

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE

Schedule No.
971-13-4

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Agency
Maryland State Police

Division/Unit
Quartermaster Division

Item No.	Description	Retention
	This schedule supersedes schedule 971-12-3 in its entirety.	
13-00	<u>MSP 42 Log</u> Contains a list of all documents issued on a form MSP 42 (Receipt or appraisal of orders, memoranda and manual revisions).	Retain five years, then destroy
13-01	<u>ANNUAL FORMS INVENTORY</u> Contain copies of the Annual Forms Inventory for Quartermaster Division forms forwarded to the Forms Control Officer.	Retain five years, then destroy.
13-02	<u>BID LIST</u> A bid list of qualified vendors previously maintained by the Quartermaster Division was replaced with the electronic system the State maintains under E-Maryland Market Place.	Not applicable.
13-03	<u>CONTRACT FILES</u> Contains copies of contracts awarded by Department of General Services, Department of Budget and Management, Department of Information Technology, and the Maryland State Police to selected vendors.	Retain three years after the contract expires, then destroy.
13-04	<u>DELIVERY RECEIPTS</u> Delivery receipts are to be attached to the back of the Purchase Order on items received at the Quartermaster Division.	Retain for three years after the contract expires, then destroy.
13-05	<u>DELIVERY SCHEDULE</u> Contains copy of the Quartermaster Division delivery schedule for barracks, divisions and installations.	Retain current year and one additional year, then destroy.
13-06	<u>DONATIONS TO ORGANIZATIONS</u> Contains receipts of property donated to organizations.	Retain ten years, then destroy.
13-07	<u>EXCESS PROPERTY DECLARATION</u> Contains copies of DGS 95009 Excess Property Declarations for equipment to be salvaged.	Retain for three years following disposal, then destroy.

Approved by Department, Agency, Division or Unit Representative

Date: December 28, 2011

Signature:

Type Name: Thomas L. Vondersmith, Jr.

Title: Department Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date: 1/10/2012

Signature:

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No.
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Item No.	Description	Retention
13-08	<p><u>FEDERAL 1033 PROGRAM</u> Contains all records and correspondences related to the Federal 1033 Program. Maintained according to the Department of Defense guidelines. Records are never destroyed.</p> <p>The Maryland State Police coordinates this program for all the law enforcement agencies in Maryland. The items received through this program are never owned, never destroyed, or never given away by an agency. When a law enforcement agency no longer wants an item, the item must be returned to the Federal Government. An inventory is kept on every item.</p>	Maintained according to Department of Defense guidelines.
13-09	<p><u>FEDERAL 1122 PROGRAM</u> Contains all records and correspondences related to the Federal 1122 Program. Records are never destroyed.</p> <p>The Maryland State Police coordinates this program for all the law enforcement agencies in Maryland. The items received through this program are never owned, never destroyed, or never given away by an agency. When a law enforcement agency no longer wants an item, the item must be returned to the Federal Government. An inventory is kept on every item.</p>	Maintain according to Department of Defense guidelines.
13-10	<p><u>MSP FORM 111 ISSUED EQUIPMENT AND CLOTHING</u> Contains alphabetical arrangement of form MSP 111 Issued Equipment and Clothing by employees of the Maryland State Police.</p>	Retain for three years after termination of employment, then destroy.
13-11	<p><u>ORGANIZATIONAL CHARTS</u> Contains copies of organizational charts for the Quartermaster Division</p>	Retain current chart and past charts for one year, then destroy.
13-12	<p><u>PERSONNEL ORDERS</u> Contains copies of Personnel Orders generated by Human Resources Division. These orders are used to track equipment (badges, weapons) and to update 111 files when employees leave employment with the Maryland State Police.</p>	Retain one year, then destroy.
13-13	<p><u>PHYSICAL INVENTORY</u> Contains copies of yearly inventory results for Warehouse Supplies.</p>	Retain ten years, then destroy.
13-14	<p><u>PURCHASE ORDERS</u> Contains copies of Purchaser Orders issued for supplies, services and contracts.</p>	Retain Purchase Orders for supplies for three years, contracts for five years, and services for five years and until audited, then destroy.
13-15	<p><u>RECEIPT FOR TIRES</u> Contains unique form 13-6 Quartermaster Division Receipt for Tires used by Motor Vehicle Division when returning used tires taken off of Department vehicles to the Quartermaster Division.</p>	Retain three years, then destroy.
13-16	<p><u>REQUISITION FILES</u> Contains copies of requisitions and related paperwork for supplies/equipment issued.</p>	Retain three years, then destroy.

Department of General Services
Records Management Division
RECORDS RETENTION and DISPOSAL SCHEDULE
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Item No.	Description	Retention
13-17	<u>RETIREMENT BADGE ISSUANCE RECORD</u> Contains unique form 13-4 Retirement Badge Issuance Record for all retired uniformed personnel who are issued retirement badges.	Retain for twenty years, then destroy.
13-18	<u>SALVAGED TIRES</u> Contains all paperwork related to the selling of used tires.	Retain three years, then destroy.
13-19	<u>S.E.R.O. ISSUANCE LOG</u> Contains unique form 13-3 SERO Issuance Log which reflects all SERO (Safety Equipment Repair Orders) books issued to outside law enforcement agencies.	Retain one year, then destroy.
13-20	<u>UNIQUE FORMS</u> Contains copies of unique forms used only by the Quartermaster Division.	Retain until revised or no longer needed, then destroy.
13-21	<u>VENDOR PERFORMANCE REPORTS</u> Contains copies of Vendor Performance Reports for vendors used by the Maryland State Police.	Retain three years, then destroy.
13-22	<u>EQUIPMENT LOSS/DAMAGE REPORT</u> Contains copies of form MSP 195 for lost and damaged equipment.	Retain sensitive equipment (badges, guns, and vests) for 10 years, then transfer to the State Archives. All others retain three years, then destroy.
13-23	<u>SPECIFICATIONS</u> Contains copies of specifications for equipment/supplies purchased by MSP.	Retain current specifications, review annually and destroy if no longer pertinent.
13-24	<u>MANUALS</u> Contains manuals for equipment used at the Quartermaster Division.	Retain until equipment is no longer used then transfer with equipment, or destroy if equipment is destroyed.

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>3</u> OF <u>25</u></p>
<p>1. Department/Agency Maryland Department of State Police</p>	<p>2. Division Quartermaster Division</p>	<p>3. Unit</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 13-02 <u>BID LIST</u></p>	<p>5. Earliest Year/Latest Year N/A (Electronic) _____ to _____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>A bid list of qualified vendors previously maintained by the Quartermaster Division was replaced with the electronic system the State maintains under E-Maryland Market Place.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume N/A - Electronic</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>_____ Number</p>
		<p>10. Annual Accumulation N/A - Electronic</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>_____ Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Quartermaster Front office</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 requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Not Applicable</p>	
<p>19. Name and Title of Preparer Verna D. Davidson Administrative Specialist III</p>	<p>20. Telephone Number 410-799-2900</p>	<p>21. Date 4/29/13</p>

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 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>25</u>	
1. Department/Agency Maryland Department of State Police		2. Division Quartermaster Division		3. Unit	
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 13-03 <u>CONTRACT FILES</u>				5. Earliest Year/Latest Year <u>2010</u> to <u>2013</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains copies of contracts awarded by Department of General Services, Department of Budget and Management, Department of Information Technology, and the Maryland State Police to selected vendors.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <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 <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 20 _____ Number	
		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 20 _____ Number			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) _____ Number		
13. Current Location(s) (Bldg., Floor, Room) Warehouse – Contract Service Section			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes DGS <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain three years after the contract expires, then destroy.		
19. Name and Title of Preparer Verna D. Davidson Administrative Specialist III		20. Telephone Number 410-799-2900		21. Date 4/29/13	

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
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency
Maryland Department of State Police

2. Division
Quartermaster Division

3. Unit

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
13-04 DELIVERY RECEIPTS

5. Earliest Year/Latest Year

2010 to 2013

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Delivery receipts are to be attached to the back of the Purchase Order on items received at the Quartermaster Division.

7. Record Series Format(s) List all

 Letter Size Microfilm

 Legal Size Computer Tape

 Audio Tape Floppy Disk

 Bound Book 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)

 Other (specify) _____

N/A
Number

10. Annual Accumulation

 File Drawer(s)

 Microfilm Reel(s)

 Computer Tape(s)

 Other (specify) _____

N/A
Number

11. File is Used

 Daily Weekly Monthly Annually

12. File Becomes Inactive After

3 Month(s) Year(s)
Number

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

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

yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

 Yes No

16. Audit Requirements

 None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

 Yes No

18. Recommended Retention
Retain for 3 years after the contract expires, then destroy.

19. Name and Title of Preparer
Verna D. Davidson
Administrative Specialist III

20. Telephone Number
410-799-2900

21. Date
4/29/13

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>7</u> OF <u>25</u></p>	
<p>1. Department/Agency Maryland Department of State Police</p>		<p>2. Division Quartermaster Division</p>		<p>3. Unit</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 13-06 <u>DONATIONS TO ORGANIZATIONS</u></p>				<p>5. Earliest Year/Latest Year <u>2003</u> to <u>2013</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains receipts of property donated to organizations.</p>					
<p>7. Record Series Format(s) List all</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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <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><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>1 Number</p>	
				<p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>1 Number</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>10</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Quartermaster Division Front Office</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 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 requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain for 10 years, then destroy.</p>		
<p>19. Name and Title of Preparer Verna D. Davidson Administrative Specialist III</p>		<p>20. Telephone Number 410-799-2900</p>		<p>21. Date 4/29/13</p>	

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9</u> OF <u>25</u></p>
1. Department/Agency Maryland Department of State Police	2. Division Quartermaster Division	3. Unit
<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>		
4. Record Series Title 13-08 <u>FEDERAL 1033 PROGRAM</u>		5. Earliest Year/Latest Year <u>1995 to 2013</u>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Contains all records and correspondences related to the Federal 1033 Program. Maintained according to the Department of Defense guidelines. Records are never destroyed.</p> <p>The Maryland State Police coordinates this program for all the law enforcement agencies in Maryland. The items received through this program are never owned, never destroyed, or never given away by an agency. When a law enforcement agency no longer wants an item, the item must be returned to the Federal Government. An inventory is kept on every item.</p>		
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
<input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	<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 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	12. File Becomes Inactive After	
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	<input type="checkbox"/> N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) 1033 Program Coordinator's office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes Department of Defense <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Maintained according to Department of Defense guidelines.	
19. Name and Title of Preparer Verna D. Davidson Administrative Specialist III	20. Telephone Number 410-799-2900	21. Date 4/29/13

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>10</u> OF <u>25</u></p>
<p>1. Department/Agency Maryland Department of State Police</p>	<p>2. Division Quartermaster Division</p>	<p>3. Unit</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 13-09 <u>FEDERAL 1122 PROGRAM</u></p>	<p>5. Earliest Year/Latest Year <u>1995</u> to <u>2013</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains all records and correspondences related to the Federal 1122 Program. Records are never destroyed.</p> <p>The Maryland State Police coordinates this program for all the law enforcement agencies in Maryland. The items received through this program are never owned, never destroyed, or never given away by an agency. When a law enforcement agency no longer wants an item, the item must be returned to the Federal Government. An inventory is kept on every item.</p>		
<p>7. Record Series Format(s) List all</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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p style="text-align: center;">10 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p style="text-align: center;">10 Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p style="text-align: center;"><u>N/A</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p style="text-align: center;">Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>1122 Program Coordinator's office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <u>N/A</u> <input 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 type="checkbox"/> None <input checked="" 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 requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Maintained according to Department of Defense guidelines.</p>	
<p>19. Name and Title of Preparer</p> <p>Verna D. Davidson Administrative Specialist III</p>	<p>20. Telephone Number</p> <p>410-799-2900</p>	<p>21. Date</p> <p>4/29/13</p>

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY Maryland State Police

2. DIVISION Quartermaster Division

3. UNIT

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. RECORD SERIES TITLE
13-10
1315 - MSP Form 111 Issued Equipment and Clothing

5. EARLIEST YEAR/LATEST YEAR
1970 TO 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Contains Alphabetical Arrangement of MSP Form 111 issued equipment and clothing by employees of the MSP

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
 Computer Tape (s)
 Other (Specify) _____

21
Number

10. ANNUAL ACCUMULATION

- File Drawer(s)
 Microfilm Reel
 Computer Tape (s)
 Other (Specify) _____

21
Number

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

3
Number

- Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)

Warehouse

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

- Yes _____ No

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

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain for three years after termination of employment then destroy

19. NAME AND TITLE OF PREPARER

Pat Mayo, Administrative Aide

20. TELEPHONE NUMBER

410-799-2900

21. DATE

March 29, 2000

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

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

AGENCY RECORDS INVENTORY

PAGE 13 OF 25

1. DEPARTMENT/AGENCY Maryland State Police

2. DIVISION Quartermaster Division

3. UNIT

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. RECORD SERIES TITLE

13-12
1315 - Personnel Orders

5. EARLIEST YEAR/LATEST YEAR

1999 TO 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Contains copies of Personnel Orders that is generated by HRD. These orders are used to track equipment (badges, weapons) and used to update 111 files when employees leave employment with Maryland State Police

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
 Computer Tape (s)
 Other (Specify) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer(s)
 Microfilm Reel
 Computer Tape (s)
 Other (Specify) _____

1
Number

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

1
Number

- Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)

Quartermaster Division Front Office

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

- Yes HRD No

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

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain one year and destroy

19. NAME AND TITLE OF PREPARER

Pat Mayo, Administrative Aide

20. TELEPHONE NUMBER

410-799-2900

21. DATE

March 29, 2000

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
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 14 OF 25

1. Department/Agency
Maryland Department of State Police

2. Division
Quartermaster Division

3. Unit

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
13-13 PHYSICAL INVENTORY

5. Earliest Year/Latest Year

2003 to 2013

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

Contains copies of yearly inventory results for Warehouse Supplies.

7. Record Series Format(s) List all

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

1

Number

10. Annual Accumulation

File Drawer(s)

- Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

1

Number

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

N/A Month(s) Year(s)
Number

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

Quartermaster Division Front Office

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

Yes Finance Division No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

Yes No

16. Audit Requirements

None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

Yes No

18. Recommended Retention

Retain 10 years, then destroy.

19. Name and Title of Preparer

Verna D. Davidson
Administrative Specialist III

20. Telephone Number

410-799-2900

21. Date

4/29/13

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

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

AGENCY RECORDS INVENTORY

PAGE 18 15 OF 25

1. DEPARTMENT/AGENCY Maryland State Police

2. DIVISION Quartermaster Division

3. UNIT

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. RECORD SERIES TITLE

13-14
1317 - Purchase Orders

5. EARLIEST YEAR/LATEST YEAR

1995 TO 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Contains copies of Purchase Orders issued for supplies, services and contracts

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
 Computer Tape (s)
 Other (Specify) _____

20
Number

10. ANNUAL ACCUMULATION

- File Drawer(s)
 Microfilm Reel
 Computer Tape (s)
 Other (Specify) _____

20
Number

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

3 years for supplies - 5yrs for contracts and services
Number

Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg. Floor, Room)

Warehouse

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

Yes _____ No

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

Yes _____ No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes _____ No

18. RECOMMENDED RETENTION

Retain Purchase Order for supplies for three years
Retain Purchase Orders for contracts for five years
Retain Purchase Orders for services for five years
and until audited then destroy

19. NAME AND TITLE OF PREPARER

Pat Mayo, Administrative Aide

20. TELEPHONE NUMBER

410-799-2900

21. DATE

March 29, 2000

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORD MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>16</u> OF <u>25</u>	
1. DEPARTMENT/AGENCY <u>Maryland State Police</u>		2. DIVISION <u>Quartermaster Division</u>		3. UNIT	
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. RECORD SERIES TITLE <u>13-15</u> <u>1318</u> Receipt for tires				5. EARLIEST YEAR/LATEST YEAR <u>1997</u> TO <u>2000</u>	
6. 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="margin-left: 40px;">Contains unique form 13-6, MSP QMD receipt for tires. This form is used by MVD when returning used tires taken off of departmental vehicles to the QMD</p>					
7. RECORD SERIES FORMAT (S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<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) _____		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
				10. ANNUAL ACCUMULATION	
				<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
11. FILE IS USED		12. FILE BECOMES INACTIVE AFTER			
<input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		<u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg, Floor, Room)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
		<input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))		16. AUDIT REQUIREMENTS			
<input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<input type="checkbox"/> None <input checked="" 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)		18. RECOMMENDED RETENTION			
<input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		Retain three years then destroy			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	
Pat Mayo, Administrative Aide		410-799-2900		March 29, 2000	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORD MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>21</u> OF <u>25</u>	
1. DEPARTMENT/AGENCY Maryland State Police		2. DIVISION Quartermaster Division		3. UNIT	
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. RECORD SERIES TITLE <u>13-20</u> 1324- Unique Forms				5. EARLIEST YEAR/LATEST YEAR <u>1980</u> TO <u>2000</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)					
Contains copies of Unique forms used only by Quartermaster Division.					
7. 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 <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER - Revised No Longer Needed _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg, Floor, Room) Quartermaster Division Front Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" 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 Retain until revised or no longer needed			
19. NAME AND TITLE OF PREPARER Pat Mayo, Administrative Aide		20. TELEPHONE NUMBER 410-799-2900		21. DATE March 29, 2000	

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>23</u> OF <u>25</u></p>
1. Department/Agency Maryland Department of State Police	2. Division Quartermaster Division	3. Unit
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>13-22 EQUIPMENT LOSS/DAMAGE REPORT</u>		5. Earliest Year/Latest Year <u>2003 to 2013</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains copies of form MSP 195 for lost and damaged equipment.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <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 <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 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
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>10</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) Quartermaster Division front office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes Finance Division <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain sensitive equipment (badges, guns, and vests) for 10 years, then transfer to the State Archives. All others retain three years, then destroy.	
19. Name and Title of Preparer Verna D. Davidson Administrative Specialist III	20. Telephone Number 410-799-2900	21. Date 4/29/13

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
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 24 OF 25

1. Department/Agency
Maryland Department of State Police

2. Division
Quartermaster Division

3. Unit

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
13-23 SPECIFICATIONS

5. Earliest Year/Latest Year
2000 to 2013

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

Contains copies of specifications for equipment/supplies purchased by MSP.

7. Record Series Format(s) List all

Letter Size Microfilm

Legal Size Computer Tape

Audio Tape Floppy Disk

Bound Book 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)

Other (specify) _____

1
Number

10. Annual Accumulation

File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

Other (specify) _____

1
Number

11. File is Used

Daily Weekly Monthly Annually

12. File Becomes Inactive After

Number

Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
Quartermaster Division Front Office

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

Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

Yes No

16. Audit Requirements

None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

Yes No

18. Recommended Retention
Retain current specifications, review annually and destroy if no longer pertinent.

19. Name and Title of Preparer
Verna D. Davidson
Administrative Specialist III

20. Telephone Number
410-799-2900

21. Date
4/29/13