Schedule No. 2615

1 of 8 Page

Agency Department of Human Resources

Department of Human Resources Operations - Budget & Finan				
Item No.	Descrip	tion	Retention	
1.	This schedule supersedes sentirety General Administrative Corr	Screen annually and destroy material that is no longer needed for current business		
	Subject arrangement of original copies of outgoing letters, mer material relating to the administration.	with the following exception: Transfer to the Maryland State Archive for permanent retention ay material that serves document to the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
2.	Reading File This file consists of a copy of I reports and other miscellaneous administration of the Budget a	us papers relating to the	Retain for one (1) year from date of material then destroy.	
3.	Expenditure of Funds Supporting documents pertain expenditure of funds, such as worksheets and status of funds	Retain for *six (6) years and until all audit requirements have been fulfilled, then destroy. *Federal Audits can go back six years.		
The second secon	Representative.	Schedule Authorized by Sta	ite Archivist	
Signature Typed Name Title DGS 550-1	lites/wavehouse	Signature	I Copenfue	
	AMMINISIMO,			

Schedule No. 2615

Page 2 of 8

Agency Department of Human Resources

Departmen	tions – Budget & Finance	
Item No.	Description	Retention
4 . ·	Budget Management - Continued Purchase of Service Contracts Contracts which the Department has entered into for provision of various services, such as Day care.	Retain for seven (7) years from expiration of contract, and until all audit requirements have been
5.	Reports (Budget, Evaluation, Special Studies, Data Analysis, etc.) Budget History – tracking of Department's budget, including information pertaining to formulations of the budget request, decision-making process, follow up, pagetiations, etc. (includes budget submissions)	Retain for six (6) years, then screen and destroy material that is no longer needed for current business with the following exception: Transfer
	 negotiations, etc. (includes budget submissions) a. Program Planning Evaluation Services (PPES) Guidance Package – primary method for obtaining local input for budget decision-making process. b. PPES Feedback Package – summarizes local department responses, prioritizes items and is used as a tool when formulating the Department's budget request. c. Data Analysis – includes items related to various programs operated by the Department, such as Temporary Cash Assistance (TCA), Public 	to the Maryland State Archive for permanent retention any material that serves document to the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.
6.	Assistance, Foster Care, Maryland Energy Assistance Program (MEAP), etc. Budget and Fiscal Planning Records Budget Papers and Work Sheets Budget Estimates Budget Schedule Amendment Work Sheets Chart of Accounts	Retain for three (3) years and until all requirements have been fulfilled, then destroy.

Schedule No. 2615

Page 3 of 8

Agency Department of Human Resources

Department	epartment of Human Resources Operations – Budget & Finan			
Item No.	Description	Retention		
	Budget Management – Continued			
7.	Legislation/Subject File Subject files relating to State and Federal legislation and regulations affecting DHR.	Retain for three (3) years, then destroy.		
8.	Legislation Files Files by bill number of fiscal notes, policy recommendations and testimony relating to State bills affecting DHR.	Retain for three (3) years, then destroy.		
9.	State Bills The file consists of a complete set of State bills for each legislative session.	Retain for three (3) years, then destroy.		
10.	Reference File This file consists of the daily Congressional Records advance sheets of the Public Laws of Maryland.	Retain for one (1) year then destroy.		
11.	Federal Bills This file consists of federal public laws affecting DHR. These records are only reference copies.	These records are only reference copies. Retain until repealed or no longer needed, then destroy.		
12.	Budget Management Planning Records This file consists of budget papers and worksheets, estimates, schedule amendment work sheets and Chart of Accounts.	Retain for three (3) years or until all Federal and State requirements have been fulfilled, whichever is later, then destroy.		

Schedule No. 2615

Page 4 of 8

Agency		
Department	of Human	Resources

Department of Human Resources Opera		ions – Budget & Finance
Item No.	Description This schedule supersedes schedule #1023-6 in its entirety	Retention
13.	A. Service Contracts over \$25,000 This file consists of contract that the Department has entered into for provision of various services.	Retain for seven (7) years from expiration contract, and until all audit requirements have been fulfilled, whichever is later, then destroy.
	B. Service Contracts under \$25,000 This file consists of contract that the Department has entered into for provision of various services.	Retain for seven (7) years from expiration contract, and until all audit requirements have been fulfilled, whichever is later, then destroy.
14.	A. <u>Purchasing Records Under \$25,000</u> Items purchased on State contracts, purchase orders, report of partial delivery, purchase orders (purchase order file with bids, bid board notice, waivers and other related documents.)	Retain for three (3) years, or until all audit requirements have been fulfilled, whichever is later, then destroy.
	B. <u>Purchasing Records Over \$25,000</u> Items purchased on State contracts, purchase orders, report of partial delivery, purchase orders (purchase order file with bids, bid board notice, waivers and other related documents.)	Retain for three (3) years, or until all audit requirements have been fulfilled, whichever is later, then destroy.
15.	Corporate Credit Card File This file consists of original Purchasing Card Logs, statements and receiving ticket.	Retain for three (3) years or until all audit requirements have been fulfilled, whichever is later, then destroy.

Schedule No. 2615

Page 5 of 8

Agency Department of Human Resources

Department	partment of Human Resources Operations – Budget 8	
Item No.	Description This schedule supersedes schedule #1023-6	Retention
16.	Accounts Payable/ Accounts Receivable This file consists of Certificates of Deposit, Invoice Transmittals, Travel Advance and Settlement Files, Interagency Payments, Telecommunication Invoices/Statements, Year-end Accrual Calculations/Payouts, Automated Working Fund Deposit Ledger and Lease File/Rent Register.	Retain for three (3) years or until all audit requirements have been fulfilled, whichever is later, then destroy.
17.	General Accounting Records This file consists of Local Assistance Reports and Balance Sheets, Summary of Assistance Reports, FMIS Monthly Appropriation, Expenditure and Revenue Reports, Vendor Addition and Changes, Daily Check Receipt Log, Working Fund Issued Check Copies, Negotiated Checks, and Voided Checks, Journal Entries/Distribution of Charges, Working Fund Bank Reconciliations.	Retain for three (3) years, or until all audit requirements have been fulfilled, whichever is later, then destroy.
18.	Accounts Receivable Files A. Central Collections Unit (CCU) Accounts Receivable Files, CCU Collection Statements and Distribution.	Retain until account is resolved via collection or "written off" per CCU*, whichever is later, then destroy. *The Central Collection Unit either files suit or decides to "write off the debt".
	B. Debtors' accounts paid in full.	They are the only agency with the authority to make that determination. Retain for three (3) years or until all audit requirements have been fulfilled, whichever is later, then destroy.

Schedule No. 2615

Page 6 of 8

Agency
Department of Human Resources

Department	of Human Resources Operati	ons – Budget & Finance
Item No.	Description	Retention
8	Accounting Operations Division - Continued	
19.	CARES Fiscal Records This file consists of Client Automated Resources and Eligibility System (CARES) reports, CCU reports, Electronic Benefits Transfer (EBT) reports and Bank Reconciliation's.	Retain for three (3) years or until all audit requirements have been fulfilled, whichever is later, then destroy.
20.	A. Reports of audits conducted by persons or agencies other than the Legislative Auditors.	Retain Permanently. Transfer every three (3) years to the Maryland State Archives.
	B. Reports of audits conducted by the Legislative Auditors.	Retain for ten (10) years, then destroy.
21.	Payroll Accounting Records A. Employee History Card File	*Retain for ten (10) years after termination of employment and then destroy. *Internal Revenue Service only requires (6) years.
	B. Payroll Exception Time Report (ETR) Payroll Positive Time Report (PTR) Leave Records Salary Distribution Worksheets and Printouts 604 form (Personnel/Payroll form) 127 forms and Timesheets Payroll Contracts	Retain for five (5) years or until all audit requirements have been fulfilled, whichever is later, then destroy.
22.	Miscellaneous Accounting Records This file consists of general correspondence, year-end work papers and closing statements, 1099 interface file documents.	Retain for three (3) years or until all audit requirements have been fulfilled, whichever is later, then destroy.

Schedule No. 2615

Page 7 of 8

Agency Department of Human Resources

Department	of Human Resources Operati	ons – Budget & Finance
Item No.	Description This schedule supersedes schedule #1023-6 in its entirety	Retention
23.	Cost Allocation Plan This file consists of State and Local Program Cost Account (PCA) requests and supporting documentation. It also contains responses to questions the Federal Government may have concerning methodology.	Retain permanently. Transfer every three (3) years to the Maryland State Archives.
24.	Random Moment Sampling This file consists of local department records such as letters, rosters and source documents. This file also consists of state office records such as sampling plan, incoming/outgoing memoranda, reports, studies and miscellaneous papers relating to the cost allocation sample.	Retain for five (5) years, or until both federal and state audit requirements have been fulfilled, whichever is later, then destroy.
25.	Federal Reports This file consists of Federal Reports prepared by the Grants Management Division within Budget and Finance for the Department of Human Resources.	Retain for five (5) years, or until both federal and state audit requirements have been fulfilled, whichever is later, then destroy.
26.	Title XIX Medicaid Rehab Program Records and Files	Retain electronic files permanently in preparation for future audits. Transfer every three (3) years to the Maryland State Archives.
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Schedule No. 2615

Page 8

of 8

Agency Departmen		on/Unit tions – Budget & Finance
Item No.	Description This schedule supersedes schedule #1023-6 in its entirety	Retention
27.	FINANCIAL SYSTEMS DEVELOPMENT FMIS Security Forms This file consists of security forms for accessing the Financial Management Information Systems (FMIS)	After a record becomes inactive, retain for 3 years from last audits by OLA, then
	system.	destroy.
28.	DHR Security Report	Retain for three (3) years from last audit by OLA, then destroy.
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DGS 550-1A

Instructions –Type or Print a separate form for DEPARTMENT OF C			GENERAL SERVICES AGENCY RECORDS INVENTORY		AGENCY RECORDS INVENTORY		
			AGEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box				
		Jessup, Ma	ryland 20794		PAGE 1 OF 13		
Department/Agency	2. Divisio		99-1930		3. Unit		
Department of Human Resources			nont.				
Department of Human Nesources	Duuge	t Managen	IOIIL		Budget Finance		
					· ·		
DEFINITION: RECORD SERIES: A group of related purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
General Administrative Correspondence	File			-	to		
			12%	- 7			
6. Record Series Description (Briefly describe the ty	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)					1 mm		
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Subject arrangement of original incomin		s, copies o	outgoing i	etters, m	nemoranda, and other material relating		
to the administration of the Budget & Fir 7. Record Series Format(s) List all	nance.	9 Passed Co.	on Paguana	0.1/-1/			
		8. Record Serie	es sequence	9. Volume			
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Other (specify) Other (spe		olfy)					
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13. Current Location(s) (Bldg., Floor, Room)			1.0410000000000000000000000000000000000		ed Elsewhere? (If yes, specify agency or office.)		
Department of Human Resources 311 W. Saratoga Street, 8 th Floor Baltimore	e. MD 21	201	Yes 2	No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	-,,		16. Audit Requ	ilrements			
Yes No			⊠ None [State 🖂	Federal Independent		
					_		
17. Is an Index System used? If yes, explain briefly and describe n	eguirements		18. Recom	mended D	etention		
Yes No	1-1-1-1-1-1-1-1-1				y materials no longer needed for current business with		
					Transfer to the Maryland State Archive for permanent		
			The state of the s		at serves to document the origin, development, and		
41					office and has continuing administrative, fiscal, legal or		
19, Name and Title of Preparer		20. Telepho	historical val one Number	21. Date			
Victoria Clay		Ed. Totopile		= / Date			
Administrative Officer, III 410-767-7			529	Septemb	per 12, 2012		

• Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MA 7275 Waterlo Jessup,	NAGEMENT			
Department/Agency Department of Human Resources Budget Management				3. Unit Budget Finance	
DEFINITION: RECORD SERIES: A group of related a purposes. 4. Record Series Title	records normally fi	led and used	· · · · · · · · · · · · · · · · · · ·		
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Record Series Description (Briefly describe the type series.) This file consists of a copy of letters, madministration of the Budget and Finance.	emoranda, rei				
The budget and Finance					
7. Record Series Formal(s) List all	8. Record S	eries Sequence	9. Volume		
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Other (specify)	Other (ap			10. Annual Accumulation Number	
,			File Drawe	Resi(s) Tape(s)	
11. File is Used Dally Weekly Monthly Annually		12. File Beco	mes inactive After	h(s) ⊠Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Department of Human Resources 311 W. Saratoga Street, 8 th Floor Baltimore, M	D 21201	14. Is Record Series Duplicated Elsewhare? (If yes, specify agency or office.) Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☒ No		16. Audit Requirements Mone State Federal Independent		eral Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention Retain for one (1) from date of material then destroy			
9. Name and Title of Preparer	20. Telepho	ne Number	21. Date		
Totoria Clay	410-767-75	29	April 10, 201	2	
dministrative Officer, III					

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 410-789-1890		DIVISION Box 275	AGENCY RECORDS INVENTORY PAGE 3 of 33	
	. Division			3. Unit Budget Finance	
DEFINITION: RECORD SERIES: A group of related recourses.	ords normally file	d and used a	s a unit for refe	rence as well as retention and disposition	
Record Series Title Expenditure of Funds		1		st Year/Latest Year to	
Record Series Description (Briefly describe the types series.) Supporting documents pertaining to the Depastatus of funds materials					
7. Record Series Format(s) List all	8. Record S	eries Sequence	9. Voluma		
☑ Letter Size ☑ Microfilm	⊠Alphaba	lical	Number		
☐ Legal Size ☐ Computer Tape -	⊠Numerica	al		☑ File Drawer(s)	
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13, Current Location(s) (Bidg., Floor, Room) Department of Human Resources 311 W. Saratoga Street, 8 th Floor, Baltimore,	MD 21201	11	d Series Duplicated 6 No	Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		16. Audit Requiremente ☐ None ☐ State ☒ Federal ☐ Independent		eral 🔲 Independent	
7. Is an Index System used? If yes, explain briefly and describe requirements Yes No		18. Recommended Retention			
<i>y</i>		Federal	audits can	go back six years.	
9. Name and Tille of Preparer	20. Telepho	ne Number	21. Date		
ctoria Clay	410-767-752	29	April 10, 201	2	
dministrative Officer, III					

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	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 SEI RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794			DIVISION Box 275	AGENCY RECORDS INVENTORY			
	Department/Agency Department of Human Resources	2, Div				3. Unit Budget Finance			
-	DEFINITION: RECORD SERIES: A group of related purposes.	ference as well as retention and disposition	-						
	4. Record Series Title Purchase of Service Contracts			5. Earliest Year/Latest Year toto					
	6. Record Series Description (Briefly describe the ty series.)				**	*			
	Contracts which the Department has e	ntered	d into for p	provision	of various	services, such as Day care			
-	7. Record Series Format(s) List all B. Record Series			ntes Sequence	9, Volume				
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C	3. Current Location(s) (Bidg., Floor, Room) Department of Human Resources 111 W. Saratoga Street, 8 th Floor Baltimore, I	MD 21	201	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No					
11	5. Access Restrictions (It Yes, cite Law(s) & Regulation(s) Yes 🔯 No			16. Audit Requirements					
				☑ None ☐ Slate ☐ Federal ☐ Independent					
17. Is an Index System used? if yes, explain briefly and describe requirements ☐ Yes ☑ No			18. Recommended Retention Retain for seven (7) years from expiration of contract, and until all audit requirements have been fulfilled, then destroy.						
9), Name and Tille of Preparer	T	20. Telephor	ne Number	21. Date				
n	otorio Clav		440 700		April 10, 201				
	ctoria Clay		410-767-752	ia i	April 10, 201				
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			ENERAL SER		AGENCY RECORDS INVENTORY	
new or revised record series. Forward with Records	RECORD	S MANAG	EMENT DIVI	DIVISION		
Retention Schedule (DGS 550-1)	7275 Wa	aterioo Ro	ad, P.O. Box	275	PAGE_5_ OF33	
	Jes	ssup, Mary	ryland 20794		PAGE OF	
		410-799				
Department/Agency 2.	Division				3. Unit	
Department of Human Resources B	ludget Ma	anagem	ent	į.	Budget Finance	
DEFINITION: RECORD SERIES: A group of related records	normally file	ed and use	ed as a unit for	reference	as well as retention and disposition purposes.	
Record Series Title				5. Earlie	st Year/Latest Year	
Reports (Budget, Evaluation, Special Studies	s, Data A	Analysis	, etc.)		to	
1						
 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Budget History – tracking of Department's budget, including information pertaining to formulations of the budget request, decision-making process, follow up, negotiations, etc. (includes budget submissions) a. Program Planning Evaluation Services, (PPES)Guidance Package – primary method for obtaining local input for budget decision-making process. b. Program Planning Evaluation Services, (PPES)Feedback Package – summarizes local department responses, prioritizes items and is used as a tool when formulating the Department's budget request. c. Data Analysis – includes items related to various programs operated by the Department, such as Temporary Cash Assistance (TCA), Public Assistance, Foster Care, Maryland Energy Assistance Program (MEAP), etc. 						
7. Record Series Format(s) List all	8.	Record Serie	es Sequence	9. Volume		
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13. Current Location(s) (Bidg., Floor, Room)			1000 A 100 A	-	ed Elsewhere? (If yes, specify agency or office.)	
Department of Human Resources 311 W. Saratoga Street, 8 th Floor Baltimore, MD 21	1004		☐ Yes No			
311 W. Saratoga Street, 8" Floor Baltimore, MD 21 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	201		16. Audit Requirements			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			10. Audit Kedi	in diriettis		
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is .						
17. is an Index System used? if yes, explain briefly and describe requirements			40 0	marded F	a la nation	
17. is an index System used 7 if yes, explain onelly and describe requirements The No index System used 7 if yes, explain onelly and describe requirements			18. Recom		etention then screen and destroy material that is no longer	
- 170		141	needed for o	urrent busi	ness with the following exception: Transfer to the	
		İ	Maryland St	ate Archive	for permanent retention any material that serves to	
			has continui	e origin, de ng adminis	velopment, and accomplishments of the office and trative, fiscal legal, or historical value.	
19, Name and Title of Preparer	20	0. Telepho	ne Number	21. Date		
12. Italia and The art repaid	20		r.umon			
Victoria Clay		10-767-75	20	Septemi	per 12, 2012	
Victoria Clay	4	.0-101-10	2.0			
Administrative Officer, III						

Instructions - Type or Print a separate form for	DEPARTMENT C	OF GENERAL	SERVICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MA						
with Records Retention Schedule (DGS 550-1)	7275 Waterlo			PAGE 6 OF 33			
		Maryland 207 10-789-1930	794				
	2. Division			3. Unit			
Department of Human Resources	Budget Manag	gement		Budget Finance			
DEELNITION, DECORD SERVER							
DEFINITION: RECORD SERIES: A group of related repurposes.	ecords normally fil	led and used	as a unit for re	ference as well as retention and disposition .			
4. Record Series Title			5. Earliest Year/Latest Year				
Budget and Fiscal Planning Records				to			
6. Record Series Description (Briefly describe the type	es of information/d	ocuments/for	ms found in the	e series. Include the purpose or function of the			
series.)							
Budget Papers and Work Sheets Budget Estimates							
Budget Schedule Amendment Work She	ets						
Chart of Accounts 7. Record Series Formal(s) List all							
The second secon	8. Record S	eries Sequence	9. Volume				
☑ Letter Size ☑ Microfilm	Alphabet	ical	Number				
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Other (specify)			10. Annual Ac	cumulation			
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				· ,			
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Department of Human Resources 311 W. Saratoga Street, 8 th Floor Baltimore, MI	D 21201	☐ Yes ⊠ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		16, Audit Requirements					
		None					
				, · · · · · · · · · · · · · · · · · · ·			
17. Is an index System used? If yes, explain briefly and describe requirem	ents	18. Recon	mended Reter	ntlon			
Yes No		Retain fo	or three (3)	years and until all requirements			
		have bee	en fulfilled, t	hen destroy.			
9. Name and Title of Preparer	20. Telepho		21. Date				
			池				
/ictoria Clay	410-787-76	29	April 10, 201	2			
dministrative Officer, III							

	THE RESERVE THE PERSON NAMED IN		Control of the Contro			
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 OF		
Department/Agency Department of Human Resources	2. Division Budget Mar	410-799-1930 nagement		3. Unit Budget Finance		
DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Legislation/Subject File 6. Record Series Description (Briefly describe the tyseries.)	pes of informatio	n/documents/form	5. Earlies	st Year/Latest Yearto e series. Include the purpose or function of the		
Subject files relating to State and Federa 7. Record Series Format(s) List all		and regulation	9. Volume	DHR.		
□ Letter Size	⊠Alph	abatical	Number	,		
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Bound Book Video Tape	⊠ Gaog	graphical	Other (spi	eclfy)		
Other (specify)	☐ Othe	er (specify)	10. Annual Ac	councilation		
			Number File Drawe Microfilm F Computer Other (spa	Reel(s)		
11. File is Used	illy	12. File Beco	mes Inactive After	h(s) 🖾 Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Department of Human Resources 311 W. Saratoga Street, 8 th Floor Baltimore,	MD 21201	A CALLES	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 requi	rements	1	mended Rete	ntion s, then destroy		
19. Name and Title of Preparer	20. Tele	phone Number	21. Date			
Victoria Clay	410-767-78			12		

			The second second				
Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		NAGEMENT	DIVISION Box 275	PAGE 6 OF 3			
	2. Division Budget Manag			3. Unit Budget Finance			
DEFINITION: RECORD SERIES: A group of related repurposes.	records normally file	ed and used a	s a unit for ref	erence as well as retention and disposition			
4. Record Series Tille Legislation File			5. Earlies	t Year/Latest Year to			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files by bill number of fiscal notes, policy recommendations and testimony relating to State bills affecting DHR.							
7. Record Series Formal(s) List all	8. Record Se	ries Sequence	9. Volume				
□ Letter Size	Alphabelio	cal	Number				
☐ Legal Size ☐ Computer Tape	Numerical		☐ File Draw	1)			
☐ Audio Tape	Chronolog	ilcal	☐ Microfilm ☐ Computer				
☑ Bound Book ☐ Video Tape	⊠Geographi	ical	Other (spi	acity)			
Other (specify)	Other (spe	ecify)	10. Annual Ac	Accumulation			
			File Drawe Microfilm F Computer Other (spe	Real(s)			
11. File is Used		12. File Becon	nes Inactive After	. ,			
☐ Dally ☐ Weekly ☐ Monthly ☐ Annually		Number 3	☐ Mont	h(s) 🛛 Year(s)			
13. Current Location(s) (Bidg., Floor, Room) Department of Human Resources 311 W. Saratoga Street, 8 th Floor Baltimore, M	D 21201	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No					
15. Access Restrictions (If Yas, cite Law(s) & Regulation(s)		16. Audit Requirements					
Yes No		⊠ None [State Fed	oral Independent			
17. Is an Index System used? If yes, explain briefly and describe required Yes No	ments		mended Rete	ntion years then destroy.			
19. Name and Title of Preparer	20. Telepho		21. Date				
Victoria Clay	410-767-75	29	April 10, 20	12			
Administrative Officer, ill							

Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	Jessup,		DIVISION Box 275	PAGE 9_ OF			
Department/Agency Department of Human Resources	2. Division Budget Manag	gement		3. Unit Budget Finance			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally fil	ed and used a	as a unit for ref	ference as well as retention and disposition			
Record Series Title State Bills			5. Earlies	st Year/Latest Year to			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) The file consists of a complete set of State bills for each legislative session.							
7. Record Series Format(s) List all	eries Sequence	9. Volume					
☑ Letter Size ☑ Microfilm	⊠Alphabet	ical	Number				
Legal Size Computer Tape	Numerica	af					
Audio Tape Sloppy Disk	Chronolo	glcal	☐ Computer	Computer Tape(s)			
Bound Book Video Tape	Geograph	nical	Other (sp	Other (specify)			
Other (specify)	Other (sp	sectfy)	10. Annual Ac	10. Annual Accumulation			
			Microfilm F	Number File Drawer(s) Microfilm Real(s) Computer Tape(s) Other (specify)			
11. File is Used		12. File Beco	mes Inactive After				
☑ Dally ☐ Weekly ☐ Monthly ☐ Annua	iliy	3 Number ☐ Month(s) ☑ Year(s)					
13. Current Location(s) (Bldg., Floor, Room) Department of Human Resources 311 W. Saratoga Street, 8 th Floor Baltimore,	MD 21201	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 requi	rements	18. Recommended Retention Retain for three (3) years then destroy.					
19. Name and Title of Preparer	20, Telepho	one Number	21, Dale				
Victoria Clay	410-767-78	529	April 10, 20	12			
Administrative Officer, III							

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			AGENCY RECORDS INVENTORY PAGE 10 of 33				
	Jess	sup, Maryland 207 410-799-1930	794	PAGE				
Department of Human Resources	2. Division Budget Management			3. Unit Budget Finance				
DEFINITION; RECORD SERIES: A group of related purposes.	records norma	ly filed and used	as a unit for re	ference as well as retention and disposition				
Record Series Title Reference Files				st Year/Latest Year to				
	pes of information	on/documents/for						
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file consists of the daily Congressional Records advance sheets of the Public Laws of Maryland								
7. Record Series Formal(s) List all	8. Rec	ord Series Sequence	9. Volume					
☑ Letter Size ☑ Microfilm	⊠Alpi	nabelical	Number					
Legal Size Computer Tape	⊠Nun	nerical	☐ File Draw					
☐ Audio Tapa	⊠ Chr	onological	☐ Microfilm ☐ Computer	Tape(s)				
☑ Bound Book ☐ Video Tape	⊠Geo	graphical	Other (sp					
Other (specify)	Oth	ar (specify)	10. Annual Ac	cumulation				
			Number File Drawe Microfilm F	Real(s)				
			Computer Other (spe					
11. File is Used		12. File Beco	12. File Becomes Inactive After					
☑ Dally ☐ Weekly ☐ Monthly ☐ Annual	ily	Number	□ Mont	h(s) 🔯 Year(s)				
13. Current Localion(s) (Bidg., Floor, Room) Department of Human Resources 311 W. Saratoga Street, 8 th Floor Baltimore,	MD 21201		14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) Yes No			16. Audit Requirements None State Federal Independent					
7. Is an Index System used? It yes, explain briefly and describe requi	rements	(18. Recommended Retention Retain for one (1) year then destroy					
9. Name and Title of Preparer	20, Tele	phone Number	21. Date					
ictoria Clay	410-76	7-7529	April 10, 20	12				
dministrative Officer, III				*				

550-4 (Rev. 1/93)

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Instructions - Type or Print a separate form for	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV							
each new or revised record series. Forward								
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box				PAGE 11 OF 33			
	Jessup, Maryland 20794 410-789-1930				*			
1. Department/Agency	2. Divis	sion			3. Unit			
Department of Human Resources	Budg	et Manage	ement		Budget Finance			
					·			
DEFINITION: RECORD SERIES: A group of related purposes.	d records	normally filed	d and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title				5. Earliest Year/Latest Year				
Federal Bills: (Reference copies)					to			
				1				
6. Record Series Description (Briefly describe the ty	ypes of in	nformation/doc	cuments/forms	found in the	e series. Include the purpose or function of the			
series.)								
This file consists of federal public laws at	ffecting	DHR and	only referer	ice copies	\$			
7. Record Series Format(s) List all		8. Record Ser	ies Sequence	9. Volume	-			
☑ Letter Size ☑ Microfilm		⊠Alphabetic	al	Number				
☐ Legal Size ☐ Computer Tape		Mumerical		1	☐ File Drawer(s) ☐ Microfilm Reel(s)			
Audio Tape 🛛 Floppy Disk				☐ Comput	Computer Tape(s)			
Sound Book Video Tape	⊠Geographical			Other (s	Other (specify)			
Other (specify)		Other (spe	rcify)	10. Annual	10. Annual Accumulation			
			,,	Number	Number			
				File Drawer(s)				
				Microfilm Reel(s)				
*				Computer Tape(s) Other (specify)				
				Cities (s)				
11. File is Used				nes Inactive Afte	- 1			
☐ Daily ☐ Weekly ☐ Monthly ☐ Anni	ually		Retain until repealed or no longer needed, then destroy Number					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.)					
Department of Human Resources 311 W. Saratoga Street, 8th Floor Baltimore	MID 04	1204	☐ Yes ☑ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	, WID 21	1201	16. Audit Requ	ulrements				
Yes No								
			None [StateF	ederal Independent			
17. Is an Index System used? If yes, explain briefly and describe rec	quirements		100	mended Re	advantables.			
Yes No			Retain unti	repealed o	r no longer needed, then destroy.			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date				
Victoria Clay		410-767-75	29	Septembe	er 12, 2012			
Administrative Officer.)								

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Human Resources DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Budget Management Planning Record				ISION 275 a unit for re	AGENCY RECORDS INVENTORY PAGE	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file consists of budget papers and worksheets, estimates, schedule amendment work sheets and Chart of Accounts.						
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		
Letter Size Microfilm			el	Number		
Legal Size Computer Tape		Numerical		☐ File Dra	* *	
Audio Tape S Floppy Disk		Chronologic	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
Bound Book Video Tape		⊠Geographic	al	Other (specify)		
Other (specify)			cify)	10. Annual Accumulation Number File Drawer(s) Microfilm Reel(s) Computer Tape(s)		
				Other (s	pecify)	
11, File is Used	nually		12. File Becomes Inactive After Number			
13. Current Location(s) (Bidg., Floor, Room) Department of Human Resources	- MD 04	1204	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
311 W. Saratoga Street, 8 th Floor Baltimore, MD 21201 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 re	equirements		18. Recom			
Ties Mind					until all Federal and State ve been fulfilled then destroy.	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	To work in the state of the sta	
Victoria Clay		410-767-78	529	Septemb	er 12, 2012	
Administrative Officer, III						

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERALS	FRVICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MAN						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, M	Road, P.O. Bollaryland 2079		PAGE_13_ OF _33_			
1 Department/Agency	410	1-799-1930					
Department/Agency	2. Division			3. Unit			
DEPARTMENT OF HUMAN RESOURCES	BUDGET & FINANC		: :	PROCUREMENT			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally file	d and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title			5. Earliest Year/Latest Year (Contract Ending Year)				
SERVICE CONTRACTS OVER \$25, 000			200	03 to2004_			
6. Record Series Description (Briefly describe the ty	pes of information/do	cuments/form	s found in the	e series. Include the purpose or function of the			
series.) SERVICES CONTRACTS TO INCLUDE RI OFFERORS/BIDDERS RESPONSES.	EQUEST FOR PROP	OSALS/INVIT	ATION FO R	BIDS; LIST OF BIDDERS AND			
O. P. EROROPIDDERO REGIONOLO,							
				-7			
7. Record Series Formal(s) List all	8. Record Se	ries Sequence	9. Volume				
□ Letter Size □ Microfilm		cal	Number				
□ Legal Size □ Computer Tape	Numerica	ı		File Drawer(s) Microfilm Reel(s)			
Audio Tape Floppy Disk	☐ Chronolog	plcal	Compute	er Tape(s)			
☐ Bound Book ☐ Video Tape	☐ Geograph	ical	Other (sp	pecify)			
Other (specify) CDs	Other (spe	ecify)	10. Annual Accumulation				
			Number				
			☐ File Draw				
		☐ Microfilm Reel(s) ☐ Computer Tape(s)					
			Other (sp	ec(fy)			
11. File is Used		12. File Becon	nes Inactive After				
☐ Dally ☐ Weekly ☐ Monthly ☐ Annua	lly	Number	☐ Mo	nth(s) Year(s)			
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record	Series Duplicated	Elsewhere? (If yes, specify agency or office.)			
Rms 950 A, B & C (after 3years files sent to Jessup)		☐ Yes No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Requ	Irements				
		☐ None	State F	ederal Independent			
17. Is an Index System used? If yes, explain briefly and describe requ	uirements	18. Recom	mended Ret	ention			
·		Retain for s	even (7) vea	rs from expiration contact, and until all audit			
*				fulfilled, whichever is later, then destroy.			
19, Name and Title of Preparer	1	one Number	21. Date				
Sandy Johnson	410-767-74	08	April 10, 20	012			

Instructions - Type or Print a seneral form for	DEPARTMENT OF GENERAL SERVICES			RVICES	AGENCY RECORDS INVENTORY
Instructions ~Type or Print a separate form for each new or revised record series. Forward			GEMENT DIV		*
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box		PAGE_114 OF_33
	J		yland 20794		
1. Department/Agency	2. Division		99-1930		3. Unit
1. Department/gency	Z. DIVISION				0. 5
DEPARTMENT OF HUMAN RESOURCES	BUDGET 8	& FINANCE			PROCUREMENT
DEFINITION: RECORD SERIES: A group of related purposes.	records no	rmally filed	and used as	a unit for re	ference as well as retention and disposition
4. Record Series Title				5. Earlies	st Year/Latest Year (Contract Ending Year)
SERVICE CONTRACTS UNDER \$25, 000				200	03 to2004_
					5 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
Record Series Description (Briefly describe the ty series.) SERVICES CONTRACTS TO INCLUDE RI					
OFFERORS/BIDDERS RESPONSES.	EQUESTRO	UK PROPO	3AL3/INVITA	TION FOR	BIDS, LIST OF BIDDENS AND
7. Record Series Format(s) List all	8	8. Record Serie	es Sequence	9. Volume	
☑ Letter Size ☐ Microfilm	1	Alphabetica	ıl	Number	
☑ Legal Size ☐ Computer Tape	1	Numerical		☐ File Dra	wer(s)
Audio Tape Floppy Disk	١,	☐ Chronologic	Microfilm		n Reel(s) er Tape(s)
				Other (s	
Bound Book Video Tape	1	Geographic	al	10. Annual	Accumulation
☑ Other (specify)CDs	1	Other (specify)		Number	
				14DUNDA	
				☐ File Dra	
	1			☐ Comput	er Tape(s)
				Other (s	pecify)
11. File Is Used			12. File Becom	es Inaclive Aft	er
Dally Weekly Monthly Annu	ally		Number	□ M	onth(s) Xear(s)
13, Current Location(s) (Bidg., Floor, Room) Rms 950 A, B & C (after 3years files sent to Jessup)			14. Is Record S	Series Duplicati No	ed Elsewhere? (If yes, specify agency or office.)
THIS SAN LA SE A fester of auto uses one to accomb.					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requ	ilrements	
Ties Mu			☐ Nane	⊠ State □	Federal Independent
17. Is an Index System used? If yes, explain briefly and describe re-	quirements		18. Recom	mended Re	etention
Yes No					,
			1		ears from expiration contact, and until all audit
×	.4		requiremen	ts have bee	en fulfilled, whichever is later, then destroy.
			L	04.00	
19. Name and Title of Preparer		20. Telepho 410-767-74		21. Date April 10,	2012
Sandy Johnson	1 4	-10-101-14	00	וואווו וטן	

Sandy Johnson

Department of Human Resources DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Purchasing Records Over \$25,000	RECORDS MANA 7275 Waterloo R Jessup, Ma 410-7 2. Division Budget & Finance records normally filed	Normally filed and used as a unit for re		st Year/Latest Year 7 to2008	
6. Record Series Description (Briefly describe the typeseries.)	pes of information/doc	unients/torms	iouna in ini	e series. Include and purpose of full chart of all	
series.) Items purchased on State contracts, purchase orders	s. report of partial deliv	erv. purchase	orders (pu	rchase order file with bids, bid board notice.	
waivers and other related documents.)	e, roport of partial deliv	o.j, paronasc	ordere (po	, and the man read are seen a read of	
7. Record Series Format(s) List all	8. Record Serie	es Saquence	9, Volume		
☑ Letter Size ☐ Microfilm		al	Number		
☐ Legal Size ☐ Computer Tape	Numerical		☐ File Dra		
☐ Audio Tape ☐ Fioppy Disk	Chronologi	cal	Comput	1	
☐ Bound Book ☐ Video Tape	☐ Geographic	cal .		Accumulation	
Other (specify)	Other (spec	cify)	Number		
			File Dra Microfilm Comput	n Reel(s)	
11. File Is Used		12. File Becom	es Inactive Aft	өг	
☑ Daliy ☐ Weekly ☐ Monthly ☐ Annua	ally	3 Number ☐ Month(s) ☐ Year(s)			
13. Current Location(s) (Bidg., Floor, Room) Room 950 A - C		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 raq ☐ Yes ☑ No	Recommended Retention Retain for three (3) years, or until all audit requirements have been fulfilled, whichever is later, then destroy.				
19. Name and Title of Preparer 20. Telephone Numb Sandy Johnson 410-767-7408			21. Date 09/14/20	12	

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Instructions –Type or Print a separate form for	DEPAR	RTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			x 275	PAGE_16_ OF_33	
	Jessup, Maryland 20794					
Department/Agency	2. Divisi		99-1930		3. Unit	
Department of Human Resources	Budget	& Finance			Procurement Division	
DEFINITION: RECORD SERIES: A group of related purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
Purchasing Records Under \$25,000		*		200	7 to2008	
6. Record Series Description (Briefly describe the t	ypes of Inf	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)			36			
Items purchased on State contracts, purchase orde waivers and other related documents.)	ers, report	of partial deli	very, purchase	e orders (pu	irchase order file with bids, bid board notice,	
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		
☑ Letter Size ☐ Microfilm			•	Number		
☐ Computer Tape		Numerical		☐ File Dra	wer(s)	
Audio Tape Floppy Disk		Chronologi	ical	☐ Microfile		
☐ Bound Book ☐ Video Tape		☐ Geographi	cal	Other (s	specify)Boxes	
Other (specify)		Other (spe	clfy)	10. Annual	Accumulation	
			*			
				File Dra		
*			☐ Microfili		* *	
		2		Other (s	pecify)Boxes	
11. File is Used			12. File Becom	ies Inactive Aft	er	
☐ Delly ☐ Weekly ☐ Monthly ☐ Annu	ıaliy		Number Month(s) Year(s)			
13. Current Location(s) (Bidg., Floor, Room)			14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Room 950 A - C			☐ Yes	⊠ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
☐ Yes ☑ No			☐ None	State 🛛	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	quirements		18. Recom	mended Re	etention	
Yes No			Retain for t	hree (3) yea	ars, or until all audit requirements have been	
			fulfilled, wh	ichever is le	ater, then destroy.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Sandy Johnson		410-767-74		09/14/20	12	

Instructions –Type or Print a separate form for	DEPA	RTMENT OF	GENERAL S	ERVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	-		AGEMENT DI				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794				PAGE		
1. Department/Agency	2. Divis	sion			3. Unit		
Department of Human Resources	Budget	& Finance			Procurement Division		
DEFINITION: RECORD SERIES: A group of related purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlies	st Year/Latest Year		
Corporate Credit Card File				2007 t	0 2008		
Record Series Description (Briefly describe the tyseries.)	ypes of in	formation/doc	cuments/forms	s found in the	e series. Include the purpose or function of the		
This file consists of original Purchasing Card Logs,	statemer	nts and receiv	ing ticket.				
					2		
7.00-10-10-10-10-10-10-10-10-10-10-10-10-1		r					
7. Record Series Format(s) List all		8. Record Seri	les Sequence	9. Volume			
Latter Size		Alphabetic	al	Number	ımber		
Legal Size Computer Tape		Numerical					
Audio Tape	○ Chronological		Computer Tape(s) Other (specify)				
Bound Book Video Tape	☐ Geographical		cal				
Other (specify)		Other (spe	alfy)	10. Annual A	Annual Accumulation		
				Number			
			File Dra				
				☐ Compute	Computer Tape(s)		
				Other (s)	ecify)		
11. File is Used			12. File Becon	es Inactive Afte	r		
☐ Dally ☐ Weekly ☐ Monthly ☐ Annu	ally		Number	□ Мо	nth(s) X Year(s)		
					,		
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record S	Series Duplicate	d Elsewhere? (If yes, specify agency or office.)		
Procurement Division 311 W. Seraloga Street, Rm. 946, Baltimore N	AD 21201		Yes	☐ No DHR	Acct Division, 311 W. Saratoga Street, Ballimore MD 21201		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No			16. Audit Requ	ilrements			
GAD Administrative Procedures Menual			☐ None	State 🔲	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No			18. Recom	mended Re	tention		
					rs or until all audit requirements have been		
			Tunned, Wh	ottever is la	er, then destroy.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Sandy Johnson, Procurement Director		410-767-74	08	April 10, 2	012		
¥ .	1				ii a		

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Human Resources DEFINITION: RECORD SERIES: A group of related 4. Record Series Title Accounts Payable/ Accounts Receivable	2. Division	ECORDS MANA 7275 Waterloo R Jessup, Ma 410-7 on tions	5. Earlies		AGENCY RECORDS INVENTORY PAGE of	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. This file consists of Certificates of Deposit, Invoice Transmittals, Travel Advance and Settlement Files, Interagency Payments, Telecommunication Invoices/Statements, Year-end Accrual Calculations/Payouts, Automated Working Fund Deposit Ledger and Lease File/Rent Register.						
7. Record Series Format(s) List all		8. Record Series S	equence	9. Volume		
☑ Letter Size ☐ Microfilm	X	Alphabetical		Number		
Legal Size Computer Tape	:01	☐ Numerical		File Dra		
☐ Audio Tape ☐ Floppy Disk		Chronological	,	Microfile Comput		
⊠ Bound Book		Geographical		Other (s	specify)	
Other (specify)	*	Other (specify)	_Fiscal	- 10. Annual	Accumulation	
		Year		File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used			12. File Becomes I	nactive After		
☑ Daily ☐ Weekly ☐ Monthly ☐ Annu	ally		3 Number	Month	(s) 🖾 Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Basement, 311 west Saratoga st, Baltimore MD 21201				s Dupilcated E	sewhere? (If yes, specify agency or office.)	
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) Yes No			16. Audit Requiren		laral I Independent	
			□ Noue ⊠	State XI Fed	leral 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			Retain for th	18. Recommended Retention Retain for three (3) years or until all audit requirements have been fulfilled, whichever is later, then destroy.		
19. Name and Title of Preparer		20. Telephone	Number	21. Date		
Barbara Walker, Director of Accounting Operations		410 767 7740		09/14/201	12	

Instructions –Type or Print a separate form for	DEPA	ARTMENT OF	GENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	REG	CORDS MANA	GEMENT DIVISI	ON			
with Records Retention Schedule (DGS 550-1)	72	275 Waterloo R	oad, P.O. Box 27	5	PAGE 19 of 33		
			ryland 20794 99-1930		,		
Department/Agency	2. Division		55-1530		3. Unit		
Department of Human Resources	Operation	ons			Budget & Finance		
DEFINITION: RECORD SERIES: A group of related	d records no	ormally filed an	d used as a unit	for reference	e as well as retention and disposition purposes.		
Record Series Title General Accounting Records			5. Earliest Year/Latest Year				
General Accounting Records	44.00				to		
6. Record Series Description (Briefly describe the ty							
This file consists of Local Assistance Rep Appropriation, Expenditure and Revenue	ports and	Balance Sh	eets, Summa	ry of Ass	sistance Reports, FMIS Monthly		
Issued Check Copies, Negotiated Checks					ribution of Charges, Working Fund Bank		
Reconciliations.							
7. Record Series Format(s) List all		8. Record Series S	equence	9. Volume			
☑ Letter Size ☐ Microfilm	1	Alphabetical		Number			
□ Legal Size □ Computer Tape		Numerical			File Drawer(s) Microfilm Reel(s)		
Audio Tape Floppy Disk		☐ Chronological		Comput	Computer Tape(s)		
☑ Bound Book ☐ Video Tape	}	Geographical		Other (s	Other (specify)		
Other (specify)	}	Other (specify)	Fiscal	10. Annual Accumulation			
	1	Year	Number				
				File Dra	wer(s)		
				☐ Microfilm			
	1			Other (s			
11. File is Used			12. File Becomes Is	nactive After			
	-		3				
☐ Dally ☐ Weekly ☐ Monthly ☐ Annua	ally		Number Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Basement, 311 west Saratoga st, Baltimore MD 21201			Yes	No			
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)			16. Audit Requirem	nents	,		
Yes 🔯 No.			☐ None ⊠ S	State 🖾 Fed	leral Independent		
*							
17. Is an index System used? If yes, explain briefly and describe rec	quirements		18. Recomme	nded Reter	ntion		
Yes No					rears or until all audit requirements		
•			nave been t	umiea, w	hichever is later, then destroy.		
19. Name and Title of Preparer		20. Telephone	Number	21. Date			
Barbara Walker, Director of Accounting Operations	,	410 767 7740	1		12		

Instructions –Type or Print a separate form for	DEPART	TMENT OF C	SENERAL SERV	ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECOR	RDS MANA	GEMENT DIVISI	ON			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			5	PAGE <u>ZO</u> of <u>33</u>		
the state of the s	Jessup, Maryland 20794				PAGE SU OF		
Department/Agency	2. Division	410-75	99-1930		3. Unit		
	Operations	s		-	Budget & Finance		
Department of Human Resources	oporations				Dauget & Finance		
DEFINITION: RECORD SERIES: A group of related	records norms	ally filed and	tueed as a unit	for reference	a se well as ratention and disposition purposes		
4. Record Series Title	1000Ido Homi	idily mod and	nd used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year				
Accounts Receivable Files					to		
6. Record Series Description (Briefly describe the ty							
Central Collections Unit (CCU) Accounts	Receivable	Files, CO	O Collection	Statemer	its and Distribution.		
7. Record Series Formal(s) List all	8. R	Record Series Se	equence	9. Volume			
☑ Letter Size ☐ Microfilm							
☑ Letter Size ☐ Microfilm	"	Alphabelical		Number			
Legal Size Computer Tape		Numerical		File Drav			
Audio Tape Floppy Disk		Chronological			☐ Microfilm Reel(s) ☐ Computer Tape(s)		
⊠ Bound Book					Other (specify)		
S conin pook	1 7	Geographical		10. Annual A	occumulation		
Other (specify)	1	Other (specify)) _FiscalNumber				
· ·	1.00.		X	Number			
				File Drav			
				-	Microfilm Reel(s) Computer Tape(s)		
				Other (sp	pecify)		
11. File is Used			12. File Becomes Ir	active After			
Daily Weekly Monthly Annua	dly	i	_resolved via collect	tion , may be 1			
		ł			2		
13. Current Location(s) (Bidg., Floor, Room) Basement, 311 west Saratoga st, Beltimore MD 21201					sewhere? (If yes, specify agency or office.)		
Dasement, 311 west Saratoga st, Dattimore MD 21201	2		☐ Yes 区	No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirem	ents			
Yes 🛚 No			□ None ⊠ S	itate 🛛 Fede	aral Independent		
		-1					
17. Is an Index System used? If yes, explain briefly and describe req	uirements		18. Recommer	nded Reten	Non		
Yes No			2.00		s resolved via collection or "written off"		
			per CCU.* th				
19. Name and Title of Preparer		Telephone N	Number	21. Date			
Barbara Walker, Director of Accounting Operations	410	767 7740		04/12/201	4		

Instructions –Type or Print a separate form for	DE	PARTMENT OF	GENERAL SERV	/ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			AGEMENT DIVISI				
with Records Retention Schedule (DGS 550-1)			Road, P.O. Box 27	75	PAGE 21 OF 33		
	Jessup, Maryland 20794 410-799-1930						
1. Department/Agency	2. Divis				3. Unit		
Department of Human Resources	Opera	IIIONS			Budget & Finance		
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed ar	tinu a sa basu br	for reference	a se well as retention and disperition purposes		
4. Record Series Title	d records	normany med ar	iu useu as a unit		st Year/Latest Year		
Accounts Receivable Files					to		
6 Depart Saving Department (Delafts, department)				<u> </u>			
Record Series Description (Briefly describe the to Debtors accounts paid in full.	ypes of in	rormation/docum	ients/forms found	in the serie	s. Include the purpose or function of the series.)		
•					*		
7. Record Series Format(s) List all		8. Record Series 8	Sequence	9. Volume			
☐ Letter Size ☐ Microfilm		Alphabetical		Number			
Legal Size Computer Tape		Numerical		☐ File Dra			
Audio Tape Floppy Disk		☐ Chronological	ï	☐ Comput	uter Tape(s)		
☑ Bound Book ☐ Video Tape		Geographical		Other (s	peary)		
Other (specify)	Other (specify)				Accumulation		
		Year		Number			
				☐ File Drav	wer(s)		
				Microfilm Compute			
			,	Other (s	pecify)		
11. File is Used		L	12. File Becomes I	nactive After			
☐ Dally ☐ Weekly ☐ Monthly ☒ Annu	ally		Number	☐ Month	(s) Year(s)		
(0.0							
Current Location(s) (Bidg., Floor, Room) Basement, 311 west Seratoga st, Baltimore MD 21201			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requiren	nents			
Yes No			☐ None 🖾	State 🛛 Fed	eral Independent		
17. Is an Index System used? if yes, explain briefly and describe re	quirements		18. Recomme	nded Reten	ition		
☐ Yes No					ears or until all audit requirements		
		*	have been f	unned, tr	ien destroy.		
19. Name and Title of Preparer	1	20. Telephone	Number	21. Date			
Barbara Walker, Director of Accounting Operations		410 767 7740		04/12/201	2		

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division Operations d records normally filed and used as a unit for reference						
			in the serie				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. This file consists of CARES reports, CCU reports, EBT reports and Bank Reconciliation's.							
7, Record Series Format(s) List all	8. Record Se	les Sequence	9. Volume				
☑ Letter Size ☐ Microfilm	☐ Alphabeti	al	Number				
✓ Legal Size	☐ Numerica		File Dra				
Audio Tape Floppy Disk	Chronolog	ical		Computer Tape(s)			
⊠ Bound Book □ Video Tape	Geograph	ical	(S	Other (specify)			
Other (specify)	☑ Other (sp	cify) "Fiscal	10, Annual / 	Accumulation			
	,		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)				
11. File is Used		12. File Becomes I	nactive After				
☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ally	Number	☐ Month	(s) Year(s)			
13. Current Location(s) (Bidg., Floor, Room) Basement, 311 west Saratoga st, Baltimore MD 21201		The same of the sa	14. Is Record Series Duplicated Elsewhere? (If yes, specify egency or office.)				
15. Access Restrictions (If Yes, cite-Law(s) & Regulation(s) ☐ Yes ☐ No		16. Audit Requiren		eral 🔲 independent			
17. Is an Index System used? If yes, explain briefly and describe red ☐ Yes ☐ No	quirements	Retain for th	18. Recommended Retention Retain for three (3) years or until all audit requ have been fulfilled, whichever is later, then de				
19. Name and Title of Preparer Barbara Walker, Director of Accounting Operations	20. Teleph 410 767 77	one Number	21. Date 04/12/201	2			
barbara waiker, Director of Accounting Operations	41010111	70	04/12/201	-			

					The second secon		
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	R	ECORDS MANA 7275 Waterloo F Jessup, Ma	GENERAL SERV GEMENT DIVISI Road, P.O. Box 27 aryland 20794	ON	PAGE 23 OF 33		
Department/Agency Department of Human Resources	2. Divisi Opera	on	99-1930		3. Unit Budget & Finance		
Dopartinon of Haman Robotrop							
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed ar	nd used as a unit	for reference	e as well as retention and disposition purposes.		
4. Record Series Title					st Year/Latest Year		
Special Accounting Records					to		
6. Record Series Description (Briefly describe the t	ypes of In	formation/docum	ents/forms found	in the serie	es. Include the purpose or function of the series.)		
A. Reports of audits conducted by							
, ,	00.001.0	or agonolog .	outer than the	Logiolati	vo / tuditoro.		
7. Record Series Format(s) List all		8. Record Series S	Sequence	9. Volume			
☐ Letter Size ☐ Microfilm		Alphabetical		Number			
Legal Size Computer Tape		Numerical		File Dra			
☐ Audio Tape ☐ Floppy Disk		Chronological			puter Tape(s)		
				Other (s			
☑ Bound Book ☐ Video Tape		Geographical			ual Accumulation		
Other (specify)		Other (specify)			, see		
		Year	*/	Number			
				× ×			
				File Dra			
			1.3		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
				Other (s			
11. File is Used			12. File Becomes l	nactive After			
			_unknown		,		
☐ Daily ☐ Weekly ☐ Monthly ☒ Annu	ually		Number Month(s) Year(s)				
					6		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Basement, 311 west Saratoga st, Baltimore MD 21201				No No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirem	nents			
Yes No				-			
	**		☐ None ☐ 3	State Fed	deral 🔯 Independent		
17. Is an Index System used? If yes, explain briefly and describe re	quiremente		10 Dagger	nded Date	atlen		
Yes No	- year annual real		18. Recomme				
					Transfer every three (3) years to the		
			Maryland St	ate Arch	ives.		
			L				
19. Name and Title of Preparer		20. Telephone	Number	21. Date			
Barbara Walker, Director of Accounting Operations		410 767 7740		01/07/2013			

InstructionsType or Print a separate form for	DE	PARTMENT OF	GENERAL SERV	/ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			AGEMENT DIVISI				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			75	PAGE 24 OF 33		
*.	52	Jessup, Maryland 20794			PAGE SI OF 23		
Department/Agency	2. Divis		755-1630		3. Unit		
Department of Human Resources	Opera	ations			Budget & Finance		
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed ar	nd used as a unit	for reference	e as well as retention and disposition purposes.		
. 4. Record Series Title			5. Earliest Year/Latest Year				
Special Accounting Records					to		
6. Record Series Description (Briefly describe the t	ypes of in	formation/docum	nents/forms found	in the serie	es. Include the purpose or function of the series.)		
Reports of audits conducted by the L	.egislati	ve Auditors.					
	4				* *		
7. Record Series Format(s) List ell		8. Record Series 8	Sequence	9. Volume			
□ Letter Size □ Microfilm		Alphabetical		Number			
Legal Size Computer Tape		☐ Numerical			lle Drawer(s)		
☐ Audio Tape ☐ Floppy Disk		Chronological			Microfilm Reei(s) Computer Tape(s)		
⊠ Bound Book □ Video Tape		Geographical		Other (s	pecify)		
				10. Annual	Accumulation		
Other (specify)			_Fiscal	Number			
				File Dra			
			Comput		0.4.6		
		}		Other (s	pecify)		
11. File is Used		l	12. File Becomes i	nactive After			
☐ Daily ☐ Weekly ☐ Monthly ☒ Annu	all.		_10		(a) ST Vendel		
☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	lally		Number	Month	(s) X Year(s)		
·							
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Serie	s Duplicated E	Isewhere? (If yes, specify agency or office.)		
Basement, 311 west Saratoga sl, Baltimore MD 21201			☐ Yes ☐	No No	,		
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)			16. Audit Requiren	nents			
Yes No			□ None Ms	State M Fed	eral 🔲 independent		
			L 1000 20	2010	had resultants		
17. Is an Index System used? If yes, explain briefly and describe re-	quirements		18. Recomme	nded Reter	ation		
☐ Yes No					ears, then destroy.		
			, totalli for to	(, o) ye			
19. Name and Title of Preparer		20. Telephone	Number	21. Date			
Barbara Walker, Director of Accounting Operations		410 767 7740		04/12/201	2		
	1						

DGS 550-4 (Rev. 1/93)

Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Human Resources DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title	DEPARTMENT OF GENERAL SI RECORDS MANAGEMENT DI 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930 2. Division Operations ed records normally filed and used as			ISION 275 a unit for re	AGENCY RECORDS INVENTORY PAGE 25 of 33 3. Unit Budget & Finance ference as well as retention and disposition st Year/Latest Year	
Payroll Accounting Records to 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Employee History Card File.						
7. Record Series Format(s) List all	B. Re	Record Serie	s Sequence	9. Volume		
Letter Size Microfilm	⊠ A	Alphabetica	1	Number		
Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape	☐ Numerical ☐ Chronological ☐ Geographical		al .	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation		
☑ Other (specify)_card	Other (specify)			Number File Drav Microfilm Compute Other (s	n Reel(s) ar Tape(s)	
11. File is Used ☐ Daily ☐ Weekly ☐ Monthly ☒ Annua	illy		12. File Becom _10 Number		or onth(s) ⊠ Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Room 912, Payroll, 311 West Saratoga st, Baltimore 21201	e e e	5, 1	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 ten (10) years after termination of employment and then destroy. *Internal Revenue Service only requires (6) years.			
19. Name and Title of Preparer Barbara Walker, Director of Accounting Operations	Marco I	Telephor 767 774	ne Number 21. Date 04/12/2012			

Instructions –Type or Print a separate form for each new or revised record series. Forward			GENERAL SE		AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)		75 Waterloo F Jessup, Ma	GEMENT DIV Road, P.O. Bo Iryland 20794 198-1930		PAGE 26 OF 33	
Department/Agency	2. Divisi	300			3. Unit	
Department of Human Resources	Opera	tions			Budget & Finance	
DEFINITION: RECORD SERIES: A group of related purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
Payroll Accounting Records				2005 t	o 2008	
6. Record Series Description (Briefly describe the h	ypes of inf	formation/doc	uments/forms	found in the	e series. Include the purpose or function of the	
Payroll Exception Time Report (ETR), Payroll Positive Time Report (PTR), Leave Records, Salary Distribution Worksheets and Printouts, 604 form (Personnel/Payroll form), 127 forms and Timesheets Payroll Contracts						
7. Record Series Formal(s) List all		8. Record Seri	es Sequence	9. Volume		
Letter Size Microfilm				Number		
Legal Size Computer Tape		Numerical		Flie Drawer(s)		
Audio Tape Floppy Disk	1	☐ Chronologi	cel	Microfilm	11	
Bound Book Video Tape		☐ Geographic	cal	Other (s	"	
Other (specify)_card		Other (spe		10. Annual A	Accumulation	
		P alver (etc.		Number		
				File Drav	ver(s)	
	1			☐ Microfilm ☐ Compute		
	1			Other (s)		
11. File is Used			12. File Becom	es Inactive Afte	r	
☑ Daily ☐ Weekly ☐ Monthly ☐ Annu	ally		_5_ Number			
13. Current Location(s) (Bldg., Floor, Room)	-		14. Is Record S	Series Duplicate	d Elsewhere? (If yes, specify agency or office.)	
Basement, 311 west Saratoga st, Baltimore MD 21201			☐ Yes	⊠ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements		
☐ Yes ☑ No			☐ None	State ⊠	Federal 🖾 Independent	
 Is an Index System used? If yes, explain briefly and describe red Yes No 	quirements	}	18. Recom			
					vears or until all audit requirements whichever is later, then destroy.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Barbara Walker, Director of Accounting Operations		410 767 774		04/12/201	2	

Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Human Resources DEFINITION: RECORD SERIES: A group of related A. Record Series Title Miscellaneous Accounting Records	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 276 Jessup, Maryland 20794 410-799-1930 2. Division Operations d records normally filed and used as a unit for			ON 5	AGENCY RECORDS INVENTORY PAGE 27 OF 33 3. Unit Budget & Finance e as well as retention and disposition purposes. st Year/Latest Year to		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Include the purpose or function of the series.) This file consists of general correspondence, year-end work papers and closing statements, 1099 interface file documents.							
7. Record Series Format(s) List all		8. Record Series S	equence	9. Volume	,		
☑ Letter Size ☐ Microfilm		☐ Alphabetical		Number			
Legal Size Computer Tape		Numerical		File Dra	wer(s)		
		land		Microfilm			
Audio Tape Floppy Disk		Chronological		Comput			
☐ Bound Book ☐ Video Tape		Geographical			Other (specify)		
Other (specify)	☐ Other (specify) _ Year		10. Annual Number		Accumulation		
				File Drav	n Reel(s) er Tape(s)		
11. File is Used			12. File Becomes Ir	nactive After			
☐ Daily ☐ Weekly ☐ Monthly ☒ Annu	ally		3 Number	☐ Month	(s) 🖾 Year(s)		
13. Current Localion(s) (Bidg., Floor, Room) Basement, 311 west Saraloga st, Baltimore MD 21201			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirem	ients			
☐ Yes No							
	ė		☐ None 🖾 8	State 🔀 Fed	eral Independent		
17. Is an index System used? If yes, explain briefly and describe re-	quirements		18. Recomme	nded Reter	ition		
☐ Yes ☑ No			Retain for th	ree (3) y	ears or until all audit requirements hichever is later, then destroy.		
19. Name and Title of Preparer		20. Telephone	Number	21. Date			
Barbara Walker, Director of Accounting Operations		410 767 7740		04/12/201	2		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency		GEMENT DI	ISION	AGENCY RECORDS INVENTORY PAGE 28 OF 33			
Department of Human Resources	Operations			Budget & Finance			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title		5. Earliest Year/Latest Year					
Cost Allocation Plan			to				
6. Record Series Description (Briefly describe the ty							
series.) This file consists of State and Local also contains responses to questions the							
also definante responses to questions the	r ederal Governin	cit may ne	ive conce	ittiing methodology.			
7. Record Series Format(s) List all	8. Record Ser	es Sequence	Sequence 9. Volume				
□ Letter Size	☐ Alphabetic	al	Number				
. Legal Size Computer Tape	Numerical		☐ File Dra	wer(s)			
☐ Audio Tape ☐ Floppy Disk		ical	☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) currently maintained in workers area				
☐ Bound Book ☐ Video Tape	☐ Geographi	cal					
Other (specify)	Other (spe	cify)					
			Cannot quantify exactly – we produce at a minimum 4 reports per year Number				
			File Drawer(s)				
*			☐ Microfilm Reel(s) ☐ Computer Tape(s)				
			Other (specify)				
11. File is Used		12. File Becom	es Inactive Afte	er .			
☑ Dally ☐ Weekly ☐ Monthly ☐ Annua	_File never becomes inactive Number						
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)						
In workers area on 8th floor	☑ Yes ☐ No Some information also maintained on the 9th floor in the Admin Assistant area						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements						
☐ Yes No							
	☐ None ☐ State ☒ Federal ☐ independent						
17. Is an index System used? If yes, explain briefly and describe rec	18. Recommended Retention						
☐ Yes			Retain permanently. Transfer every three (3) years to the Maryland				
	State Archiv	State Archives.					
19. Name and Title of Preparer	20. Telepho	ne Number	e Number 21. Date				
Gregg Holland	410/767-74		09/14/201	2			
Director of Cost Allocation & Revenue Mgmt							
				1			

Instructions –Type or Print a separate form for DEPARTMENT OF C			GENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward RECORDS MANA					\$ 1.0 m		
with Records Retention Schedule (DGS 550-1)				x 275	PAGE 29_ OF_33_		
	Jessup, Maryland 20794				PAGE OF 33		
Department/Agency	410-799-1930 2. Division				3. Unit		
Department of Human Resources	Operati				Budget & Finance		
DEFINITION: RECORD SERIES: A group of related purposes,	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Random Moment Sampling			to				
6. Record Series Description (Briefly describe the ty	ypes of in	formation/doc	uments/forms	found in the	e series. Include the purpose or function of the		
series.)							
This file also consists of state office reco and miscellaneous papers relating to the	rds suc cost all	h as sampl location sar	ing plan, in mple.	coming/o	utgoing memoranda, reports, studies		

7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume			
☑ Letter Size ☐ Microfilm		Alphabetica	al	Number			
☐ Legal Size ☐ Computer Tape	×	☐ Numerical		☐ File Drav			
Audio Tape Floppy Disk			cal	Comput	er Tape(s)		
Bound Book Video Tape	☐ Geographical		cal .	Other (specify) currently maintained in workers area			
Other (specify)		Other (spe	10. Annual Accumulation (Cannot quantify exactly—we produce at a minimum 4 or		Accumulation ntify exactly – we produce at a minimum 4 reports per year		
		.,	Number				
			☐ File Dra		ver(s)		
*				1	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
			Other (s				
11. File is Used			12 File Becom	nes Inaclive Afte			
				comes inactive_	*		
Delly Weekly Monthly Annua	ally		Number Month(s) Year(s)				
)		
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record	Series Duplicate	d Elsewhere? (If yes, specify agency or office.)		
In workers area on 8th floor			☑ Yes ☐ No Some information also maintained on the 9th floor in the Admin Assistant area				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			18. Audit Requirements				
☐ Yes No							
			None ☐ State ☑ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention Retain for five (5) years, or until both				
☐ Yes ☑ No		federal and state audit requirements have been fulfilled, whichever is					
7			later, then destroy.				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Gregg Holland		410-767-7465		09/14/2012			
Director of Cost Allocation & Revenue Mgmt							

Instructions —Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Human Resources DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Federal Reports	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930 2. Division Operations and records normally filed and used as a			x 275 a unit for re 5. Earlie	AGENCY RECORDS INVENTORY PAGE 30 of 33 3. Unit Budget & Finance ference as well as retention and disposition st Year/Latest Year		
Record Series Description (Briefly describe the tyseries.) This file consists of Federal Report							
Budget and Finance for the Department				auon and	revenue Management Division within		
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume			
□ Letter Size □ Microfilm	9	Alphabetica	al	Number	, I		
☐ Legal Size ☐ Computer Tape		☐ Numerical			File Drawer(s)		
Audio Tape Floppy Disk	4	□ Chronologi	cal		☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) currently maintained in workers area		
Bound Book Video Tape		Geographic	cal	Other (s			
Other (specify)	Other (specify)			Annual Accumulation Cannot quantify exactly – we produce at a minimum 4 reports per year			
	Collet (specify)			Number			
	*		File Drawer(s)				
			Microfilm				
				Other (specify)			
11. File is Used			1	comes Inactive After			
□ Delly □ Weekly □ Monthly □ Annually			File never becomes inactive Number				
,-							
13. Current Localion(s) (Bldg., Floor, Room)			14 le Record 5	Series Dunilesta	d Eleguhera? (If was specify agency or office)		
In workers area on 8th floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ⊠ Yes ☐ No Some information also maintained on the 9th floor in the Admin Assistant area				
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)			18. Audit Requirements				
Yes 🛭 No			☐ None	☐ State 🗵	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
☐ Yes		Retain for five (5) years, or until both federal and state audit					
			requirements have been fulfilled, whichever is later, then destroy.				
19. Name and Title of Preparer	20. Telephon		ne Number	21. Date	21. Date		
Gregg Holland	410-767-7465		65	09/14/2012			
Director of Cost Allocation & Revenue Mgmt							

instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Department of Human Resources DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Title XIX Medicaid Rehab Program Records				275 a unit for re	AGENCY RECORDS INVENTORY PAGE 31 of 33 3. Unit Budget & Finance ference as well as retention and disposition st Year/Latest Year	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file consists of Title XIX Medicaid Rehab Program Records and Files						
7. Record Series Format(s) List all Letter Size	Size		l al	1		
13. Current Location(s) (Bidg., Floor, Room) In workers area on 8th floor 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Some information also maintained on the 9th floor in the Admin Assistant area 16. Audit Requirements			
☐ Yes ☑ No 17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			□ None □ State ☑ Federal □ Independent 18. Recommended Retention Retain permanently. Transfer every three (3) years to the Maryland State Archives.			
19. Name and Title of Preparer Gregg Holland Director of Cost Allocation & Revenue Mgmt	20. Telephon 410/767-7465			21. Date 09/14/2012		

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Bo	x 275	PAGE 32_ OF 33		
		aryland 20794				
Department/Agency	2. Division	799-1930		3. Unit		
	Operations			Budget & Finance		
DEFINITION: RECORD SERIES: A group of related repurposes.	records normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title		5. Earliest Year/Latest Year				
FMIS Security Forms/ DOIT/ASM		to				
Record Series Description (Briefly describe the type series.)	es of information/doo	cuments/forms	found in the	e series. Include the purpose or function of the		
DOIT ASM/ FMIS Security forms/ permit DHR persons	nel access to FMIS.					
			Car.			
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume	9. Volume		
□ Letter Size □ Microfilm		al	Number	umber		
Legal Size Computer Tape	☐ Numerical		☑ File Drawer(s)			
Audio Tape Floppy Disk	☐ Chronologi	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape	☐ Geographi	cal	☑ Other (specify)boxes			
Other (specify)	Other (spe		10. Annual Accumulation			
U other (specify)	city)	. 12				
			File Drawer(s)			
			☐ Microfilm	Microfilm Reel(s)		
	}		Compute Other (sp			
		,	Cities (openity)			
11, File is Used	12. File Secomes insolive After					
☑ Dally ☐ Weskly ☐ BiMonthly ☐ Annua	ally	Number				
	Retain for three (3) years from lest audit by OLA.					
13. Current Location(s) (Bidg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Basement & Room 919, 311 West Saraloga Street, Baltimore	☐ Yes ☐ No					
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) Yes No	16. Audit Requirements					
☑ Yes ☐ No File Safe	☐ None ☒ State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and describe requir	18. Recommended Retention					
⊠ Yes ☐ No	After a record becomes inactive, retain for three (3) years from last audit					
By Department By Name		by OLA, the	n destroy.			
19. Name and Title of Preparer	20. Telepho	nne Number 21. Date				
James Coburn	410 767 8531		09/04/2012			

*4						
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 SERVICI RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			PAGE 33 OF 33		
Department/Agency Department of Human Resources	2. Division Operations	.799-1930	=	3. Unit Budget & Finance		
DEFINITION: RECORD SERIES: A group of relate	ed records normally filed	d and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title ASM BI-Monthly DHR Security Report	2	5. Earliest Year/Latest Year to				
Record Series Description (Briefly describe the Itseries.) ASM/ FMIS Security report (focus) sent by DOIT/A						
7. Record Series Format(s) List all	8. Record Ser	les Sequence	9. Volume	une		
□ Letter Size □ Microfilm	☐ Alphabetic	cal	Number	lumber		
Legal Size Computer Tape	Numerical		⊠ File Drawer(s)			
Audio Tape Floppy Disk	Chronological Geographical Other (specify)		☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify)boxes 10. Annual Accumulation Number			
Bound Book Video Tape Other (specify)						
				File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used		12. File Becom	les Inactive Afte	at		
☐ Dally ☐ Weekly ☐ BiMonthly ☐ Annually		Number				
Gp 7.3	Retain for three (3) years from last audit by OLA.					
13. Current Location(s) (Bidg., Floor, Room) Basement & Room 919, 311 West Saratoga Street, Baltimore	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		Retain for three (3) years from last audit by OLA, then destroy.				

19. Name and Title of Preparer James Coburn

20. Telephone Number

21. Date

410 767 8531

09/04/2012