

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

Schedule No. 2414

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Agency Maryland Department of the Environment
 Technical and Regulatory Services Administration / OIMT Division

Division/Unit

| Item No. | Description | Retention |
|----------|--|--|
| 1. | This schedule supersedes schedule #2272 | |
| 2. | <p>OIMT Contract Files The OIMT (Office of Information Management and Technology) contract files include contracts for commodities, services and training, bid request packages, bids received from vendors, bid evaluation packages, invoice copies, and other miscellaneous correspondence related to contract execution. Most of these files are working copies of Agency records kept in the MDE Procurement Office; some are originals.</p> | <p>Retain for 3 years beyond contract completion, or until audited after contract completion, whichever comes first, then destroy.</p> |
| 3. | <p>OIMT Reference Manuals The OIMT Reference Manuals include bound books related to MDE-acquired software and hardware installation and operation. These records also include training manuals.</p> | <p>Reference copies – Retain until superseded or no longer needed for reference purposes, then destroy.</p> |
| | <p>Payroll Records The OIMT Payroll Records include copies of timesheets, leave requests, timekeeping change forms and other miscellaneous correspondence for each OIMT employee.</p> | <p>Retain for 3 years, then destroy.</p> |

Scheduled Approved by Department, Agency, or Division Representative.
 Date 10/13/06
 Signature *Deanna Miles-Brown*
 Typed Name Deanna Miles-Brown
 Title Coordinator

Schedule Authorized by State Archivist
 Date 10 APR 07
 Signature *Edward C. Papenfuss*

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Environment

2. DIVISION
Office of Information Management and Technology

3. UNIT
OIMT

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. RECORDS SERIES TITLE
OIMT Contracts

5. EARLIEST YEAR / LATEST YEAR
1992 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 Series).

The OIMT Contract files include commodity, service and training contracts, bid request packages, bids received from vendors, bid evaluation packages, invoice copies, and other miscellaneous correspondence related to contract execution. Most of these files are working copies of Agency records; some are originals.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
 Numerical
 Chronological
 Geographical
Other (Specify)

9. VOLUME

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 3 Other (Specify)
Number

10. ANNUAL ACCUMULATION

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 1 Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER documents are superseded or no longer needed

 3 Month(s) Year(s) after completion of contracts
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes - AESA's Procurement Office and in FMIS No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes No

RECOMMENDED RETENTION

Retain until 3 years after completion, then destroy.

19. NAME AND TITLE OF PREPARER
Evelyn Cole, Adm Support

20. TELEPHONE NUMBER
410.537.3114

21. DATE
10/13/2006

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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

AGENCY RECORDS INVENTORY

Page 2 Of 3

1. DEPARTMENT/AGENCY
Environment

2. DIVISION
Office of Information Management and Technology.

3. UNIT
OIMT

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. RECORDS SERIES TITLE
OIMT Reference Manuals

5. EARLIEST YEAR / LATEST YEAR

1992 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 Series).

The OIMT Reference Manuals include bound books related to MDE software and hardware operation and installation. These records also include training manuals.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
 Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
 Other (Specify) -Grouped by related software and hardware

9. VOLUME

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
9 Other (Specify)
Number

10. ANNUAL ACCUMULATION

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
1 Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER documents are superseded or no longer needed.

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes No

RECOMMENDED RETENTION

Reference copies -Retain until superseded or no longer needed for reference purposes, then destroy.

19. NAME AND TITLE OF PREPARER
Evelyn Cole, Adm Support

20. TELEPHONE NUMBER
410.537.3114

21. DATE
10/13/2006

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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AGENCY RECORDS INVENTORY

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1. **DEPARTMENT/AGENCY**
Environment

2. **DIVISION**
Office of Information Management and Technology

3. **UNIT**
OIMT

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. **RECORDS SERIES TITLE**
OIMT Payroll Records

5. **EARLIEST YEAR / LATEST YEAR**
1994 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 Series).

The OIMT Payroll Records include copies of timesheets, leave requests, timekeeping change forms and other miscellaneous correspondence for each OIMT employee.

7. **RECORD SERIES FORMAT(S)**

Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. **RECORD SERIES SEQUENCE**

Alphabetical

Numerical

Chronological

Geographical

Other (Specify)

9. **VOLUME**

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
____1____ Other (Specify)
Number

10. **ANNUAL ACCUMULATION**

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
____1____ Other (Specify)
Number

11. **FILE IS USED**

Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

____3____ Month(s) Year(s)
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor.

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)

Yes MDE - AESA Payroll Division No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs

Yes No

16. **AUDIT REQUIREMENTS**

None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

Yes No

RECOMMENDED RETENTION

Retain for 3 years, then destroy.

19. **NAME AND TITLE OF PREPARER**
Evelyn Cole, Adm Support

20. **TELEPHONE NUMBER**
410.537.3114

21. **DATE**
10/13/2006

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

Schedule No. 2272

Page 1 of 1

Agency Maryland Department of the Environment Division/Unit
 Technical and Regulatory Services Administration / OIMT Division

| Item No. | Description | Retention |
|----------|--|--|
| 1. | <p>OIMT Contract Files The OIMT (Office of Information Management and Technology) contract files include contracts for commodities, services and training, bid request packages, bids received from vendors, bid evaluation packages, invoice copies, and other miscellaneous correspondence related to contract execution. Most of these files are working copies of Agency records kept in the MDE Procurement Office; some are originals.</p> | <p>Retain for 3 years beyond contract completion, or until audited after contract completion, whichever comes first, then destroy.</p> |
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Scheduled Approved by Department, Agency, or Division Representative.
 Date 3/12/2003
 Signature *M. Griffen*
 Typed Name Michael Griffen
 Title Administrator

Schedule Authorized by State Archivist
 Date APR 15 2003
 Signature *Edward C. Papenfuss*