

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

Schedule No. 1651

Page 1 **of** 2

Agency Military Department, State of Maryland	Division/Unit Military Personnel
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Item No.	Description	Retention																																				
1.	<p>Military</p> <p><u>Personnel Folders</u></p> <p>This series applies to military personnel records including standard federal forms as well as other personnel media providing support data.</p> <p>Upon appointment or enlistment within the Maryland National Guard a personnel folder is prepared. The folder may contain all or some of the following documents:</p> <ul style="list-style-type: none"> A. Appointment orders B. Enlistment contract C. Assignment orders D. Promotion/demotion orders E. Transfer orders F. Discharge orders G. Efficiency reports H. Commendations/awards I. Security clearance J. Verification of retirement points K. Other related documents <p>Records are divided into 2 groups. Group 1 is a paper copy. Group 2 is Optical disc. Groups are further explained below.</p> <p>Group 1 - Hard copy of records dating from 1955 to 30 September 1993. They are stored by "Bates" number (sequential numbering) assigned upon enlistment</p> <p>Group 2 - Computer copied by optical scan and placed on Optical Disc. Procedure began on 1 October 1993.</p>	<p>To be maintained for 60 years from the date of enlistment, per US Army Regulation. Thereafter to be transferred to the State Archives, if determined appropriate.</p> <p>Group 1 records are divided by year of enlistment and to be considered for retention as shown below:</p> <table border="1" style="width:100%"> <thead> <tr> <th><u>Record Year</u></th> <th><u>Disposition</u></th> </tr> </thead> <tbody> <tr><td>1955</td><td>2015</td></tr> <tr><td>1956</td><td>2016</td></tr> <tr><td>1957</td><td>2017</td></tr> <tr><td>1958</td><td>2018</td></tr> <tr><td>1959</td><td>2019</td></tr> <tr><td>1960</td><td>2020</td></tr> <tr><td>1961</td><td>2021</td></tr> <tr><td>1962</td><td>2022</td></tr> <tr><td>1963</td><td>2023</td></tr> <tr><td>1964</td><td>2024</td></tr> <tr><td>1965</td><td>2025</td></tr> <tr><td>1966</td><td>2026</td></tr> <tr><td>1967</td><td>2027</td></tr> <tr><td>1968</td><td>2028</td></tr> <tr><td>1969</td><td>2029</td></tr> <tr><td>1970</td><td>2030</td></tr> <tr><td>1971</td><td>2031</td></tr> </tbody> </table>	<u>Record Year</u>	<u>Disposition</u>	1955	2015	1956	2016	1957	2017	1958	2018	1959	2019	1960	2020	1961	2021	1962	2022	1963	2023	1964	2024	1965	2025	1966	2026	1967	2027	1968	2028	1969	2029	1970	2030	1971	2031
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1971	2031																																					

Schedule Approved by Department, Agency, or Division Representative.
 Date January 27, 1995
 Signature Joseph H. Zang
 Typed Name Joseph H Zang, COL (Ret)
 Title Acting, Records Manager

Schedule Authorized by State Archivist
 Date 12/21/95
 Signature [Signature]

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

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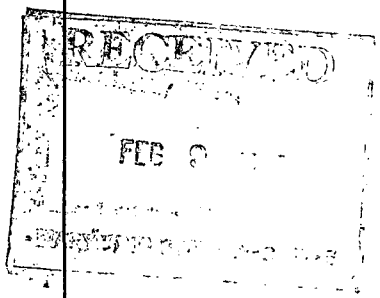
Agency Military Department, State of Maryland	Division/Unit Military Personnel
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Item No.	Description	Retention
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	<p>The most recent 10 years of records will be maintained at the Fifth Regiment Armory. Each year beginning in 1996 the oldest records, 1985 will be transferred to the records storage facility. This procedure will be repeated each year until the 1993 files are committed to storage.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">1972</td><td style="width: 50%;">2032</td></tr> <tr><td>1973</td><td>2033</td></tr> <tr><td>1974</td><td>2034</td></tr> <tr><td>1975</td><td>2035</td></tr> <tr><td>1976</td><td>2036</td></tr> <tr><td>1977</td><td>2037</td></tr> <tr><td>1978</td><td>2038</td></tr> <tr><td>1979</td><td>2039</td></tr> <tr><td>1980</td><td>2040</td></tr> <tr><td>1981</td><td>2041</td></tr> <tr><td>1982</td><td>2042</td></tr> <tr><td>1983</td><td>2043</td></tr> <tr><td>1984</td><td>2044</td></tr> </table>	1972	2032	1973	2033	1974	2034	1975	2035	1976	2036	1977	2037	1978	2038	1979	2039	1980	2040	1981	2041	1982	2042	1983	2043	1984	2044
1972	2032																											
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2.	<p>Military</p> <p><u>Attendance Reports</u></p> <p>Reports provide historical data relating to attendance, various categories of absences and training performance. Used for historical research for claims.</p>	<p>100 years, maintained at the Fifth Regiment Armory, then destroy.</p>
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3.	<p>Military</p> <p><u>Military Reports of Survey</u></p> <p>Investigative reports establishing responsibility for the loss or damage to federal property.</p>	<p>Reports establishing liability to be retained 5 years. Then destroy.</p> <p>All other reports retained 3 years. Then destroy.</p>
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DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1651

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Agency	Division/Unit
Military Department, State of Maryland	Military Personnel

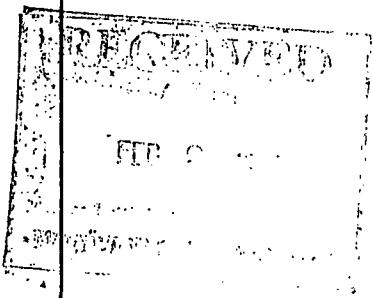
Item No.	Description	Retention
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1972	2032
1973	2033
1974	2034
1975	2035
1976	2036
1977	2037
1978	2038
1979	2039
1980	2040
1981	2041
1982	2042
1983	2043
1984	2044

2. Military
Attendance Reports
 Reports provide historical data relating to attendance various categories of absences and training performance. Used for historical research for claims. 100 years, maintained at the Fifth Regiment Armory, then destroy.

3. Military
Military Reports of Survey
 Investigative reports establishing responsibility for the loss or damage to federal property. Reports establishing liability to be retained 5 years. Then destroy. All other reports retained 3 years. Then destroy.



INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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>1</u> Of <u>1</u>	
1. DEPARTMENT/AGENCY MILITARY DEPARTMENT		2. DIVISION MILITARY PERSONNEL		3. UNIT	
DEFINITION - Records 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 MILITARY PERSONNEL RECORDS				5. EARLIEST YEAR / LATEST YEAR <u>1956</u> TO <u>Present</u>	
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. Enlistment/Appointment orders * B. Assignment orders C. Promotions D. Demotions E. Transfers F. Discharge* G. Efficiency reports H. Commendations/awards I. Security clearance J. Verification of retirement points* K. Other related documents*					
* Copied in St Louis, Mo.					
7. RECORD SERIES FORMAT(S) <input 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 Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>Personnel Folders</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>800</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>28</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>60</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Fifth Regiment Armory Basement area		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>St Louis, Mo (Select papers)</u> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Army Regulation</u> <input type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <u>Computer</u> <input type="checkbox"/> No		18. RECOMMENDED RETENTION Military Department retains for 60 years from enlistment. Thereafter, transfer to Archives, if warranted.			
19. NAME AND TITLE OF PREPARER <i>Joseph H Zang</i> Joseph H Zang COL (Ret) Acting, Records Manager		20. TELEPHONE NUMBER 410-576-6133		21. DATE January 27, 1995	

RECORDS MEASUREMENT GUIDE

(Conversion of Holdings to Cubic Feet)

<u>Equipment/Containers</u>	<u>Cu. Ft.</u>	<u>Docket Books (Court)</u>	<u>Cu. Ft.</u>
Letter Size Drawer	1.5	1 30" x 24" x 6"	2.0
Legal Size Drawer	2.0	1 15" x 12" x 6"	1.0
Lateral 36" Width Drawer	2.0	1 8" x 12" x 6"	.5
Lateral 42" Width Drawer	2.5		
Letter Size 12" Open Shelf	1.0	Tab Cards	
Letter Size 15" Open Shelf	1.0	5 14" Rows (Tab)	1.0
Box (15 x 12 x 10 & 15 x 12 x 12)	1.0	3 24" Rows (Tab)	1.0
		10 12" Rows (3 x 5)	1.0
		4 12" Rows (5 x 8)	1.0
Magnetic Tapes (Reels)		Printouts (Computer)	
10 (3/4" Width x 2400')	1.0	8-1/2 x 11" (18" thick)	1.0
12 (3/4" Width x 1200')	1.0	14-1/2 x 11" (10" thick)	1.0
30 (3/4" Width x 600')	1.0		
Microfilm/Film (Reels)		Disc Pack (Computer)	
50 (35 mm) 100'	1.0	2 3 Tier	1.0
90 (16 mm) 100'	1.0	1 5 Tier	1.0
		1 7 Tier	1.0
Floppy Disc's (Word Processing)		Microfiche	
600 2"	1.0	4 12" Rows (4" x 8")	1.0
300 5"	1.0		
150 8"	1.0		

RECEIVED

FEB 9 1995

ARIZONA STATE ARCHIVES

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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>1</u> Of <u>1</u>	
1. DEPARTMENT/AGENCY Military Department		2. DIVISION Records Manager		3. UNIT	
DEFINITION - Records 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 Military Attendance Report				5. EARLIEST YEAR / LATEST YEAR <u>1900 to Present</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>Historical data relating to National Guard Drill attendance. Provides various categories of attendance, absence and training performance. Used to verify membership for retirement verification and provide data used in the disposition of disability and pay claims against the Federal and State Governments.</p>					
7. RECORD SERIES FORMAT(S) <input 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 Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>Computer form</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>80</u> Number	
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11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>100</u> _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Fifth Regiment Armory Basement Area		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
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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 Retain at Military Department for 100 years from initiation. Thereafter transfer to State Archives, as applicable.			
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