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

Schedule No. 2498

Agency
Maryland Dept. of Agriculture

Division/Unit
Plant Industries & Pest Management
Mosquito Control

Item No.	Description Supersedes Schedule 1699	Retention
1	<u>County Records</u> For 22 counties and Baltimore City. Cooperative agreements between counties and Maryland Dept. of Agriculture, records of expenditure including insecticides, labor, equipment, etc., source documents and correspondence.	Cooperative agreements are permanent. All others retained for five years, then destroyed. Transfer periodically to the Maryland State Archives.
2	<u>Contracts</u> (copies only) For aerial spraying, insecticide purchases, etc. Copies of contracts, invoices, purchase orders.	Two years, then destroy.
3	<u>Personnel Folders</u> Reference copies on classified and contractual employees regarding job descriptions, dates of employment, daily time records, etc. Official file maintained by Department of Agriculture Personnel Section.	Retain for two years after employee terminates, then destroy.
4	<u>Permits</u> Toxic Material Permits issued by the Maryland Dept. of the Environment. Permits from the U.S. Army Corps of Engineers, Maryland Dept. of Natural Resources, and Dept. of the Environment for wetland modifications.	Permanent. Transfer periodically to the Maryland State Archives.
5	<u>General Correspondence</u> * Subject arrangement of original incoming letters, copies of out-going, memoranda, studies, reports, directives, policies, etc.	*Screen anually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of Activity retain permanently for eventual transfer to MSA.

Schedule Approved by Department, Agency, or Division Representative.
Date 1/10/92
Signature Michael Cantwell
Typed Name Mike Cantwell
Title Program Manager

Schedule Authorized by State Archivist
Date 2 Jun 09
Signature Edward C. Spencer

DGS 550-1 (Rev. 1/93)

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

Agency: Maryland Dept. of Agriculture

Division/Unit: Plant Industries & Pest Management
Mosquito Control

Item No.	Description Supersedes Schedule 1699	Retention
6	<u>Policy Statements</u> Directives relating to the conduct of program matters.	Permanent. Transfer periodically to the Maryland State Archives.
7	<u>Reading Files</u> A convenience file of general information on Department or program operations arranged chronologically by month.	Two years, then destroy.
8	<u>Equipment Records</u> Inventory of equipment assigned to program, operating costs, use data.	Two years, then destroy.
9	<u>Annual Reports</u> Summary of yearly events.	Permanent. Transfer periodically to the Maryland State Archives.
10	<u>Maps & Aerial Photographs</u> Used to plan field control operations.	Permanent. Transfer periodically to the Maryland State Archives.
11	<u>Library</u> Reference books and manuals.	Retain until Superseded, then destroy.

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 1 OF 11
Department/Agency MD Dept. of Agriculture Mosquito Control Section	2. Division Plant Industries and Pest Management	3. Unit 14

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

1. Record Series Title: County Records

5. Earliest Year/Latest Year: 2003 to 2008

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

For 22 Counties and Baltimore City. Cooperative Agreements between Counties and the Maryland Dept. of Agriculture, records of expenditure including insecticides, labor, equipment, etc., source documents and correspondence.

7. Record Series Format(s)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (specify) _____

8. Record Series Sequence

- [x] Alphabetical
- [ ] Numerical
- [x] Chronological
- [x] Geographical
- [ ] Other (specify) _____

9. Volume

3 Number

- [x] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify)

10. Annual Accumulation -

2 Number

- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [x] Other (specify) cubic feet

11. File is Used
- [ ] Daily
- [ ] Weekly
- [x] Monthly

12. File Becomes Inactive After
1 Number
- [ ] Month(s)
- [x] Year(s)

13. Current Location(s) (Bldg., Floor, Room)
MDA 50 Harry S. Truman Parkway
Annapolis, 21401
RM 300

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- [ ] Yes
- [x] No

15. Access Restrictions
- [ ] Yes
- [x] No

(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

unknown

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- [x] Yes
- [ ] No

Alphabetical by County x Year

18. Recommended Retention
Permanent

Name and Title of Preparer	20. Telephone Number	21. Date
Michael A. Cantwell Program Manager	410-841-5870	March 26, 2009

GS 550-4 (Rev. 1/93)

Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 11
Department/Agency MD Dept. of Agriculture Mosquito Control Section	2. Division Plant Industries and Pest Management	3. Unit 14

DEFINITION - RECORD 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	5. Earliest Year/Latest Year
Contracts For aerial spraying, insecticide purchases, etc., Copies of Contracts, invoices, purchase orders.	2006 to 2009

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

For aerial spraying, insecticide purchases, etc., Copies of Contracts, invoices, purchase orders.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☒ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify)	1 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) cubic foot 10. Annual Accumulation - .5 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) cubic foot

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☒ Monthly	1 Number ☐ Month(s) ☒ Year(s)
13. Current Location(s) (Bldg., Floor, Room) 50 Harry S. Truman Parkway Annapolis, 21401 Rm 306	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent unknown
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☒ Yes ☐ No Alphabetic by year	18. Recommended Retention 2 years

Name and Title of Preparer	20. Telephone Number	21. Date
Michael A. Cantwell Program Manager	410-841-5870	March 26, 2009

GS 550-4 (Rev. 1/93)

igure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 3 OF 11
Department/Agency MD Dept. of Agriculture Mosquito Control Section	2. Division Plant Industries and Pest Management	3. Unit 14

DEFINITION - RECORD 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: Personnel Folders

5. Earliest Year/Latest Year: 1958 to 2009

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Reference copies on classified and contractual employees regarding job descriptions, dates of employment, daily time records, etc., Official file maintained by Department of Agriculture Human Resources Section.

7. Record Series Format(s)

- [x] Letter Size
- [x] Legal Size
- [ ] Bound Book
- [ ] Audio Tape
- [ ] Other (specify)
- [ ] Microfilm
- [ ] Computer Tape
- [ ] Floppy Disk
- [ ] Video Tape

8. Record Series Sequence

- [x] Alphabetical
- [ ] Numerical
- [x] Chronological
- [x] Geographical
- [ ] Other (specify)

9. Volume

2 Number

- [x] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify)

10. Annual Accumulation -

2 Number

- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [x] Other (specify) cubic feet

11. File is Used: [ ] Daily [ ] Weekly [x] Monthly

12. File Becomes Inactive After: 1 Number [ ] Month(s) [x] Year(s)

13. Current Location(s) (Bldg., Floor, Room)
50 HARRY S. TRUMAN Parkway
Annapolis 21401
Rm 306

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
[ ] Yes [x] No

15. Access Restrictions [ ] Yes [ ] No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
[ ] None [ ] State [ ] Federal [ ] Independent
unknown

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
[x] Yes [ ] No
Alphabetical by PIN number
by year hired

18. Recommended Retention
2 years after employee terminates

Name and Title of Preparer	20. Telephone Number	21. Date
Michael A. Cantwell Program Manager	410-841-5870	March 26, 2009

DGS 550-4 (Rev. 1/93)

Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division	3. Unit
MD Dept. of Agriculture Mosquito Control Section	Plant Industries and Pest Management	14

DEFINITION - RECORD 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: Permits

5. Earliest Year/Latest Year: 1995 to 2009

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.
Toxic Material Permits issued by Maryland Dept of the Environment. Permits from the U.S. Army Corps of Engineers, Maryland Dept of Natural Resources, and MD. Dept. of Environment for Wetland modifications

7. Record Series Format(s)
- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (specify)

8. Record Series Sequence
- [x] Alphabetical
- [ ] Numerical
- [x] Chronological
- [x] Geographical
- [ ] Other (specify)

9. Volume
- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [x] Other (specify)

2.5 Number — cubic feet

10. Annual Accumulation
- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [x] Other (specify)

.5 Number — cubic feet.

11. File is Used: [ ] Daily [ ] Weekly [x] Monthly

12. File Becomes Inactive After: ____ Number [ ] Month(s) [ ] Year(s)

13. Current Location(s) (Bldg., Floor, Room)
80 Harry S. Truman Parkway
Annapolis 21401
Rm 306

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
[ ] Yes [x] No

15. Access Restrictions [ ] Yes [x] No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
[x] None [ ] State [ ] Federal [ ] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
[x] Yes [ ] No
By year

18. Recommended Retention
Permanent

Name and Title of Preparer	20. Telephone Number	21. Date
Michael A. Cantwell Program Manager	410-841-5870	March 26, 2009

GS 550-4 (Rev. 1/93)

igure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 5 OF 11
Department/Agency MD Dept. of Agriculture Mosquito Control Section	2. Division Plant Industries and Pest Management	3. Unit 14

DEFINITION - RECORD 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	5. Earliest Year/Latest Year
General Correspondence	2006 to 2009

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Subject arrangement of original incoming mail, copies of out-going memoranda, studies, reports, directives, policies, etc.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume	10. Annual Accumulation
☒ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify)	3 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) cubic feet	1 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) cubic feet

11. File is Used	12. File Becomes Inactive After
☐ Daily ☒ Weekly ☐ Monthly	____ Number ☐ Month(s) ☐ Year(s) N/A
13. Current Location(s) (Bldg., Floor, Room) 50 Harry S. Truman Parkway Annapolis MD 21401 RM 306	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☒ Yes ☐ No by subject by date	18. Recommended Retention Screen Annually and destroy material no longer needed for current business. Directives policies and other material related to planning and policy that illustrate the development of Activity retain Demanently for eventual transfer to MSA

Name and Title of Preparer	20. Telephone Number	21. Date
Michael A. Cantwell Program Manager	410-841-5870	March 26, 2009

GS 550-4 (Rev. 1/93)

Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 6 OF 11

Department/Agency	2. Division	3. Unit
MD Dept. of Agriculture Mosquito Control Section	Plant Industries and Pest Management	14

DEFINITION - RECORD 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: Policy Statements

5. Earliest Year/Latest Year: 2000 to 2009

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Directives relating to the conduct of program maters

7. Record Series Format(s)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (specify)

8. Record Series Sequence

- [ ] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [x] Other (specify): By subject

9. Volume

- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [x] Other (specify): cubic feet

Number: .15

10. Annual Accumulation

- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [x] Other (specify): cubic feet

Number: .1

11. File is Used: [ ] Daily [ ] Weekly [x] Monthly

12. File Becomes Inactive After: [ ] Month(s) [ ] Year(s) Number: N/A

13. Current Location(s) (Bldg., Floor, Room): 50 Harry S. Truman Parkway Annapolis 21401 RM 304

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) [ ] Yes [x] No

15. Access Restrictions [ ] Yes [x] No (If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements: [ ] None [ ] State [ ] Federal [ ] Independent unknown

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software [x] Yes [ ] No

By subject

18. Recommended Retention: Permanent. Transfer periodically to MSA

Name and Title of Preparer	20. Telephone Number	21. Date
Michael A. Cantwell Program Manager	410-841-5870	March 26, 2009

GS 550-4 (Rev. 1/93)

Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 7 OF 11
Department/Agency MD Dept. of Agriculture Mosquito Control Section	2. Division Plant Industries and Pest Management	3. Unit 14

DEFINITION - RECORD 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	5. Earliest Year/Latest Year
Reading Files	2006 to 2008

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

A convenience file of general information on Department or program operations.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify)	1 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) cubic feet 10. Annual Accumulation - .5 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) cubic feet

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☒ Monthly	2 Number ☐ Month(s) ☒ Year(s)
13. Current Location(s) (Bldg., Floor, Room) 50 Harry S. Truman Parkway Annapolis 21401 RM 306	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☒ Yes ☐ No Chronological	18. Recommended Retention 2 years, then destroy

Name and Title of Preparer	20. Telephone Number	21. Date
Michael A. Cantwell Program Manager	410-841-5870	March 26, 2009

DGS 550-4 (Rev. 1/93)

Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 8 OF 11
Department/Agency MD Dept. of Agriculture Mosquito Control Section	2. Division Plant Industries and Pest Management	3. Unit 14

DEFINITION - RECORD 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	5. Earliest Year/Latest Year
Equipment Records	2003 to 2008

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Inventory of equipment assigned to program, operating costs, use data,

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (specify)	☐ Alphabetical ☐ Numerical ☒ Chronological ☒ Geographical ☐ Other (specify)	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) 3 Number Cubic feet
		10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) 1 Number Cubic feet

11. File is Used	12. File Becomes Inactive After
☐ Daily ☒ Weekly ☐ Monthly	2 Number ☐ Month(s) ☒ Year(s)
13. Current Location(s) (Bldg., Floor, Room) 50 Harry S. Truman Parkway Annapolis 21401 Rm 306	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No
15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent unknown
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☒ Yes ☐ No Chronological	18. Recommended Retention 2 years, then destroy.

Name and Title of Preparer	20. Telephone Number	21. Date
Michael A. Cantwell Program Manager	410-841-5870	March 26, 2009

DGS 550-4 (Rev. 1/93)

Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 9 OF 11
Department/Agency MD Dept. of Agriculture Mosquito Control Section	2. Division Plant Industries and Pest Management	3. Unit 14

DEFINITION - RECORD 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: Annual Reports

5. Earliest Year/Latest Year: 1956 to 2008

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Summary, of yearly events.

7. Record Series Format(s)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (specify)

8. Record Series Sequence

- [x] Alphabetical
- [ ] Numerical
- [x] Chronological
- [x] Geographical
- [ ] Other (specify)

9. Volume

5 Number

- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [x] Other (specify) cubic feet

10. Annual Accumulation

1 Number

- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [x] Other (specify) cubic feet

11. File is Used: [ ] Daily [ ] Weekly [x] Monthly

12. File Becomes Inactive After: ____ Number [ ] Month(s) [ ] Year(s) N/A

13. Current Location(s) (Bldg., Floor, Room)
50 Harry S. Truman Parkway
Annapolis 21401
Rm 306

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) [ ] Yes [x] No

15. Access Restrictions [ ] Yes [x] No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements: [x] None [ ] State [ ] Federal [ ] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
[x] Yes [ ] No
Chronological

18. Recommended Retention
Permanent. Transfer Periodically to MSA.

Name and Title of Preparer	20. Telephone Number	21. Date
Michael A. Cantwell Program Manager	410-841-5870	March 26, 2009

DGS 550-4 (Rev. 1/93)

Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 10 OF 11
1. Department/Agency MD Dept. of Agriculture Mosquito Control Section	2. Division Plant Industries and Pest Management	3. Unit 14

DEFINITION - RECORD 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: Maps and Aerial Photographs

5. Earliest Year/Latest Year: 1956 to 2009

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Used to plan field operations

7. Record Series Format(s)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☒ Other (specify): 2X3 feet

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☒ Geographical
- ☐ Other (specify)

9. Volume

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☒ Other (specify): Cubic feet

Number: 100

10. Annual Accumulation

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☒ Other (specify): Cubic feet

Number: 2

11. File is Used: ☐ Daily ☐ Weekly ☒ Monthly

12. File Becomes Inactive After: Number N/A ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room): 50 Harry S. Truman Parkway Annapolis 21401 RM 306

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☒ No

15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements: ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software: ☐ Yes ☒ No

18. Recommended Retention: Permanent - Transfer periodically to MSA.

Name and Title of Preparer	20. Telephone Number	21. Date
Michael A. Cantwell Program Manager	410-841-5870	March 26, 2009

GS 550-4 (Rev. 1/93)

Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 11 OF 11

Department/Agency	2. Division	3. Unit
MD Dept. of Agriculture Mosquito Control Section	Plant Industries and Pest Management	14

DEFINITION - RECORD 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: Library

5. Earliest Year/Latest Year: 1956 to 2008

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Reference books and 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): by subject

9. Volume

75 Number

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☑ Other (specify): cubic feet

10. Annual Accumulation

1 Number

- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☑ Other (specify): cubic feet

11. File is Used: ☐ Daily ☐ Weekly ☑ Monthly

12. File Becomes Inactive After: ____ Number ☐ Month(s) ☐ Year(s)

N/A

13. Current Location(s) (Bldg., Floor, Room)

50 Harry S Truman Parkway
Annapolis 21401
RM 306

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)

☐ Yes ☑ No

15. Access Restrictions ☐ Yes ☑ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☑ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☑ Yes ☐ No

by subject

18. Recommended Retention

Permanent.

Name and Title of Preparer	20. Telephone Number	21. Date
Michael A. Cantwell Program Manager	410-841-5870	March 26, 2009

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