIES. FORWARD<br>WITH RECORDS RETENTION SCHEDULE<br>(DGS 550-1)    | P.O. I                                      | ERLOO ROAD<br>BOX 275<br>RYLAND 20794   | PAGE <u>9</u> of <u>15</u>  |
| 1. DEFARTMENT/AGENCY<br>ND. DEPT. OF TRANSPORTATION                                 | 2. DIVISION<br>STATE HIGHWAY ADMINIS        | TRATION   | S. UNIT<br>EQUIPMENT DIVISION   |
|   |   |   | D AND USED AS A UNIT FOR  |
|   | c <u>e as well as ren</u><br>ent Trade List | ENTION AND DISPO  | 5. EARLIEST YEAR/LATEST<br>1989 TO Present  |
|   | THE SERIES.                                 |   | MATION/DOCUMENTS/FORMS FOUR<br>URPOSE OR FUNCTION OF THE  |
| Annual list of specific equipment to be   | traded per fiscal year                      | budget.   |   |
| <b>.</b>  |   |   |   |
| •<br>•  |   |   |   |
|   |   |   |   |
|   |   |   |   |
| 7. RECORD SERIES FORMAT(S)  | 8. RECORD SERIE                             | S SEQUENCE  | 9. VOLUME   |
| DX LETTER SIZE D MICROFILM  | D ALPHABETI                                 | CAL   | FILE DRAWER(S     MICROFILM REE     Orputer Tape     OTHER(SPECIFY     IO. ANNUAL ACCUMULATION     FILE DRAWER(S     MICROFILM REEI |
| D LEGAL SIZE. D COMPUTER TAPE   | NUMERICAL                                   |   |   |
| D BOUND BOOK D FLOPPY DISK  | CHRONOLOG                                   | ICAL  |   |
| DAUDIO TAPE DVIDEO TAPE   | GEOGRAPHIC                                  | CAL   |   |
| OTHER (SPECIFY)   | O OTHER (SPEC                               | CIFY)   |   |
|   |   |   | NUMBER COMPUTER TAPE  |
| 11. FILE IS USED<br>DAILY DWEEKLY   | MONTHLY                                     | _   | ES INACTIVE AFTER<br>MONTH(S) ∯YEAR(S)  |
| 13. CURRENT LOCATION(S) (BLDG.,FL<br>Office of Maintenance<br>, 7491 Connelly Drive | OOR, ROOM)                                  | 14. IS RECORD S   | ERIES DUPLICATED ELSEWHERE<br>ECIPY AGENCY OR OFFICE)   |
| 15. ACCESS RESTRICTIONS Q YES   | SK NO                                       |   |   |
| (IF YES, CITE LAH(S) & REGULAT  |   | I6. AUDIT REQUIREMENTS  |   |
| 17. IS AN INDEX SYSTEM USED? (17  | YESIEJPLAIN                                 |   |   |
| BRIEFLY AND DESCRIEE ANY HAI  | ROBARE SOFTWARE )                           | 18. RECOMMENDED RETENTION<br>Store in Retention Center for 5 years<br>then destroy. |   |
|   |   |   |   |
| 19. NAME AND TITLE OF PREPARER  | 20. TELEPHONE N                             | UMBER   | 21. DATE  |
| David Coyne, Asst.  | (410)582-5575                               | - ·   | November 9, 1994  |

|  |   | ************************************** |  |
|--|---|--|--|
| REFEREN                                      | RECORDS MANAGE<br>7275 WAT<br>P.O.<br>JESSUP, MAU<br>2. DIVISION<br>STATE HIGHWAY ADMINIS | ·                                      | AGENCY RECORDS INVENT<br>PAGE 10 of 15<br>3. UNIT<br>EQUIPMENT DIVISION<br>D AND USED AS A UNIT FOR<br>SITION PURPOSES<br>5. EARLIEST YEAR/LATEST YEA<br>1989 TO Present |
| 6. RECORD SERIES DESCRIPTION (               | THE SERIES.   |  | MATION/DOCUMENTS/FORMS FOUND   |
| AI.  | INE SERIES.   | INCLUDE THE PU                         | URPOSE OR FUNCTION OF THE BEI  |
| Copy of title for SHA equipment.             |   |  |  |
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|  |   |  | <u></u>  |
| 7. RECORD SERIES FORMAT(S)                   | 8. RECORD SERIE   |  | 9. VOLUME<br><b>X</b> FILE DRAVER(S)   |
| LEGAL SIZE - COMPUTER TAPE                   | ALPHABETI   |  | MICROFILM REEL (   |
| BOUND BOOK C FLOPPY DISK                     | CHRONOLOG   |  | NUMBER D OTHER SPECIFY)  |
| AUDIO TAPE VIDEO TAPE                        |   |  |  |
| OTHER (SPECIFY)                              | O OTHER (SPE  |  | 10. ANNUAL ACCUMULATION<br>FILE DRAWER(S)<br>MICROFILM REEL(<br>NUMBER COMPUTER TAPE(S)  |
| 11. FILE IS USED                             |   | 12                                     | OTHER(SPECIFY)   |
| DAILY DWEEKLY                                | & MONTHLY   | ) <b>F</b>                             | MONTH(S) YEAR(S)   |
| 13. CURRENT LOCATION(S) (BLDG., FL           | OOR, ROOM)  |  | ERIES DUPLICATED ELSEWHERE?  |
| Office of Maintenance<br>7491 Connelly Drive |   | LIF YES, SPI                           | ECIFY AGENCY OR OFFICE)  |
| 15. ACCESS RESTRICTIONS TYES                 |   | 16. AUDIT REQUI                        | REMENTS  |
| (IF YES, CITE LAB(S) & REGULAT               | ION(S)  | D NONE 🕅 STA                           | ATE OFEDERAL OINDEPENDEN   |
| 17. IS AN INDEX SYSTEM USED? (IF             |   | 18. RECOMMENDED                        | DRETENTION   |
| BRIEFLY AND DESCRIEE ANY HAN                 | NDHARE / SOFTWARE )   |  | tion Center for 5 years,   |
| <b>)</b>                                     |   |  |  |
| · · · · · · · · · · · · · · · · · · ·        |   |  | 21. DATE   |

| INSTRUCTIONS TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD<br>WITH RECORDS RETENTION SCHEDULE<br>(DGS 550-1)<br>1. DEFARTMENT/AGENCY<br>ND. DEPT. OF TRANSPORTATION   | RECORDS MANAGE<br>7275 WAT<br>P.O.<br>JESSUP, MAJ<br>2. DIVISION<br>STATE HIGHWAY ADMINIS |  | AGENCY RECORDS INVEN   |
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|  |   | TENTION AND DISPO  |  |
|  | e Reports ·   |  | 5. EARLIEST YEAR/LATEST YE<br>1989 TO PRESENT  |
|  | THE SERIES.   |  | MATION/DOCUMENTS/FORMS FOUND<br>URPOSE OR FUNCTION OF THE SE   |
| •.   |   |  |  |
| . RECORD SERIES FORMAT(S)  | 8. RECORD SERIE   | S SEQUENCE   | 9. VOLUME  |
| LETTER SIZE MICROFILM  | alphabet1   |  | X FILE DRAWER(S)   |
|  |   |  | MICROFILM REEL   |
| LEGAL SIZE. COMPUTER TAPE  | ₩ NUMERICAL   |  |  |
| BOUND BOOK DELOPPY DISK  | A CHRONOLOG   |  | OTHER(SPECIFY)   |
| AUDIO TAPE OVIDEO TAPE   | GEOGRAPHI   |  | 10. ANNUAL ACCUMULATION<br>FILE DRAWER(S)  |
| OTHER(SPECIFY)   |   |  |  |
|  |   | 12. ELLE BECOME  | NUMBER COMPUTER TAPE(  |
|  |   |  | NUMBER COMPUTER TAPE (S  |
| 1. FILE IS USED<br>DAILY OWEEKLY   | X MONTHLY   | 5 D<br>NUMBER<br>14. IS RECORD S   | NUMBER COMPUTER TAPE(S<br>COMPUTER TAPE(S)<br>COMPUTER TAPE(S)<br>COMPUT |
| <ol> <li>FILE IS USED</li> <li>DAILY</li> <li>WEEKLY</li> <li>CURRENT LOCATION(S) (BLDG.,FL<br/>Office of Maintenance<br/>7491 Connelly Drive</li> </ol>   | XOR, ROOM)  | NUMBER   | NUMBER COMPUTER TAPE(:<br>COMPUTER TAPE(:<br>COTHER(SPECIFY)<br>S INACTIVE AFTER<br>MONTH(S) VEAR(S)<br>ERIES DUPLICATED ELSEWHERE?<br>ECIFY AGENCY OR OFFICE)   |
| <ol> <li>FILE IS USED</li> <li>DAILY</li> <li>WEEKLY</li> <li>CURRENT LOCATION(S) (BLDG.,FL<br/>Office of Maintenance<br/>7491 Connelly Drive</li> </ol>   | X MONTHLY<br>.00R, ROOM)  | NUMBER<br>14. IS RECORD S<br>(IF YES, SP<br>O YES & NO<br>16. AUDIT REQUIT   | NUMBER COMPUTER TAPE(S<br>COMPUTER TAPE(S<br>COTHER(SPECIFY)<br>S INACTIVE AFTER<br>MONTH(S) VEAR(S)<br>ERIES DUPLICATED ELSEWHERE?<br>ECIFY AGENCY OR OFFICE)<br>REMENTS  |
| <ul> <li><sup>1.</sup> FILE IS USED</li> <li>DAILY UWEEKLY</li> <li>3. CURRENT LOCATION(S) (BLDG., FL<br/>Office of Maintenance<br/>7491 Connelly Drive</li> <li>5. ACCESS RESTRICTIONS UYES<br/>(IF YES, CITE LAW(B) &amp; REGULAT</li> <li>7. IS AN INDEX SYSTEM USED? (IF<br/>BRIEFLY AND DESCRIPE ANY HAR</li> </ul> | X MONTHLY<br>.00R, ROOM)<br>: 00 NO<br>:10N ( 5 )<br>YES, EDPLA IN                        | NUMBER     I       14. IS RECORD STATE       14. IS RECORD STATE       14. IS RECORD STATE       If yes, space       If yes, space | NUMBER COMPUTER TAPE(:<br>COMPUTER TAPE(:<br>COTHER(SPECIFY))<br>IS INACTIVE AFTER<br>MONTH(S) VEAR(S)<br>ERIES DUPLICATED ELSEWHERE!<br>ECIPY AGENCY OR OFFICE)<br>REMENTS<br>ATE C FEDERAL C INDEPENDENCE<br>D RETENTION   |
| <ol> <li>FILE IS USED         <ul> <li>DAILY</li> <li>WEEKLY</li> </ul> </li> <li>CURRENT LOCATION(S) (ELDG.,FL<br/>Office of Maintenance<br/>7491 Connelly Drive</li> <li>ACCESS RESTRICTIONS O YES<br/>(IF YES, CITE LAW(S) &amp; REGULAT</li> <li>IS AN INDEX SYSTEM USED? (IF</li> </ol>                             | X MONTHLY<br>.00R, ROOM)<br>: 00 NO<br>:10N ( 5 )<br>YES, EDPLA IN                        | NUMBER     I       14. IS RECORD STATE       14. IS RECORD STATE       14. IS RECORD STATE       If yes, space       If yes, space | NUMBER COMPUTER TAPE(S<br>COMPUTER TAPE(S<br>COTHER(SPECIFY)<br>S INACTIVE AFTER<br>MONTH(S) X YEAR(S)<br>ERIES DUPLICATED ELSEWHERE!<br>ECIPY AGENCY OR OFFICE)<br>REMENTS<br>ATE C FEDERAL C INDEPENDEN  |
| <ul> <li>FILE IS USED</li> <li>DAILY UWEEKLY</li> <li>CURRENT LOCATION(S) (ELDG.,FL<br/>Office of Maintenance</li> <li>7491 Connelly Drive</li> <li>ACCESS RESTRICTIONS UYES<br/>(IF YES, CITE LAW(B) &amp; REGULAT</li> <li>T. IS AN INDEX SYSTEM USED? (IF<br/>BRIEFLY AND DESCRIPE ANY HA</li> </ul>                  | X MONTHLY<br>.00R, ROOM)<br>: 00 NO<br>:10N ( 5 )<br>YES, EDPLA IN                        | NUMBER       14. IS RECORD SI       14. IS RECORD SI       14. IS RECORD SI       14. IS RECORD SI       15. AUDIT REQUID       NONE       16. AUDIT REQUID       NONE       18. RECOMMENDED       Store in Reten       then destroy.  | ENDER COMPUTER TAPE(S<br>OTHER(SPECIFY)<br>ES INACTIVE AFTER<br>MONTH(S) R YEAR(S)<br>ERIES DUPLICATED ELSEWHERE!<br>ECIFY AGENCY OR OFFICE)<br>REMENTS<br>ATE O FEDERAL O INDEPENDEN<br>D RETENTION   |

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| DEFARTMENT/AGENCY                            | RECORDS MANAG<br>7275 WAT<br>P.O.  | GENERAL SERVICES<br>EMENT DIVISION<br>ERLOO ROAD   | AGENCY RECORDS INVI  |  |
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| DEFARTMENT/AGENCY                            | JESSUP, MA   |  | PAGE 12 OF 15  |  |
|  | JESSUP, MARYLAND 20794   |  | PAGE OF  |  |
| D. DEP1. OF TRANSFORTATION                   | 2. DIVISION<br>STATE HIGHWAY ADMINIST  | RATION   | S. UNIT<br>EQUIPMENT DIVISION  |  |
|  |  |  | D AND USED AS A UNIT FOR   |  |
|  | NCE AB WELL AB RETENTION AND DIBPO   |  | 5. EARLIEST YEAR/LATEST<br>1989 TO PRESE   |  |
|  |  |  | MATION/DOCUMENTS/FORMS FOU<br>URPOSE OR FUNCTION OF THE  |  |
| Copies of all parking violations and cita    | tions issued to SHA vel  | hicles.  |  |  |
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| RECORD SERIES FORMAT(S)                      | 8. RECORD SERIE  | S SEQUENCE   | 9. VOLUME  |  |
| •••  | <ul> <li>ALPHABETICAL</li> <li>NUMERICAL</li> <li>CHRONOLOGICAL</li> <li>GEOGRAPHICAL</li> <li>OTHER(SPECIFY)</li> </ul>   |  | FILE DRAWER()<br>MICROFILM REI<br>COMPUTER TAPI<br>NUMBER OTHER(SPECIF   |  |
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| AUDIO TAPE UVIDEO TAPE                       |  |  | 10. ANNUAL ACCUMULATION  |  |
| DTHER (SPECIFY)                              |  |  | FILE DRAWER (  |  |
|  |  |  |  |  |
|  | <u>►</u>   |  | NUMBER COMPUTER TAP  |  |
| FILE IS USED                                 |  | 12. FILE BECOME  | S INACTIVE AFTER   |  |
| DAILY DWEEKLY                                | OX MONTHLY   | 5 0  | MONTH(S) OX YEAR(S)  |  |
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|  | OUR, ROOM)   | 14. IS RECORD SERIES DUPLICATED ELSEWHERE<br>{ 17 YES, SPECIFY AGENCY OR OFFICE }  |  |  |
|  |  | UYES & NO  |  |  |
|  |  |  |  |  |
| (IF YES, CITE LAW(B) & REGULATION(S)         |  |  |  |  |
|  |  | D NONE STATE D FEDERAL D INDEPENI  |  |  |
| IS AN INDEX SYSTEM USED? ( IF                | YES . EXPLAIN  |  |  |  |
| BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE ) |  | 18. RECOMMENDED RETENTION<br>Store in Retention Center for 5 years,  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| •  |  |  |  |  |
| NAME AND TITLE OF PREPARER                   |  |  | 21. DATE   |  |
| id Covne, Asst.                              |  |  | November 9, 1994   |  |
|  | Copies of all parking violations and cital<br>RECORD SERIES FORMAT(S)<br>LETTER SIZE O MICROFILM<br>LEGAL SIZE O COMPUTER TAPE<br>BOUND BOOK O FLOPPY DISK<br>AUDIO TAPE VIDEO TAPE<br>DTHER(SPECIFY)<br>FILE IS USED<br>DAILY O WEEKLY<br>CURRENT LOCATION(S) (BLDG.,FL<br>ice of Maintenance<br>1 Connelly Drive<br>ACCESS RESTRICTIONS O YES<br>IF YES, CITE LAW(B) & REQULAT<br>IS AN INDEX SYSTEM USED1 (IF<br>BRIEFLY AND DESCRIBE ANY HAN<br>O YES X NO | IN THE SERIES.         Copies of all parking violations and citations issued to SEA velocities format(s)         RECORD SERIES FORMAT(S)         LETTER SIZE O MICROFILM         LETTER SIZE O MICROFILM         LEGAL SIZE O COMPUTER TAPE         BOUND BOOK O FLOPPY DISK         AUDIO TAPE O VIDEO TAPE         DTHER(SPECIFY)         FILE IS USED         O DAILY         VEEKLY         CURRENT LOCATION(S) (ELDG., FLOOR, ROOM)         ice of Maintenance         1 Connelly Drive         ACCESS RESTRICTIONS       YES & NO         IF YES, CITE LAW(S) & REQULATION(S)         IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN         BRIEFLY AND DESCRIEE ANY HANDBARE/SOFTWARE)         O YES X NO | IN THE SERIES.       INCLUDE THE PL         Supples of all parking violations and citations issued to SEA vehicles.       Searce         Supples of all parking violations and citations issued to SEA vehicles.       Searce         RECORD SERIES FORMAT(S)       8. RECORD SERIES SEQUENCE         LETTER SIZE O MICROFILM       0 ALPHABETICAL         LEETTER SIZE O MICROFILM       0 ALPHABETICAL         LEEGAL SIZE. O COMPUTER TAPE       0 ALPHABETICAL         BOUND BOOK O FLOPPY DISK       NUMERICAL         AUDIO TAPE O VIDEO TAPE       0 GEOGRAPHICAL         OTHER(SPECIFY)       0 OTHER(SPECIFY)         FILE IS USED       12. FILE BECOME         DAILY       WEEKLY       MONTHLY         CURRENT LOCATION(S) (ELDG., FLOOR, ROOM)       14. IS RECORD ST         ICONNELLY       0 YES & NO         ICONNELLY       14. IS RECORD ST         CURRENT LOCATION(S) (ELDG., FLOOR, ROOM)       14. IS RECORD ST         ICONNELLY       0 YES & NO         IF AN INDEX SYSTEM USEDT (IF YES.EDFLAIN       0 NONE & STA         BETEFLY AND DESCRIEE ANY HANDBARE/BOFTMARE)       18. RECOMMENDER         Store in Retenti       then destroy.         NAME AND TITLE OF PREPARER       20. TELEPHONE NUMBER |  |

| INSTRUCTIONS TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR                    | DEFARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275<br>JESSUP, MARYLAND 20794 |  | AGENCY RECORDS INV   |  |
|--|---|--|--|--|
| REVISED RECORD SERIES. FORWARD<br>WITH RECORDS RETENTION SCHEDULE<br>(DGS 350-1) |   |  | PAGE 13 OF 15  |  |
| 1. DEFARTMENT/AGENCY<br>ND. DEPT. OF TRANSPORTATION                              | 2. DIVISION<br>STATE HIGHWAY ADMINIST   | TRATION  | 3. UNIT<br>EQUIPMENT DIVISION                              |  |
|  |   |  | AND USED AS A UNIT FOR                                     |  |
| 4. RECORD SERIES TITLE Emissions Paperwork                                       |   |  | 5. EARLIEST YEAR/LATEST<br>1989 TO PRESEM                  |  |
|  | THE SERIES.   |  | ATION/DOCUMENTS/FORMS FOU<br>IRPOSE OR FUNCTION OF THE     |  |
| Copy of emissions test paperwork for app   | licable state vehicles/   | equipment.   |  |  |
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| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIE   | S SEQUENCE   | 9. VOLUME  |  |
| LETTER SIZE D MICROFILM  | ALPHAEETICAL<br>NUMERICAL<br>CHRONOLOGICAL<br>GEOGRAPHICAL  |  | Image: Computer tape         NUMBER         Other(specify) |  |
| LEGAL SIZE - COMPUTER TAPE   |   |  |  |  |
| BOUND BOOK DELOPPY DISK  |   |  |  |  |
|  |   |  |  |  |
| AUDIO TAPE VIDEO TAPE  |   |  | 10. ANNUAL ACCUMULATION                                    |  |
| OTHER (SPECIFY)  | O OTHER (SPE  | CIFY)  | FILE DRAWER(<br>MICROFILM RE<br>NUMBER COMPUTER TAP        |  |
|  |   |  |  |  |
|  |   | ······   | OTHER (SPECIE)   |  |
| 11. FILE IS USED   | v   |  | S INACTIVE AFTER   |  |
| DAILY DEEKLY   | MONTHLY   | 5 D MONTH(S) X YEAR(S  |  |  |
| 13. CURRENT LOCATION(S) (BLDG., FI   | LOOR, ROOM)   | 14. IS RECORD SERIES DUPLICATED ELSEWHERE  |  |  |
| Office of Maintenance  |   | (IF YES, SPECIFY AGENCY OR OFFICE)   |  |  |
| _ 7491 Connelly Drive  |   | UYES BNO   |  |  |
| 15. ACCESS RESTRICTIONS TYES NO  |   | 16. AUDIT REQUIREMENTS   |  |  |
| (IF YES, CITE LAW(S) & REGULATION(S)   |   | D NONE ON STATE D FEDERAL D INDEPEND   |  |  |
| 17. IS AN INDEX SYSTEM USED? (17   | YESIESPLAIN   |  |  |  |
| BRIEFLY AND DESCRIPE ANY HARDWARE SOFTWARE )                                     |   | 18. RECOMMENDED RETENTION<br>Store in Retention Center for 5 years,<br>then destroy. |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
|  |   |  |  |  |
| 19. NAME AND TITLE OF PREPARER   | 20. TELEPHONE N   | LIMEER   | 21. DATE   |  |

|  | 1   |  | 1  |
|--|---|--|--|
| INSTRUCTIONS TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD<br>WITH RECORDS RETENTION SCHEDULE | DEPARTMENT OF GENERAL SERVICES<br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275<br>JESSUP, MARYLAND 20794 |  | AGENCY RECORDS INVE  |
| (DGS 550-1)  |   |  | PAGE 14 OF 15  |
| 1. DEFARTMENT/AGENCY<br>ND. DEPT. OF TRANSPORTATION  | 2. DIVISION<br>STATE HIGHWAY ADMINIST   | RATION   | S. UNIT<br>EQUIPMENT DIVISION  |
|  |   |  | D AND USED AS A UNIT FOR   |
| A. RECORD SERIES TITLE Unit # Assignment Sheet   |   |  | 5. EARLIEST YEAR/LATEST<br><u>1989</u> TO Present  |
|  | THE SERIES.   |  | MATION/DOCUMENTS/FORMS FOUR<br>URPOSE OR FUNCTION OF THE   |
| Listing of assigned unit numbers to all s  | state vehicle/equipment   |  |  |
| 1  |   |  |  |
|  |   |  |  |
|  |   |  |  |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIE   | S SEQUENCE   | 9. VOLUME  |
| LETTER SIZE D MICROFILM  | <ul> <li>ALPHABETICAL</li> <li>NUMERICAL</li> <li>CHRONOLOGICAL</li> <li>GEOGRAPHICAL</li> <li>OTHER(SPECIFY)</li> </ul>      |  | FILE DRAWER(S<br>MICROFILM REE<br>COMPUTER TAPE<br>OTHER(SPECIFY<br>10. ANNUAL ACCUMULATION<br>FILE DRAWER(S<br>MICROFILM REE<br>NUMBER<br>COMPUTER TAPE |
| D LEGAL SIZE- COMPUTER TAPE  |   |  |  |
| BOUND BOOK DELOPPY DISK  |   |  |  |
| audio Tape O Video Tape  |   |  |  |
| O OTHER (SPECIFY)  |   |  |  |
| 11. FILE IS USED   | <u> </u>  | 12   | OTHER (SPECIEY   |
| DAILY WEEKLY   | MONTHLY   | 12. FILE BECOMES INACTIVE AFTER<br>5 DMONTH(S) CX YEAR(S)                                      |  |
| 13. CURRENT LOCATION(S) (ELDG., FLOOR, ROOM)<br>Office of Maintenance<br>7491 Connelly Drive                                       |   | 14. IS RECORD SERIES DUPLICATED ELSEWHERE:<br>(IF YES, SPECIFY AGENCY OR OFFICE)<br>U YES O NO |  |
| 15. ACCESS RESTRICTIONS DYES DONN  |   | 16. AUDIT REQUIREMENTS   |  |
| (IF YES, CITE LAW(S) & REGULATION(S)   |   | ONONE STATE OFEDERAL OINDEPENDE  |  |
| 17. IS AN INDEX SYSTEM USED? (IF YEB, EXPLAIN<br>BRIEFLY AND DESCRIEE ANY HARDBARE/SOFTWARE)<br>O YES & NO                         |   | 18. RECOMMENDED RETENTION<br>Store in Retention Center for 5 years<br>then destroy.            |  |
| ·  |   |  |  |
| 9. NAME AND TITLE OF PREPARER 20. TELEPHONE N<br>David Coyne, Asst. (410)582-5575  |   | UMBER  | 21. DATE<br>November 9, 1994   |

| INSTRUCTIONS TYPE OR PRINT A<br>SEPARATE FORM FOR EACH NEW OR<br>REVISED RECORD SERIES. FORWARD<br>WITH RECORDS RETENTION SCHEDULE                             | RECORDS MANAGE<br>7275 WATE<br>P.O. 1              | GENERAL SERVICES<br>EMENT DIVISION<br>ERLOO ROAD<br>BOX 275<br>RYLAND 20794 | AGENCY RECORDS INVENTORY PAGE 15 OF 15  |  |  |  |  |
|--|--|---|---|--|--|--|--|
| T. DEFARTMENT/AGENCY<br>ND. DEPT. OF TRANSPORTATION  | 2. DIVISION<br>STATE HIGHWAY ADMIN                 | NISTRATION  | 3. UNIT<br>EQUIPMENT DIVISION   |  |  |  |  |
| DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR<br>Reference as well as retention and disposition purposes          |  |   |   |  |  |  |  |
| 4. RECORD SERIES TITLE Copy  | of Check from Equipmer<br>ars 120 Accounting Proce | nt Auction &  | 5. EARLIEST YEAR/LATEST YEAR<br><u>1989</u> to <u>Presen</u> t                            |  |  |  |  |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND<br>IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) |  |   |   |  |  |  |  |
| Copies of checks/receipts from all tr  | aded equipment sold.                               |   |   |  |  |  |  |
| •<br>•   |  |   |   |  |  |  |  |
| 7. RECORD SERIES FORMAT(S)   | 8. RECORD SERIE                                    | S SEQUENCE  | 9. VOLUME   |  |  |  |  |
| LETTER SIZE D MICROFILM  | ALPHADETICAL                                       |   | FILE DRAWER(S)  |  |  |  |  |
| LEGAL SIZE- COMPUTER TAPE  | NUMERICAL  |   | COMPUTER TAPE(S)  |  |  |  |  |
| BOUND BOOK D FLOPPY DISK   | CHRONOLOGICAL                                      |   | NUMBER D OTHER (SPECIFY)  |  |  |  |  |
| DAUDIO TAPE DVIDEO TAPE  | GEOGRAPHICAL                                       |   |   |  |  |  |  |
| O OTHER (SPECIFY)  | O OTHER (SPECIFY)                                  |   | IO. ANNUAL ACCUMULATION<br>FILE DRAWER(S)<br>MICROFILM REEL(S)<br>NUMBER COMPUTER TAPE(S) |  |  |  |  |
|  |  | ······  | O OTHER (SPECIFY)   |  |  |  |  |
| 11. FILE IS USED<br>DAILY WEEKLY   | X MONTHLY  | 5 01  | S INACTIVE AFTER<br>MONTH(S) X YEAR(S)  |  |  |  |  |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)   |  | NUMBER<br>14. IS RECORD SERIES DUPLICATED ELSEWHERE?                        |   |  |  |  |  |
| Office of Maintenance<br>7491 Connelly Drive   |  | (IF YES, SPECIFY AGENCY OR OFFICE)<br>Tyes & No                             |   |  |  |  |  |
| 15. ACCESS RESTRICTIONS DYES ONO<br>(IF YES, CITE LAW(S) & REGULATION(S)   |  | 16. AUDIT REQUIREMENTS  |   |  |  |  |  |
| 17. IS AN INDEX SYSTEM USED? (IF YEB.EXPLAIN<br>BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  |  | 18. RECOMMENDED RETENTION   |   |  |  |  |  |
| UYES XO NO   |  | Store in Retention Center for 5 years,<br>then destroy.                     |   |  |  |  |  |
| •  |  |   |   |  |  |  |  |
| 19. NAME AND TITLE OF PREPARER   | 20. TELEPHONE N                                    | IUMBER  | 21. DATE  |  |  |  |  |
| David Coyne, Asst.   | (410)582-5575                                      |   | November 9, 1994  |  |  |  |  |