SCHEDULE #

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 1 OF 4

DEPARTMENT OF HEALTH & MENTAL HYGIENE GENERAL SERVICES ADMINISTRATION

GENERAL SERVICES ADMINISTRATION					
tem No.	Series Title and Description of Records	Authorized Retention Period			
	This schedule supersedes the following schedules that are now obsolete: 1302, 1425, 1438 and 1650.				
	Section I- Director's Office				
1	GENERAL SUBJECT FILES Arranged alphabetically by subject, these files consist of a collection of subject folders on topics of concern or interest to the Director and staff. May include mail received by this office, reference materials, e-mails and printed web site information, professional association materials such as engineering or architectural society newsletters, CEU courses, materials handling, communications, and others, located throughout the Administration offices.	Screen periodically, removing obsolete materials and replacing updated items. Large volume files may be divided into annual folders. Retain in office until no longer needed, then destroy.			
2	PROGRAM MANAGEMENT RECORD SERIES Copies of weekly, monthly, quarterly and annual reports, status reports on ongoing projects, copies of reports prepared for executive management, or to comply with requirements of regulations, policies or other guidelines, and other management documents.	2. Maintain an annual folder for each type of document. Retain current year and four previous years folders, then destroy. May be moved to inactive storage or the Records Center when no longer needed in office.			
3	PROGRAM DEVELOPMENT & HISTORY FILE Consists of information screened from other files which illustrate the development of DHMH or the Administration, including one copy of all of the Administration's publications, brochures, news articles, awards, photos, developments-including renovations and new building openings, etc.	3. Retain permanently. Periodically transfer to State Archives.			
	Section II-Division of Engineering & Maintenance				
4.	PLANS REVIEW - DRAWINGS AND SPECS Consists of plans of nursing homes and medical care facilities, both public and private, which are submitted for review and approval by architects, engineers, fire marshals, etc.	4. Retain mark-up drawings and specifications in office until updated or no longer needed, then destroy. Retain as-built drawings and specs until superseded or until the project is no longer under DHMH review authority, then dispose of accordingly (e.g., transfer to new owner, destroy).			
APPROVE	D BY: (DHMH Official) DATE: APR 1 3 2005 AUTHOR	IZED BY: (Archives) DATE: JUN 0 2 2005			
	1/1/101				

NAME/TITLE: Howard Jones, Director

SIGNATURE: Storand C. Saperfor

NAME/TITLE: Edward C Papenfuse, Jr, STATE ARCHIVIST

SCHEDULE # 2335

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 2 OF 4

DEPARTMENT OF HEALTH & MENTAL HYGIENE GENERAL SERVICES ADMINISTRATION

GENERAL SERVICES ADMINISTRATION					
Item No.	Series Title and Description of Records	Authorized Retention Period			
	Section II-Division of Engineering & Maintenance				
5	PROGRAM MANAGEMENT SERIES- DHMH Facilities Consists of program files (not individual projects) for various initiatives such as asbestos management, energy conservation, environmental compliance, OSHA compliance, security, etc. May include monthly reports, setting priorities, coordination and implementation directives, etc A. TYPE I-Routine Programs -Operating Budget Projects	5. Screen files periodically, removing duplicates and early versions of documents when no longer needed. Large files may be subdivided into annual folders. Move files more than three (3) years old to an inactive file, if no longer in use. A. Transfer inactive records to the Records Center for three (3) additional years retention then destroy.			
	B. TYPE II- Capital Budget / Infrastructure Type Projects Life Safety Program, HVAC upgrade, etc.	B. Transfer inactive records to the Records Center for ten (10) additional years then destroy if no longer needed.			
6	PROJECT FOLDERS Filed by Project Number or Facility/Building Name, these folders may contain some of the following information:Bid Documents, contracts, change orders, amendmentsProject Justification FormSpecifications, drawings, maps, sketchesBlueprints, photos/digital graphics filesProgress charts, tracking forms, interim and final reportsCopies of estimates, budget Information, etc.	6. Upon completion of project, screen file for duplicates or superseded copies, working papers including notes, estimates / projections that are no longer needed, then destroy items removed. HOLD all records on projects that are terminated or whenever potential legal action may be anticipated.			
	A. TYPE I- Routine Projects- Operating Budget Projects	A. Retain in office for three (3) years after completion, then transfer to Records Center for three (3) more years, then destroy.			
	B. TYPE II- Capital/Infrastructure Project	B. Retain in office for three (3) years after completion. Transfer to the Records Center for twenty-two (22) more years, and then destroy files that are no longer needed.			
7	DEM REPORT FILE SERIES Weekly, Monthly and Annual Reports on project justifications, operating budget projects, capital budget projects, life safety projects, asbestos projects, energy program, etc.	7. Maintain annual folders for each report. Retain files in house for five (5) years, and then destroy.			

SCHEDULE 2335

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 3 of 4

DEPARTMENT OF HEALTH & MENTAL HYGIENE GENERAL SERVICES ADMINISTRATION

	GENERAL SERVICES ADMIN	
Item	Series Title and Description of Records	Authorized Retention Period
8	Section III - Central Services Division Warehouse Management A. Receiving documents B. Self-service store receipts, charge backs C. FMIS pick ticket receipts for ordered items D. Warehouse Inventory records, value reports	8. File in monthly or annual folders. Retain for six (6) years, then destroy.
9	Inventory Management A. Inventory Transaction Reports-adds, deletes, transfers B. Excess Property Disposal Orders	9 A -B. Retain in office for two (2) years; transfer to records center for four (4) years, then destroy. 9 C-E. Retain for ten (10) years then
	C. Reports of Stolen or Missing Property D. Annual Report of Fixed Assets E. Inventory Audit reports	destroy.
10	Building Services A. Space Management File Series- • Requests for Leased Space • Lease Files and support documentation.	10 A. Retain unapproved requests for three years, and then destroy. Approved requests become part of the Lease Files, which are retained in office for two (2) years after becoming inactive, then transferred to the records center for four (4) more years. Then destroy.
	B. Parking Permit Files include applications, car pool requests, medical parking permit requests with doctors' certifications, waiting lists, database of extracted information, etc.	10 B. Retain in active file as long as applicants are employed with DHMH, then move to inactive file and retain for one (1) year then destroy.
	C. Miscellaneous Services (Copy center, shredding, UPS, records transfers, etc.) Equipment service records, meter readings, charge backs, package receipt logs, shipping papers, temporary help / SUI paperwork, transmittals etc.	10 C. Destroy working papers when no longer needed. Retain documentation four (4) years and until audit requirements are met, then destroy.
	D. Emergency Evacuation Plans-Emergency Contacts, Business Continuity Plan, Police Incident Reports, etc.	10 D. Retain active files until superseded or complete then move to inactive. Retain inactive three (3) years and then destroy.
	E. Miscellaneous Project Files- Unit relocations, modular furniture installations, carpet installation, security upgrades, CAD Files,	10 E. Retain in office for three (3) years; transfer to records center for four (4) more years and then destroy.
	F. Employee Separation Clearance Forms- copy of sign off sheet for employee separation.	10 F. Retain a copy of all sign off sheets in office for (3) three years and then destroy.

SCHEDULE

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE 4 of 4

DEPARTMENT OF HEALTH & MENTAL HYGIENE GENERAL SERVICES ADMINISTRATION

	GENERAL SERVICES ADMINISTRATION					
Item	Series Title and Description of Records	Authorized Retention Period				
11	Telecommunications Series A. Telephone service plans, requisitions, 800-# accounts, monthly call logs and bills, conference calls logs, PBX billing, TSR's, unit coordinator list, etc. B. Cellular phone service plans, logs of DHMH cell phone numbers, Unit Coordinator list, justification forms, acceptance forms, requisitions, call logs/bills, vouchers, etc. C. Pagers and wireless PDAs, service plans, bills, requisitions, etc. D. Calling cards- request forms, account files, reconciliations, etc. E. Directory listing forms, etc	11. Screen periodically, discarding unnecessary papers and setting up new files annually or monthly, as needed. Inactive files are retained in office or records center for five (5) years, until all audit requirements are met, and are then destroyed.				
12	Fleet Management Series A. Vehicle Titles and Registration Forms, registration renewals and other MVA forms, Vehicle Inventory Report, vehicles pending auction, vehicle requisitions, purchase orders, RSTARS transfers for vehicles, disposal records, etc.	12. A. Retain vehicle records throughout DHMH ownership of vehicle plus three (3) years then destroy.				
	B. Vehicle service records, emission test forms, gas and PHH card records, CFS reports, wash invoices, Underutilized Vehicle List, 10000 mile reports, Vehicle Assignment Committee records, charge backs, etc.	B. Retain for five (5) years, then destroy.				
	C. Accident Committee Reports, Accident Insurance records, ACORD Forms, Accident report forms.	C. Retain for ten (10) years after case is closed, then destroy.				
	D. Driver cards and reports, Acknowledgement Forms, Driver Application forms, IRS Fringe Benefit Reports, Drivers Training records,	D. Update active forms as needed. Retain closed files for three (3) years, and then destroy.				
13	Forms Management Series A. Master Forms File includes printed copies of all approved forms. Forms may additionally be retained in electronic format. File sequence is by form number.	13 A. Update Master Form File when forms are updated and as indicated by the annual forms report. Remove files when obsolete, superseded, or no longer needed, and then destroy.				
	B. Annual Forms Management Reports	13 B. Retain in office for three (3) years; transfer to records center for two (2) more years, then destroy.				

DHMH Instructions -Make a list of all files. Determine whether each is non-recreated material or both. Group into Record Series. Prepare a separate invent for each Record Series identified. All Record Series are to be listed on a Sche Form. Forward all Records Inventory forms with the proposed Schedule form 550-1) to the DHMH Records Officer thru your Records Coordinator.	ory form ST. dute 7 (DGS	DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1379		PAGE _1_ OF _1_	
DEPT. OF HEALTH & MENTAL HYGIENE DEFINITION - RECORD SERIES - A group of related records normally filed a	Office/Administration General Service nd used as a unit for reference as well as	s Administration	3. Division/Ur Central S	nit or Section Services Division	
4. Record Series Title Warehouse/Receiving/Self-Service Store	m 8,9		5. Earliest Ye 2002 to 2	ar/Latest Year 005	
6. Record Series Description (Briefly describe the types of information/docum Self-service store receipts FMIS pick ticket receipts Inventory control Receiving department purchase orders UPS shipping receipts — ITEM /C	ents/forms found in the series. Include t	the purpose or function of the series.)			
7. Record Series Format(s) List all Paper: Film / tape: Electronic: Γ Letter Size Γ Film/Slides Γ Kept on Hard Drive (35mm, etc) Γ Legal Size Γ Microfilm/ Γ Computer Tape Microfiche Γ Rolls _= Γ Audio Tape Γ Floppy Disk Γ Bound Book Γ Video Tape Γ CD,DVD,etc Γ Cardx_ Γ Other (specify)	Γ Alphabetical Γ Numerical Γ Chronological Γ Geographical	Г Numerical		9. Volume x File Drawer(s) r Microfilm Reel(s) r Computer Tape(s) Number r Other (specify) 10. Annual Accumulation r File Drawer(s) r Microfilm Reel(s) r Computer Tape(s) Number r Other (specify)	
11. File is Used Γ Daily Γ Weekly Γ Monthly Γ Annually		12. File Becomes Inactive AfterNumber	ſ Month(
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) F Yes F No Agency/ Format			
15. Privacy / Access Restrictions Γ Yes x No Γ Personal Γ Medical Γ Proprietary Γ Classified Γ Other (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements x None x Internal ГОІG Г Legislative Г Federal Г Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements Γ Yes Γ No		Recommended Retention: In Office And In S Retain current year & three previous years	Storage (Eac	n Format)	
19. Name and Title of Preparer Kirby Brooks, Services Supervisor E-meil address: KBrooks@dhmh.state.md.us	20. Location: 201 W. Preston Street			21. Date March 14, 2005	

Telephone Number (410) 767-6844

Room # LL-4

Kirby 76844

Warehouse record retention

- Self-service store receipts.FMIS pick ticket receipts. Inventory control.
 Receiving dept. purchase orders.
 UPS shipping receipts.

1,1				
DHMH Instructions -Make a list of all files. Determine whether each is non-record, record material or both. Group into Record Series. Prepare a separate inventory form for each Record Series identified. All Record Series are to be listed on a Schedule Form. Forward all Records Inventory forms with the proposed Schedule form (DGS 550-1) to the DHMH Records Officer thru your Records Coordinator.	STAT 7275	NT OF GENERAL SERVICES E RECORDS CENTER WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 (410) 799-1379	DHM	MH RECORDS INVENTORY PAGE 1 OF 1
Department/Agency DEPT OF HEALTH & MENTAL HYGIENE	2. Office/Admin GSA	istration/Board		n/Unit or Section L SERVICES DIVISION
DEFINITION - RECORD SERIES - A group of related records in	normally filed and us	ed as a unit for reference as well as re	etention and	disposition purposes.
4. Record Series Title JOB TICKET REQUISITIONS 1 FM 8	Ċ.			Year/Latest Year to 2002
JOB TICKET REQUESTS SUBMITED INTO FMIS.				
7. Record Series Format(s) List all (Alphabetic Identifier) A Paper: Film / tape: Electronic: A) Letter Size F) Film/Slides K) Kept on Hard Drive (35mm, etc) B) Legal Size G) Microfilm/ L) Computer Tape Microfiche C) Rolls ≅ H) Audio Tape M) Floppy Disk D) Bound Book I) Video Tape N) CD,DVD,etc E) Cardx J) Other (specify)	A) Alphabe	ogical hical	Number	e FILE DRAWER(S) C) Computer Tape(s) F) File Drawer(s) M) Microfilm Reel(s) O) Other (specify) Il Accumulation FILE DRAWER(S) C) Computer Tape(s) F) File Drawer(s) M) Microfilm Reel(s) O) Other (specify)
11. File is Used D) Daily W) Weekly M) Monthly DAILY	A) Annually	12. File Becomes Inactive After	_THREE_ Numb	☐ Month(s) Der ☑ Year(s)
13. Current Location(s) (Bldg., Floor, Room) 201 W. PRESTON ST, LL-4	-	14. Is Record Series Duplicated E		(If yes, specify agency or office.)
15. Privacy / Access Restrictions NO Yes / No A) Personal B) Medical C) Proprietary D) Classified E) (If Yes, cite Law(s) & Regulation(s)) Other	16. Audit Requirements A) N D) L A) NONE	lone egislative	B) Internal C) OIG E) Federal F) Independent
17. Is an Index System used? If yes, explain briefly and describe NO Yes / No		18. Recommended Retention: In C KEEP IN OFFICE THREE YEAR DESTROY AFTER FIVE YEARS	RS, SEND T	
WALTER ZERRLAUT, ADMINISTRATIVE OFF.	ocation: 201 W. Pre-	ston St, Baltimore, MD 21201 10-767-3598 Room # LL-4	1	21. Date 3/8/05

•						
DUMIN Instructions Make a list of all files. Determine	DEPAR	MENT OF GENERAL SERVICES	1	DHMH RECORDS INVENTORY		
DHMH Instructions -Make a list of all files. Determine	s	TATE RECORDS CENTER				
whether each is non-record, record material or both.	· ·	7275 WATERLOO ROAD P.O. BOX 275	PA	NGE _1 OF1_		
into Record Series. Prepare a separate inventory for	JE	JESSUP, MARYLAND 20794				
each Record Series identified. All Record Series are		(410) 799-1379				
listed on a Schedule Form. Forward all Records Inve	- I					
forms with the proposed Schedule form (DGS 550-1)	l l					
DHMH Records Officer thru your Records Coordinate	or.					
Department/Agency	2. Office/Administration	n/Board	3. Division/U	nit or Section		
DEPT. OF HEALTH & MENTAL HYGIENE	General Service	es Administration	Central S	Services Division		
DEFINITION - RECORD SERIES - A group of related records normally filed a	^	as retention and disposition purposes.	<u></u>			
4. Record Series Title 1 TEM C	Í		5. Earliest Ye	ear/Latest Year		
Inventory Management	•		_2002 to _20	<u>005</u>		
Record Series Description (Briefly describe the types of information/documn	contributes found in the series. Include	the numero or function of the corine				
Annual Report of Fixed Assets	ientsroims lound in the series. Include	the purpose or function of the series.)				
HME00140 - department inventory transferred out	Quart	erly reports of inventory transfers				
HME00150 – department inventory adds/department		ss Property Disposal Orders				
HME00160 – department inventory value transferred		kly Inventory Transaction Report				
HME00170 – department inventory value transferred		er Inventory Run for Headquarters,	(i.e. total i	tems & value)		
HME00180 – department inventory depreciation	III Wast	si inventory itali for rieauquarters,	(i.e., total i	iems a value)		
Inventory/Audit taken & completed						
Report of Missing or Stolen State Property						
Warehouse Inventory & Value Report						
Warehouse Inventory						
7. Record Series Format(s) List all	8. Record Series Sequ	ience	9. Volume			
Paper: Film / tape: Electronic:				x File Drawer(s)		
Γ Letter Size Γ Film/Stides Γ Kept on Hard Drive (35mm, etc)	Γ Alphabetical			Γ Microfilm Reef(s) Γ Computer Tape(s)		
Г Legal Size Г Microfilm/ Г Computer Tape	Γ Numerical		Number	Γ Other (specify)		
Microfiche ΓRolls≘ ΓAudio Tape ΓFtoppy Disk	Γ Chronological		10. Annual A	ccumulation		
				Γ File Drawer(s)		
ГВоund Book ГVideo Таре ГСD,DVD,etc	Γ Geographical			Γ Microfilm Reel(s) Γ Computer Tape(s)		
Γ Cardx Γ Other (specify)	Γ Other (specify)		Number	Γ Other (specify)		
	·					
11. File is Used F Daily F Weekly F Monthly F Annually Daily		12. File Becomes Inactive After Number	Γ Months Γ Year(s			
Daily						
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere?	(If yes, specify	agency or office.)		
		Г Yes Г No Agency/ Formal	t			
15. Privacy / Access Restrictions F Yes x No		46 Audit Paguiramento E Nano y	Intomal F	OIG		
15. Privacy / Access Restrictions		 		Independent		
(If Yes, cite Law(s) & Regulation(s)						
17. Is an Index System used? If yes, explain briefly and describe requirement	18. Recommended Retention; In Office And In	n Storage (Eac	h Format)			
Г Yes Г No		Retain current year & four previ	ious years			
		<u> </u>				
19. Name and Title of Preparer	20. Location:			21. Date		
	201 W. Preston Street					
Ralph Clark, Administrator	Telephone Number (410) 767-	5305 Room LL-4		March 14, 2005		
E-mail address: Clarkralph@dhmh.state.md.us	1 3 4 10) 7 07 - C	700III <u>LL</u> -4		,		

Ralph 15305

YEAR END REPORTS

Folder/Expandable/Binder for each of the following - Retain current year & four previous Annual Report of Fixed Assets

HME00140 - department inventory transferred out

HME00150 - department inventory adds

transferred to other departments

" inactivated

HME00160 - department inventory value transferred out

HME00170 - department inventory value transferred in

HME00180 - department inventory depreciation

Inventory/Audit taken & completed

Report of Missing or Stolen State Property

Warehouse Inventory & Value Report

Warehouse Inventory

File Cabinet current year each of following, box year end - Retain four previous years

Excess Property Disposal Orders

Weekly Inventory Transaction Report

Box - Master Inventory Run for Headquarters (June 30th each year) total items & value Retain four previous years

Box - Quarterly Reports - inventory items transferred during quarter Retain four previous years

DHMH Instructions -Make a list of all files. Determine whether each is non-rec record material or both. Group into Record Series. Prepare a separate invent for each Record Series identified. All Record Series are to be listed on a Sche Form. Forward all Records Inventory forms with the proposed Schedule form 550-1) to the DHMH Records Officer thru your Records Coordinator.	ory form ST indule 7 (DGS	MENT OF GENERAL SERVICES ATE RECORDS CENTER 275 WATERLOO ROAD P.O. BOX 275 SSUP, MARYLAND 20794		OHMH RECORDS INVENTORY GE _1_OF _1_	
1. Department/Agency DEPT. OF HEALTH & MENTAL HYGIENE	Office/Administration General Service	(410) 799-1379 /Board es Administration	3. Division/U	nit or Section Services Division	
DEFINITION - RECORD SERIES - A group of related records normally filed a 4. Record Series Title Telecommunications/CSD Building Files	ITEMS (0	1	5. Earliest Ye	ar/Latest Year 2005	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) MAC Source Vendor Forms, MAC Invoices, TSR Forms, Verizon & AT&T Bills, Sign In/out Logs, AT&T Teleconference Bills, ARCH Wireless bills/invoices/receipts/requisitions, NEXTEL Invoices, MCI/PBX Billing, Pager/Cellular Paperwork, Language Learning Bills, MAC Source Invoices/Statements, NECD Term phones justification, telecommunications backup sheets/memos/pamphlets/instructions, calling card request/cancellation forms, requisition forms, TSR requests forms, voicemail instructions, telecommunication coordinators handbooks, PCA codes, Verizon wireless contract booklet, telephone directory updates, current DHMH telephone directory updates, Patterson Avenue bills, CAD drawings, carpet install, DDA File, DGS Police folder, DHMH Lease Form, Spring Grove Lease, REIT Management bills, Personnel, payroll vouchers, work repairs, organization chart, work repairs, purchase order receipts, State Use Industry bills, telephone bills, supply officer I MS-22, supervisor information, overtime vouchers, security contracts for Patterson, Domestic Violence – The Work Place, senior aide time sheets, space requests, Patterson Avenue Memo, John Flannery File, progress reports, key request forms, signed issued key requests, Incentive Awards, state retirement agency folders, and John Shandrowski memos.					
7. Record Series Format(s) List all Paper. Film / tape: Electronic: □ Letter Size □ Film/Slides □ Kept on Hard Drive (35mm, etc) □ Legal Size □ Microfilm □ □ Computer Tape Microfiche □ Rolls = □ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape □ □ CD,DVD,etc □ Card x □ □ Other (specify)	8. Record Series Seque \(\Gamma \) Alphabetical \(\Gamma \) Numerical \(\Gamma \) Chronological \(\Gamma \) Geographical \(\Gamma \) Other (specify)	Г Numerical Г Chronological Г Geographical		9. Volume x File Drawer(s) C Microfilm Reel(s) C Computer Tape(s) Number C Other (specify) 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) C Computer Tape(s) Number C Other (specify)	
11. File is Used F Deily F Weekly F Monthly F Annually		12. File Becomes Inactive AfterNumber	Γ Month(
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Г Yes Г No Agency/ Format				
15. Privacy / Access Restrictions	16. Audit Requirements x None x Internal ГОІС ГLegislative Г Federal Г Independent				
17. Is an Index System used? If yes, explain briefly and describe requiremen	Recommended Retention: In Office And In Retain current year & three previous years	Storage (Eac	n Format)		
19. Name and Title of Preparer A. Michele Jones, Administrative Specialist III E-mail address: amjones@dhmh.state.md.us	20. Location: 201 W. Preston Street	Prom # 11.4		21. Date March 14, 2005	

RECORDS RECONCILIATION

Desk of Administrative Specialist III

Room LL-4 - Station 11 Michele Jones 3-11-05

Tan 5 Drawer File Cabinet

MAC SOURCE VERNDOR FORMS 7-99 to 10-03

MAC SOURCE INVOICES 2000-2001 & 7-01 TO 12-01

TROUBLE SHOOTING REQUEST FORMS 1999-2004

VERIZON BILLS 7-01 – 12-01, 02, 03, 04, 05-AT & T BILLS 2001, 02, 03, 04, 05-

UPS BILLS 7-01 - 8-01/9-01 - 12-01
TSR FMIS REQUISITIONS FY 2001, FY 02, FY 03

JAN. 04 – JUNE 04

AT & T TELECONFERENCE BILLS 7-01 -12-01/ 1-02 - 11-02 1-03 - 12-03 1-04 - 05

EMPLOYEE SIGN IN-SIGN OUT LOGS 95-2004 WAREHOUSE SIGN IN-SIGN OUT LOGS 94-2004

Extra DHMH Telephone Directories (6) are located in the 2nd drawer of this file

Extra NEC DTERM Series I (4) telephones are located in the 3rd & 4th drawer of this file cabinet.

Blue 5 Drawer File Cabinet

ARCH WIRELESS INVOICES/BILLS

REQUISITION FOR ARCH DEVICES

RECEIPTS FOR ARCH DEVICES

NEXTEL INVOICE

CELLULAR PHONES PAPERWORK

PAGER PAPERWORK

03

JUSTICIATION FOR NEC D TERM PHONES

02

04

03

04

DHMH C.S.D FILES (see attached listing for files) 99-continuous

LANGUAGE LEARNING BILLS

MAC SOURCE INVOICES/STATEMENTS

01-05
02-04

MCI BILLING PRINTOUTS

PBX BILLING, ETC.

04 continuous
01-continuous

Warehouse sign-in sign out log sheets are located on the top of this file cabinet in a blue binder.

Tan 3 Drawer File Cabinet

TELECOMMUNICATION BACK UP SHEETS

TELECOMMUNICATION MEMO'S, PAMPHLETS & INSTRUCTIONS

CALLING CARD REQUEST FORMS & CANCELLATION FORMS

REQUISITION FORMS-for entering requisitions

TROUBLE SHOOTING REQUEST FORMS

VOICE MAIL INSTRUCTIONS, new forms and instructions for new NEC DTERM Series I phones TELECOMMUNICATION COORDINATORS HANDBOOK-DBM 1304 301 BLDG.

FY 03 PCA CODES

VERIZON WIRELESS CONTRACT BOOKLET 01-02

UPDATES FOR 02 TELEPHONE DIRECTORY, ETC.

CURRENT DHMH TELEPHONE DIRECTORY UPDATES

Tom Leckson?

-105

1TEM 10

DHMH C.S.D. Files

Bills Patterson Avenue

Bills 99

CAD-Computer Assisted Drawings

Carpet Install Internal Office move 4201 Patterson Avenue

DDA File

DGS Police Folder 99 -10E

DHMH Lease Form -

Directors DHMH 201 & 300

Domestic Violence—The Work Place

Fax Cover Sheets DHMH

Incentive Awards 2000-Employees

Key Request Forms & copies of signed issued key request 10 C

MISC Folder

Move of L & C from Patterson Avenue to Spring Grove 7/21/99

Organization Chart

Payroll Vouchers

Personnel

Progress Reports

Purchase Order Receipts

10 A

1999 Security Contract for 4201 Patterson Avenue, etc. 10 A

John A. Shandrowski Memos

Space Request 98-99

Spring Grove Lease

State Retirement Agency Folder

10 C

Supervisor Information File 1999

Supply Officer I MS-22

Patterson Avenue Memo - John Flannery File

Reit Management & Research Bills 4-00

Senior Aide Program Time Sheets

10 A

State Use Industry Bills

Telephone Bills C.S. D FY 99-00

Weekly Overtime Vouchers C.S. D Employees

Work Repairs

DEPARTMENT OF GENERAL SERVICES DHMM RECORDS INVENTORY	16:					
into Record Series. Prepare a separate inventory form for each Record Series Seminate (A. Record Series are to be instead on a Schedule form. Found all Records Inventory (arms with the proposed Schedule form (IQGS SSO-1) to the DHMH Records (Differ thru your Records Coordinator. 1. Department/Reparty 2. Office/Administration/Board 3. Division/Unit or Section DEPT OF HEALTH & MENTAL HYGIENE 5. Earliest Yeard-Healt Year 2002, to 2004 6. Record Series Description (Griefly describe the types of information/documents/forms found in the series, Included the purpose or function of the series, Included the purpose or	DHMH Instructions -Make a list of all files. Determine	DEPARTMEN	NT OF GENERAL SERVICES	DHI	MH RECORDS INVENTORY	
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DEFINITION. RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as reterition and disposition purposes.	Department/Agency	2. Office/Admini	stration/Board	3. Divisio	n/Unit or Section	
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□ Bound Book □ Video Tape □ CD,DVD,etc □ Other (specify) □ Other (specify) 11. File is Used □ Daily □ Weekly □ Monthly ☑ Annually 12. File Becomes Inactive After □ THREE □ Month(s) Number ☑ Year(s) 13. Current Location(s) (Bldg., Floor, Room) 201 W. Preston St, Baltimore, MD 21201, L Level, Room #LL-4 □ Yes ☑ No Agency/Format □ 15. Privacy / Access Restrictions □ Yes ☑ No □ Addit Requirements □ None □ Internal □ OIG □ Personal □ Medical □ Proprietary □ Classified □ Other □ □ □ Addit Requirements □ None □ Internal □ OIG □ (If Yes, cite Law(s) & Regulation(s) □ Addit Recommended Retention: In Office And In Storage (Each Format) Yes ☑ No □ □ □ Name and Title of Preparer 19. Name and Title of Preparer 20. Location: 201 W. Preston St. Baltimore, MD 21201 21. Date		☐ Geograpi	hical		_	
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Walter ∠emaut, Administrative Officer	·	20. Location: 201 W. Pre	eston St, Baltimore, MD 21201		21. Date	
1	Walter Zernlaut, Administrative Officer					
F-mail address: wzerdaut@dbmb state md us	F 11 14	Telephone Number# 4	110-767-3598 Room # L	.L-4	3/3/05	

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DHMH Instructions -Make a list of all files. Determine wh each is non-record, record material or both. Group into Rec		NT OF GENERAL SERVICES	DHMH RECORDS INVENTORY	
Series. Prepare a separate inventory form for each Record Series identified. All Record Series are to be listed on a Schedule Form. Forward all Records Inventory forms with the proposed Schedule form (DGS 550-1) to the DHMH Records Officer thru your Records Coordinator.		E RECORDS CENTER WATERLOO ROAD P.O. BOX 275 P, MARYLAND 20794 (410) 799-1379	PAGE <u>1</u> OF <u>1</u>	
Department/Agency DEPT OF HEALTH & MENTAL HYGIENE	2. Office/Admini GSA	stration/Board	3. Division/Unit or Section CENTRAL SERVICES DIVISION	
DEFINITION - RECORD SERIES - A group of related re-	cords normally filed and use	ed as a unit for reference as well as re	etention and disposition purposes.	
4. Record Series Title REAL AND PERSONAL PROPERTY SURVEY			5. Earliest Year/Latest Year _2002_ to _2004_	
6. Record Series Description (Briefly describe the types of INFORMATION PROVIDES DETAILED DESCRIPTION TO FILL OUT ALL FIVE SURVEYS. AUTO / EDP / F LEGISLATURE FOR INSURANCE PURPOSES.	N OF THE DHMH PROPE	RTY FOR EACH DHMH UNIT AN	ND LOCATION. EACH UNIT IS REQUIRED	
7. Record Series Format(s) List all Paper: Film / tape: Electronic: ☐ Letter Size ☐ Film/Slides ☐ Kept on Hard (35mm, etc) ☐ Legal Size ☐ Microfilm/☐ Computer Tap Microfiche ☐ Rolls ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ CD,DVD,etc ☐ Card _ x ☐ Other (specify)	oe Numeric	tical cal ogical nical	9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
11. File is Used	onthly Annually	12. File Becomes Inactive After	THREE Month(s) Number Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 201 W. Preston St, Baltimore, MD 21201, L Level, Room	n # LL-4	14. Is Record Series Duplicated E	Elsewhere? (If yes, specify agency or office.) Agency/ Format	
15. Privacy / Access Restrictions Yes Personal Medical Proprietary Classifie (If Yes, cite Law(s) & Regulation(s)	No d □Other	16. Audit Requirements N Le	None Internal OIG egislative Federal Independent	
17. Is an Index System used? If yes, explain briefly and d	lescribe requirements		Office And In Storage (Each Format) nd to the Records Holding Area. Destroy after	
19. Name and Title of Preparer Walter Zerrlaut, Administrative Officer E-mail address: wzerrlaut@dhmh.state.md.us	20. Location: 201 W. Pres	oton St, Baltimore, MD 21201 0-767-3598 Room # LL	21. Date 3/3/05	

DHMH Instructions -Make a list of all files. Determine whether each is non-record, record material or both. Group into Record Series. Prepare a separate inventory form for each Record Series identified. All Record Series are to be listed on a Schedule Form. Forward all Records Inventory forms with the proposed Schedule form (DGS 550-1) to the DHMH Records Officer thru your Records Coordinator.	STAT 7275	NT OF GENERAL SERVICES E RECORDS CENTER S WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 (410) 799-1379	DHI	MH RECORDS INVENTORY PAGE 1 OF 1	
Department/Agency DEPT OF HEALTH & MENTAL HYGIENE	2. Office/Admin GSA	istration/Board		n/Unit or Section L SERVICES DIVISION	
DEFINITION - RECORD SERIES - A group of related records	normally filed and us	ed as a unit for reference as well as re	etention and	disposition purposes.	
4. Record Series Title PARKING 17 EM 10 B			Year/Latest Year to 2005		
6. Record Series Description (Briefly describe the types of infor REQUESTS FOR PARKING SUBMITED BY DHMH EMPLOALONG WITH THEIR DHMH EMPLOYESS ON THE WAIT	YEES FOR PARKIN				
7. Record Series Format(s) List all (Alphabetic Identifier) A / K Paper: Film / tape: Electronic: A) Letter Size F) Film/Slides K) Kept on Hard Driv (35mm, etc) B) Legal Size G) Microfilm/ L) Computer Tape Microfiche C) Rolls ≅ H) Audio Tape M) Floppy Disk D) Bound Book I) Video Tape N) CD,DVD,etc E) Cardx J) Other (specify)	8. Record Series Sequence ALPHABETICAL A) Alphabetical C) Chronological G) Geographical N) Numerical O) Other (specify)		9. Volume FILE DRAWER(S) C) Computer Tape(s) F) File Drawer(s) M) Microfilm Reel(s) Number O) Other (specify) 10. Annual Accumulation FILE DRAWER(S) C) Computer Tape(s) F) File Drawer(s) M) Microfilm Reel(s) Number O) Other (specify)		
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17. Is an Index System used? If yes, explain briefly and describ	-	18. Recommended Retention: In RETAIN INDEFINENT IN OFFI		n Storage (Each Format)	
WALTER ZERRLAUT, ADMINISTRATIVE OFF.	Location: 201 W. Pre	ston St, Baltimore, MD 21201 10-767-3598 Room # LL-4	4	21. Date 3/8/05	

DHMH Instructions -Make a list of all files. Determine whether each is non-record record material or both. Group into Record Series. Prepare a separate invento for each Record Series identified. All Record Series are to be listed on a School Form. Forward all Records Inventory forms with the proposed Schedule form (550-1) to the DHMH Records Officer thru your Records Coordinator.	ry form ST dule 7 (DGS	MENT OF GENERAL SERVICES ATE RECORDS CENTER 275 WATERLOO ROAD P.O. BOX 275 SSUP, MARYLAND 20794 (410) 799-1379	PAGE _1_ OF _1_		
Department/Agency DEPT. OF HEALTH & MENTAL HYGIENE		/Board ss Administration		nit or Section Services Division	
DEFINITION - RECORD SERIES - A group of related records normally filed an 4. Record Series Title Fleet Management/Telecommunications	d used as a unit for reference as well a	s retention and disposition purposes. 5. Earliest Year/Latest Year 1993 to 2005			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Cingular cell phone bills/requisitions/service plans, Nextel service plans/requisitions/bills, cell phone acceptance forms for state cell phone users, Air Cards thru Cingular bills/log of numbers, copies of cell phone justifications, AT&T bills, AT&T Conference call bills, MCI 800 number phone bills, list of 800 toll free numbers, ARCH Wireless pager bills, TSRs, received receipts, misc. letters, DHMH Property Issued forms for all 2-way pager holders, copies of all pager justification letters, ADAA, MHA, move from state office bldg. to Spring Grove Hospital Central Services move from SS level to Lobby level, commercial fuel bills, vehicle and driver forms, copies of all vehicle/driver cards, replacement of vehicle/driver forms, misc. letters, driver enrollment, vehicle enrollment, replacement-driver/vehicle, PHH card forms, Accord forms, Accident report forms, UPS pay invoices/charge backs, Central Services budget ledger, Governor's Safety Committee notes, WashWorks/Exxon/Mobil/Shell invoices for headquarters, copies of all IRS Auto Fringe Benefit Value Reports for headquarter units, corporate credit card bills and reconciliation statements, Central Services invoices, DHMH approved TSRs, Xerox Meter Reading Invoices – for Room #510, 546, SS-6, Emergency Evacuation Plan for 201 bldg., Carroll Cty. Emergency contact numbers, swipe card form copies for 300 bldg., blank telecommunication forms for telephone and trouble shooting, underutilization vehicle list, 10,000 vehicle list, disposals for DHMH and health departments, and some institutions, vehicle requisitions/purchase orders for headquarters & health departments, title applications, new vehicle invoices, transmittals for RSTARS funds transfer for vehicles, MVA registration/renewals/emission forms/copies, misc. letters relating to vehicles, and driver acknowledgement statement for headquarters.					
7. Record Series Format(s) List all Paper: Film / tape: Electronic: F Letter Size F Film/Sildes F Kept on Hard Drive (35mm, etc)	8. Record Series Seque	эпсе	9. Volume	x File Drawer(s) \(\text{Microfilm Reel(s)} \) \(\text{Computer Tape(s)} \)	
Γ Legal Size Γ Microfilm/ Γ Computer Tape Microfiche Γ Rolls □ Γ Audio Tape Γ Floppy Disk Γ Bound Book Γ Video Tape Γ CD,DVD,etc Γ Card _ x Γ Other (specify)	Г Chronological			Number	
11. File is Used Γ Daily Γ Weekly Γ Monthly Γ Annually Daily		12. File Becomes Inactive After Γ Month(s) Number Γ Year(s)			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) F Yes F No Agency/Format			
15. Privacy / Access Restrictions Γ Yes Γ No Γ Personal Γ Medical Γ Proprietary Γ Classified Γ Other (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements x None ГInternal ГОІС ГLegislative Г Federal Г Independent				
17. Is an Index System used? If yes, explain briefly and describe requirement	18. Recommended Retention: In Office And In Storage (Each Format) Retain current year & three previous years		h Format)		
19. Name and Title of Preparer Renee Carnes, Administrative Officer I E-mail address: CarnesR@dhmh.state.md.us	20. Location: 201 W. Preston Street Telephone Number (410) 767-5832	21. Date 22. Date March 14, 2005			

Hence Carres 75832

CENTRAL SERVICES RECORD RETENTION FLEET FILES MARCH, 2005

Tan file cabinet behind desk (top drawer)

Cingular cell phone bills, requisitions, service plans, Nextel service plans, requisitions, bills Cell Phone Acceptance Forms for all state cell phone users Air Cards thru cingular bills/ log of numbers Copies of all cell phone justifications

AT&T bills, AT&T Conference call bills, MCI 800 number bills, list of 800 numbers toll free.

Arch Wireless pager bills, TSRs, received receipts, misc. letters, DHMH Property Issued forms for all 2-way pager holders. Copies of all pager justification letters

ADAA, MHA, move from state office bldg. to Spring Grove Hospital Central Services move from SS level to Lobby level.

Commercial Fuel bills, Vehicle and Driver Forms, copy of all vehicle/driver cards, replacement of vehicle/driver forms, misc. letters

Copies of Vehicle Related Forms:

Driver Enrollment
Vehicle Enrollment
Replacement – Driver/Vehicle
PHH card forms
Accord Forms
Accident Report Forms

Underutilized Vehicle List, 10,000 miles vehicle list, disposals for all DHMH, Local Health Departments, Institutions (some not all), Requisitions and Purchase Order for all new vehicles being ordered for Local Health Departments & Headquarter Units, & copies of all Title applications, invoices (for new vehicles) Vehicles Pending at Auction when sold copy of Invoices from sale of vehicle. Copies of transmittals sent to General Accounting for RSTARS transfer of funds for vehicles, Motor Vehicles Forms, Registration Renewals, Emission Forms and copies, Driver Acknowledgement Statement for Headquarter Units, Misc. letters, memos relating to vehicles.

DHMH Instructions -Make a list of all files. Determine whether each is non-record, record material or both. Control into Record Series. Prepare a separate inventory for each Record Series identified. All Record Series are the listed on a Schedule Form. Forward all Records Inventors with the proposed Schedule form (DGS 550-1) DHMH Records Officer thru your Records Coordinato	Group some some some some some some some some	MENT OF GENERAL SERVICES FATE RECORDS CENTER 7275 WATERLOO ROAD P.O. BOX 275 ESSUP, MARYLAND 20794 (410) 799-1379		OHMH RECORDS INVENTORY
Department/Agency DEPT. OF HEALTH & MENTAL HYGIENE DEFINITION - RECORD SERIES - A group of related records normally filed as	2. Office/Administration General Service	es Administration		nit or Section Services Division
4. Record Series Title Fleet Management IFEM 12			5. Earliest Yo 1993 to 2	ear/Latest Year 005
6. Record Series Description (Briefly describe the types of information/docume Fleet mileage logs Accident Forms PHH Billing Copies of disposed titles POV Billing Traffic tickets Correspondence sent & received Billing of parking permits	maroms found in the series. Include	are purpose of function of the Seffes.)		
7. Record Series Format(s) List all Paper: Film / tape: Electronic: L'etter Size l'Film/Slides l'Kept on Hard Drive (35mm, etc) L'egal Size l' Microfilm/ l'Computer Tape	8. Record Series Sequ			x File Drawer(s) 「 Microfilm Reel(s) 「 Computer Tape(s) 「 Other (specify)
Microfiche F Rolls ≅	Γ Chronological Γ Geographical Γ Other (specify)		10. Annual A	Ccumulation F File Drawer(s) F Microfilm Reel(s) F Computer Tape(s) F Other (specify)
11. File is Used Γ Daily Γ Weekly Γ Monthly Γ Annually Daily		File Becomes Inactive After Number	Г Month Г Year(:	
13. Current Location(s) (Btdg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Γ Yes Γ No Agency/Format		
15. Privacy / Access Restrictions Γ Yes x No Γ Personal Γ Medical Γ Proprietary Γ Classified Γ Other (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements x None ГInternal ГОІG ГLegislative Г Federal Г Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention: In Office And In Storage (Each Format) In office 3 years, destroy after 5 years		
19. Name and Title of Preparer Tamara Godoy, Services Specialist	20. Location: 201 W. Preston Street			21. Date
E-mail address: Godoytammy@dhmh.state.md.us	Telephone Number (410) 767-6	6809 Room <u>LL-4</u>		March 14, 2005

Wash Work invoices (bills), Exxon, Mobile, Shell invoices for payment, for headquarter units, copies of all IRS Auto Fringe Benefit Value Reports for headquarter units,

Governors Safety Committee notes, Budget Ledger for Central Services,

UPS pay invoices, and charge back for general accounting admin. Keep copies of all invoices, charge backs

Files Under desk

Corporate Credit Card bills – and reconciliation
Central Services Invoices
Copy of DHMH TSRs approved/created by Renee Carnes
Xerox Meter Reading Invoices – Form, Room 510, 546, SS-6
Emergency Evacuation Plan 201 W. Preston Street
Carroll County Emergency List of Contacts Phone numbers
Swipe Card form copies for 300 W. Preston Street
Telecommunication blank forms for new telephones, trouble shooter,

• •						
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Department/Agency DEPT OF HEALTH & MENTAL HYGIENE	2. Office/Admini	istration/Board	3. Division/Unit or Section CENTRAL SERVICES DIVISION			
DEFINITION - RECORD SERIES - A group of related record	s normally filed and us	ed as a unit for reference as well as re	etention and	disposition purposes.		
4. Record Series Title 176M /3				Year/Latest Year to 2005		
6. Record Series Description (Briefly describe the types of informal DHMH APPROVED FORMS	rmation/documents/for	ms found in the series. Include the pu	irpose or fur	nction of the series.)		
7. Record Series Format(s) List all (Alphabetic Identifier) A / K Paper: Film / tape: Electronic: A) Letter Size F) Film/Slides K) Kept on Hard Drive (35mm, etc) B) Legal Size G) Microfilm/ L) Computer Tape Microfiche C) Rolls ≅ H) Audio Tape M) Floppy Disk D) Bound Book I) Video Tape N) CD,DVD,etc E) Cardx J) Other (specify)		ogical hical al	9. Volume FILE DRAWER(S) C) Computer Tape(s) F) File Drawer(s) M) Microfilm Reel(s) Number O) Other (specify) 10. Annual Accumulation FILE DRAWER(S) C) Computer Tape(s) F) File Drawer(s) M) Microfilm Reel(s) Number O) Other (specify)			
11. File is Used D) Daily W) Weekly M) Month DAILY	ly A) Annually	12. File Becomes Inactive After	_ <u>NEVER</u> Numl	= ``		
13. Current Location(s) (Bldg., Floor, Room) 201 W. PRESTON ST, LL-4		14. Is Record Series Duplicated E		(If yes, specify agency or office.)		
15. Privacy / Access Restrictions NO Yes / No A) Personal B) Medical C) Proprietary D) Classified (If Yes, cite Law(s) & Regulation(s)	E) Other	16. Audit Requirements A) N D) L D) LEGISLATIVE		B) Internal C) OIG E) Federal F) Independent		
17. Is an Index System used? If yes, explain briefly and descri	•	18. Recommended Retention: In CRETAIN INDEFINENT IN OFFI		n Storage (Each Format)		
WALTER ZERRLAUT, ADMINISTRATIVE OFF.	Location: 201 W. Pre	ston St, Baltimore, MD 21201 10-767-3598 Room # LL-4	Ļ	21. Date 3/8/05		

DHMH Instructions -Make a list of all files. Determine we each is non-record, record material or both. Group into Reseries. Prepare a separate inventory form for each Record Series identified. All Record Series are to be listed on a Schedule Form. Forward all Records Inventory forms with proposed Schedule form (DGS 550-1) to the DHMH Record Officer thru your Records Coordinator.	ecord STAT d 7275 th the JESSU	NT OF GENERAL SERVICES E RECORDS CENTER WATERLOO ROAD P.O. BOX 275 P, MARYLAND 20794 (410) 799-1379	PAGE 1 OF 1		
Department/Agency DEPT OF HEALTH & MENTAL HYGIENE	2. Office/Admini GSA	stration/Board	3. Division/Unit or Section CENTRAL SERVICES DIVISION		
DEFINITION - RECORD SERIES - A group of related re	ecords normally filed and us	ed as a unit for reference as well as re	etention and	disposition purposes.	
4. Record Series Title Forms Management Report				Year/Latest Year _ to _2004_	
6. Record Series Description (Briefly describe the types of INFORMATION SUBMITED BY DHMH FORMS MAN	f information/documents/forn NAGERS THAT LIST THE	ns found in the series. Include the punt of the punt o	irpose or fun A GIVEN Y	ction of the series.) EAR.	
				·	
7. Record Series Format(s) List all (Alphabetic Identifier) A / K Paper: Film / tape: Electronic: A) Letter Size F) Film/Slides K) Kept on Hard Drive (35mm, etc) C) Chronole B) Legal Size G) Microfilm/ L) Computer Tape Microfiche C) Rolls ≅ H) Audio Tape M) Floppy Disk D) Bound Book I) Video Tape N) CD,DVD,etc E) Cardx J) Other (specify)		trical F) File Drawer(s) M) Microfilm Reel(s) Modern (specify) Microfilm Reel(s) O) Other (specify) Dhical 10. Annual Accumulation FILE DI C) Computer Tape(s) Annual F) File Drawer(s) M) Microfilm Reel(s)		C) Computer Tape(s) F) File Drawer(s) M) Microfilm Reel(s) O) Other (specify) I Accumulation FILE DRAWER(S) C) Computer Tape(s) F) File Drawer(s) M) Microfilm Reel(s)	
11. File is Used D) Daily W) Weekly M) M ANNUALLY	fonthly A) Annually	12. File Becomes Inactive After	_Three Numb	☐ Month(s) er ☑ Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 201 W. PRESTON ST, LL-4		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) NO Yes / No Agency/ Format			
15. Privacy / Access Restrictions NO Yes / No A) Personal B) Medical C) Proprietary D) Classified E) Other (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements A) None B) Internal C) OIG D) Legislative E) Federal F) Independent D) LEGISLATIVE			
17. Is an Index System used? If yes, explain briefly and on NO Yes / No	_	18. Recommended Retention: In C Keep in office for three years, send five years.			
19. Name and Title of Preparer WALTER ZERRLAUT, ADMINISTRATIVE OFF. E-mail address: wzerrlaut@dhmh.state.md.us	20. Location: 201 W. Pres	oton St, Baltimore, MD 21201 0-767-3598 Room # <u>LL-4</u>	<u>.</u>	21. Date 3/8/05	

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Department/Agency DEPT OF HEALTH & MENTAL HYGIENE	2. Office/Admini GSA	stration/Board		n/Unit or Section L SERVICES DIVISION	
DEFINITION - RECORD SERIES - A group of related reco	ords normally filed and use	ed as a unit for reference as well as re	etention and	disposition purposes.	
4. Record Series Title INVENTORY CONTROL ACCOUNT				Year/Latest Year to 2005	
6. Record Series Description (Briefly describe the types of in INFORMATION SUBMITED BY DHMH PROPERTY OF					
7. Record Series Format(s) List all (Alphabetic Identifier) / K Paper: Film / tape: Electronic: A) Letter Size F) Film/Slides K) Kept on Hard D (35mm, etc) B) Legal Size G) Microfilm/ L) Computer Tape Microfiche C) Rolls ≅ H) Audio Tape M) Floppy Disk D) Bound Book I) Video Tape N) CD,DVD,etc E) Cardx J) Other (specify)	A) Alphabetical		9. Volume FILE DRAWER(S) C) Computer Tape(s) F) File Drawer(s) M) Microfilm Reel(s) Number O) Other (specify) 10. Annual Accumulation FILE DRAWER(S) C) Computer Tape(s) F) File Drawer(s) M) Microfilm Reel(s) Number O) Other (specify)		
11. File is Used D) Daily W) Weekly M) Mor MONTHLY	nthly A) Annually	12. File Becomes Inactive After	_NEVER Numl	Month(s) Der Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 201 W. PRESTON ST, LL-4		14. Is Record Series Duplicated E NO Yes / No Age		(If yes, specify agency or office.)	
15. Privacy / Access Restrictions NO Yes / No A) Personal B) Medical C) Proprietary D) Classified E) Other (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements A) None B) Internal C) OIG D) Legislative E) Federal F) Independent D) LEGISLATIVE			
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19. Name and Title of Preparer WALTER ZERRLAUT, ADMINISTRATIVE OFF.	0. Location: 201 W. Pres	tion St, Baltimore, MD 21201 0-767-3598 Room # LL-	1	21. Date 3/8/05	