

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2489
		Page 1 of 3
Agency MD Department of Agriculture		Division/Unit Office of the Secretary/Executive Direction
Item No.	Description	Retention
	<u>Supersedes Schedule 2221</u>	
1.	<u>General Correspondence</u> Series consists, but is not limited to correspondence with departmental units, other State agencies and ag organizations and businesses regarding such items as programs, budgets, procurement, regulations, personnel and administrative procedures. May also include memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, directives and other miscellaneous papers relating to the administration of the Office of the Secretary.	Retain in office. Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the Maryland State Archives
2.	<u>Audit Reports</u> File contains legislative audits of the programs and units with the Maryland Department of Agriculture	Retain for seven (7) years, then destroy.
Approved by Department, Agency, or Division Representative. Date <u>2/2/09</u> Signature <u>Roger Richardson</u> Type Name <u>Roger Richardson</u> Title <u>Secretary</u>		Schedule Authorized by State Archivist. Date <u>2 Jun 09</u> Signature <u>Edward C. [unclear]</u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2489
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Agency MD Department of Agriculture		Division/Unit Office of the Secretary/Executive Direction
Item No.	Description Supersedes Schedule 2221	Retention
3.	<u>Organizational Charts</u> File contains the approved organization charts for the Maryland Department of Agriculture.	Retain permanently Transfer periodically to the Maryland State Archives.
4.	<u>Boards and Commissions</u> File contains Secretary's recommendations for nominations to the department's. Boards and Commissions, appointment letters, letters of recommendation from outside sources	Retain for ten (10) years, then destroy. Maintain permanent history of board and commission members. Transfer periodically to the Maryland State Archives.
5.	<u>Contracts</u> File contains original documents and executed copies of current contracts, MOU's, and grants administered directly by the Office of the Secretary.	Retain until expiration of contract and for five (5) years thereafter, then destroy.
6.	<u>Legislation</u> File contains copies of bills, fiscal notes, testimony and general correspondence relating to those bills. Also includes a synopsis of bills, hearings schedules and bill review.	Retain for five (5) years, then destroy.

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

Schedule No. 2489

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Agency MD Department of Agriculture	Division/Unit Office of the Secretary/Executive Direction
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Item No.	Description	Retention
	Supersedes Schedule 2221	
7.	<u>NASDA, SASDA, SUSTA:</u> Series consists of, but is not limited to, correspondence with national and regional agricultural associations. This includes minutes of meetings and policy recommendations.	Screen and retain permanently all material which serves to document the origin, development, functions and accomplishments of the Department. Transfer periodically to the Maryland State Archives. Destroy all other material which has ceased to have any further administrative value.
8.	<u>Board of Regents/University of MD:</u> File consists of items discussed at meetings.	Retain for one (1) year, screen annually and destroy all material which has ceased to have any reference to policy or administrative value.
9.	<u>Public Information Requests:</u> File contains letters and responses for requests for information to offices within the Department.	Retain for five (5) years 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 <u>1</u> OF <u>9</u>
1. Department/Agency <i>AGRICULTURE</i>	2. Division 	3. Unit <i>OFFICE OF THE SECRETARY</i>
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
Record Series Title <i>CORRESPONDENCE</i>	5. Earliest Year/Latest Year _____ to _____	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. <i>THIS FILE CONTAINS CORRESPONDENCE WITH DEPARTMENTAL UNITS AND OTHER STATE AGENCIES ABOUT PROGRAMS, BUDGETS, PROCUREMENT REGULATIONS, PERSONNEL AND ADMINISTRATIVE PROCEDURES.</i>		
4. Record Series Format(s) <input checked="" 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 type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="text-align: center;"> <u>5</u> Number </div> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <i>SOME NOT VERY FREQUENTLY</i>	12. File Becomes Inactive After <i>SEE # 18</i> _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) <i>MDA 3RD FLOOR EXEC DIRECTION</i>	14. Is Record Series Duplicated Elsewhere? <i>SOME YES IN OTHER OFFICES IN AGENCY</i> (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <i>SCREEN ANNUALLY RETAIN MATERIALS MANDATED BY STATUTE</i>	
Name and Title of Preparer <i>GLORIA CHAMBERS EXEC ASSOC</i>	20. Telephone Number <i>410 841-5880</i>	21. Date <i>1/30/09</i>

Instructions - Type or Print a separate form for each 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 <u>2</u> OF <u>9</u>
Department/Agency <u>AGRICULTURE</u>	2. Division .	3. Unit <u>OFFICE OF THE SECRETARY</u>
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
Record Series Title <u>AUDIT REPORTS</u>	5. Earliest Year/Latest Year <u>2001 to 2008</u>	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. <u>FILE CONTAINS LEGISLATIVE AUDITS OF THE PROGRAMS AND UNITS WITH THE MDA</u>		
Record Series Format(s) <input checked="" 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 type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation - <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> <u>QUARTERLY</u>	12. File Becomes Inactive After <u>7</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) <u>MDA 3RD FLOOR EXEC DIRECTION</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <u>7 YEARS THEN DESTROY</u>	
Name and Title of Preparer <u>GLORIA CHAMBERS</u> <u>EXEC ASSOC</u>	20. Telephone Number <u>410 841-5880</u>	21. Date <u>1/30/09</u>

Instructions - Type or Print a separate form for each 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 <u>3</u> OF <u>9</u>
Department/Agency <u>AGRICULTURE</u>	2. Division	3. Unit <u>OFFICE OF THE SECRETARY</u>
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
Record Series Title <u>ORGANIZATIONAL CHARTS</u>	5. Earliest Year/Latest Year <u>2000</u> to <u>2009</u>	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <p style="text-align: center;">FILES CONTAINS THE APPROVED ORGANIZATIONAL CHARTS FOR MDA</p>		
Record Series Format(s) <input checked="" 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 type="checkbox"/> Other (specify) _____	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"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation - <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After <u>IT IS UPDATED</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____	
13. Current Location(s) (Bldg., Floor, Room) <u>MDA 3RD FLOOR EXEC DIR.</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>OTHER OFFICES WITHIN MDA</u>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <u>RETAIN PERMANENTLY TRANSFER PERIODICALLY TO MD STATE ARCHIVES</u>	
Name and Title of Preparer <u>GLORIA CHAMBERS EXEC ASSOC.</u>	20. Telephone Number <u>410 841-5880</u>	21. Date <u>1/30/09</u>

Instructions - Type or Print a separate form for each 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 <u>4</u> OF <u>9</u>
Department/Agency <u>AGRICULTURE</u>	2. Division	3. Unit <u>OFFICE OF THE SECRETARY</u>
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
Record Series Title <u>BOARDS AND COMMISSIONS</u>	5. Earliest Year/Latest Year <u>1989</u> to <u>2009</u>	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>FILE CONTAINS SECRETARY'S RECOMMENDATIONS FOR NOMINATIONS TO THE DEPARTMENT'S, BOARDS AND COMMISSIONS, APPOINTMENT LETTERS, LETTERS OF RECOMMENDATION FROM OUTSIDE SOURCES</u>		
Record Series Format(s) <input checked="" 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 type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BINDER</u> 10. Annual Accumulation - <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <u>QUARTERLY</u>	12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) <u>MDA 3RD FLOOR EXEC DIR</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>IN OTHER OFFICES WITHIN MDA</u>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <u>RETAIN 10 YEARS, THEN DESTROY MAINTAIN PERMANENT HISTORY OF BOARD AND COMMISSION MEMBERS. TRANSFER PERIODICALLY TO ARCHIVES</u>	
Name and Title of Preparer <u>GLORIA CHAMBERS EXEC ASSOCIATE</u>	20. Telephone Number <u>410 841-5880</u>	21. Date <u>1/30/09</u>

Instructions - Type or Print a separate form for each / or revised record series, forward with Record on 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>5</u> OF <u>9</u>
Department/Agency <u>AGRICULTURE</u>	2. Division 	3. Unit <u>OFFICE OF THE SECRETARY</u>
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
Record Series Title <u>CONTRACTS</u>	5. Earliest Year/Latest Year <u>1989 to 2009</u>	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>FILE CONTAINS ORIGINAL DOCUMENTS AND EXECUTED COPIES OF CURRENT CONTRACTS, MOU'S, AND GRANTS ADMINISTERED DIRECTLY BY THE OFFICE OF THE SECRETARY</u>		
Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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 type="checkbox"/> Other (specify) _____	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 <u>9</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation - <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>SEE #18</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____	
13. Current Location(s) (Bldg., Floor, Room) <u>MDA 3RD FLOOR ROOM 302</u>	14. Is Record Series Duplicated Elsewhere? <u>SOME MDA OFFICE HAVE A COPY</u> (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <u>RETAIN UNTIL EXPIRED AND FOR FIVE YEARS THEREAFTER, THEN DESTROY</u>	
Name and Title of Preparer <u>GLORIA CHAMBERS</u> <u>EXEC DIRECTOR</u>	20. Telephone Number <u>410 841-5850</u>	21. Date <u>1/30/09</u>

Instructions - Type or Print a separate form for each v or revised record series, forward with Record tion 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>7</u> OF <u>9</u>
Department/Agency <u>AGRICULTURE</u>	2. Division .	3. Unit <u>OFFICE OF THE SECRETARY</u>
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
Record Series Title <u>NASDA, SASDA, SUSTA</u>	5. Earliest Year/Latest Year <u>1992 to 2009</u>	
Record Series Description (Briefly describe the types of Informations/documents/forms found in the series. Include the purpose or function of the series. <u>SERIES CONSISTS OF, BUT NOT LIMITED TO CORRESPONDENCE WITH THE NATIONAL AND REGIONAL AGRICULTURE ASSOCIATIONS. THIS INCLUDES MINUTES OF MEETINGS AND POLICY RECOMMENDATIONS</u>		
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 type="checkbox"/> Other (specify) _____	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"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation - <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <u>HARDLY EVER</u>	12. File Becomes Inactive After <u>SEE #18</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____	
13. Current Location(s) (Bldg., Floor, Room) <u>MDA 3RD FLOOR EXEC DIR. ROOM 302</u>	14. Is Record Series Duplicated Elsewhere? <u>SOME MATERIALS</u> (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>IN ASST SECRETARY'S OFFICES</u>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <u>SCREEN ANNUALLY AND DESTROY THAT MATERIAL WHICH HAS CEASED TO HAVE ANY REFERENCE OF POLICY OR ADMINISTRATIVE VALUE</u>	
Name and Title of Preparer <u>GLORIA CHAMBERS</u> <u>EXEC ASSOCIATE</u>	20. Telephone Number <u>410 841-5580</u>	21. Date <u>1/30/09</u>

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 <u>8</u> OF <u>9</u>	
1. Department/Agency <u>AGRICULTURE</u>		2. Division -		3. Unit <u>OFFICE OF THE SECRETARY</u>	
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 <u>BOARD OF REGENTS / UNIVERSITY OF MD</u>				5. Earliest Year/Latest Year <u>2001 to 2009</u>	
Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>FILE CONSISTS OF ITEMS DISCUSSED AT MEETINGS</u>					
Record Series Format(s) <input checked="" 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 type="checkbox"/> Other (specify) _____		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"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>1</u> Number	
				10. Annual Accumulation - <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number	
1. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <u>RARELY - NOT AT ALL</u>			12. File Becomes Inactive After <u>SEE #18</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
3. Current Location(s) (Bldg., Floor, Room) <u>MDA 3RD FLOOR Room 302</u>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
5. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))			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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <u>RETAIN FOR ONE YEAR, SCREEN ANNUALLY AND DESTROY MATERIAL WHICH HAS CEASED TO HAVE ANY REFERENCE OR POLICY OR ADM VALUE</u>		
Name and Title of Preparer <u>GLORIA CHAMBERS EXEC ASSOCIATE</u>		20. Telephone Number <u>410 841-5880</u>		21. Date <u>1/30/09</u>	

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9</u> OF <u>9</u></p>
<p>1. Department/Agency</p> <p>AGRICULTURE</p>	<p>2. Division</p>	<p>3. Unit</p> <p>OFFICE OF THE SECRETARY</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>PUBLIC INFORMATION REQUESTS</p>	<p>5. Earliest Year/Latest Year</p> <p>2002 to 2008</p>	
<p>6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.</p> <p>FILE CONTAINS LETTERS AND RESPONSES FOR REQUESTS FOR INFORMATION TO OFFICES WITHIN THE DEPARTMENT.</p>		
<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) COMPUTER FILE</p> <p>10. Annual Accumulation -</p> <p>_____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p> <p>OCCASIONALLY</p>	<p>12. File Becomes Inactive After</p> <p><u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>MDA</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>RETAIN FOR 5 YEARS, THEN ARCHIVE</p>	
<p>Name and Title of Preparer</p> <p>GLORIA CHAMBERS EXEC ASSOCIATE</p>	<p>20. Telephone Number</p> <p>410 841-5880</p>	<p>21. Date</p> <p>1/30/09</p>