

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

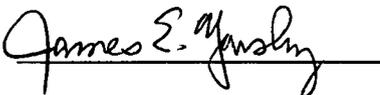
Schedule No. 2525

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Agency
Maryland Department of Transportation

Division/Unit
State Highway Administration
Office of Information Technology

Item No.	Description	Retention
1.	<p><u>Contract Files</u></p> <p>State contracts and purchase orders for Information Technology (IT) equipment or services and related invoices and vouchers.</p> <p>A. Single-year Contracts Organized by vendor name</p> <p>B. Multi-year Contracts Organized by contract number</p>	<p>Retain onsite for two (2) years after expiration of contract then transfer to the State Records Center for an additional five (5) years and destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date 7/28/09
 Signature 
 Typed Name JAMES E. YARSKY
 Title Director, Information Technology

Schedule Authorized by State Archivist
 Date 3 Sep 09
 Signature 

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 1 Of 1	
1. DEPARTMENT/AGENCY MDOT		2. DIVISION State Highway Admin.		3. UNIT Office of Information Technology	
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 Contract Files				5. EARLIEST YEAR / LATEST YEAR 2003 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). State contracts and purchase orders for Information Technology (IT) equipment and services and their corresponding invoices and vouchers. These files function as documentation of agreements between the state and awarded vendors.					
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<input checked="" type="radio"/> Letter Size Microfilm <input type="radio"/> Legal Size Computer Tape <input type="radio"/> Bound Book Floppy Disk <input type="radio"/> Audio Tape Video Tape <input type="radio"/> Other (Specify)		<input checked="" type="radio"/> Alphabetical <input type="radio"/> Numerical <input type="radio"/> Chronological <input type="radio"/> Geographical <input type="radio"/> Other (Specify)		<input checked="" type="radio"/> File Drawer(s) max <input type="radio"/> Microfilm Reel(s) <input type="radio"/> Computer Tape(s) <input type="radio"/> Other (Specify)	
				42 Number	
				10. ANNUAL ACCUMULATION <input checked="" type="radio"/> File Drawer(s) max <input type="radio"/> Microfilm Reel(s) <input type="radio"/> Computer Tape(s) <input type="radio"/> Other (Specify)	
				6 Number	
11. FILE IS USED			12. FILE BECOMES INACTIVE AFTER		
<input checked="" type="radio"/> Daily Weekly Monthly Annually			2 Month(s) <input checked="" type="radio"/> Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 707 N. Calvert 6th Floor			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="radio"/> Yes No Financial Information in FMIS		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="radio"/> No			16. AUDIT REQUIREMENTS None <input checked="" type="radio"/> State <input checked="" type="radio"/> Federal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="radio"/> No			18. RECOMMENDED RETENTION retain on-site for 2 years after contract expiration; then transfer to Jessup facility for additional 5 years; then destroy		
19. NAME AND TITLE OF PREPARER Joseph Bath, Chief of OIT contracts		20. TELEPHONE NUMBER 410-545-0651		21. DATE 7/15/09	