DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE**	**Schedule No.** 2635 Page 1 of 2

Agency: ***Board of Public Works*** Division/Unit: **N/A**

Item No.	Description *This schedule supersedes prior schedules.*	Retention
1	**Board of Public Works Meeting Agendas, Back-up and Transcripts** All records relating to bi-weekly BPW meetings: agendas, back-up and transcripts.	Permanent; Retain 5 years, then transfer to Archives for permanent retention.
2	**Procurement Advisory Council** Records relating to quarterly PAC meetings: agendas, hand-outs and summaries	Retain for 3 years and until all audit requirements are met, then destroy.
3	**Procurement Reports** Various reports created and collected by the BPW as required by law	Retain for 3 years until all audit requirements are met, then destroy.
4	**Wetlands Licenses** Records related to issuing and maintaining wetlands licenses and preserving Maryland's tidal wetlands.	Permanent. Retain in office.
5	**Regulations (Title 21 & 23)** Additions, changes and updates to Code of Maryland Regulations Title 21 and 23.	Retain for 3 years, then destroy.
6	**Budget** Records related to the management of the BPW yearly budget.	Retain for 5 years and until all audit requirements are met, then destroy.
7	**Public Information Act Requests** Inquiries from citizens regarding BPW meetings, procedures and duties.	Retain until all audit requirements are met, then destroy.
8	**Debarments** Files related to State debarments or Agreements in Lieu of Debarment including OAG Administrative Complaints, Federal documents, letters, mail, newspaper articles, memos, etc.	Retain for three years after being removed from list, then destroy.

Schedule Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist
Signature: Sheila McDonald Typed Name Sheila McDonald Title: Executive Secretary Date: 3/1/2013	Date 4/25/2013 Signature [signature]

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (Continuation Sheet)	**Schedule No.** 2635 Page 2 of 2

Agency: ***Board of Public Works*** Division/Unit: **N/A**

Item No.	*Description* *This schedule supersedes prior schedules.*	*Retention*
9	**ABC Files** Misc. subject files regarding Board activities.	Retain for 3 years, then destroy.
10	**General Miscellaneous** All other correspondence, mail, notes, etc., used to perform BPW duties.	Retain for 3 years, then destroy.
	DIGITAL	
11	**Debarment Database** This database includes information on individual and companies that the Office of the Attorney General has recommended for debarment proceedings.	Retain for 3 years after being removed from the list, then destroyed.
12	**Wetlands License Database** This database lists individuals and companies applying to the State of Maryland for a wetland's license.	Permanent; retain in-house.
13	**Procurement Reports** This series includes various reports submitted by multiple agencies which are required to be reported by law.	Retain for 3 years and until all audit requirements are met, then destroy.
14	**Procurement Advisory Council** This series includes agendas, documents, and meeting summaries.	Retain until all audit requirements are met, then destroy.
15	**Board of Public Works Meeting Agendas, Back-up and Transcripts.** This series includes agenda items, back-up, and transcripts.	Permanent, Retain for 5 years, then transfer to Archives for permanent retention.

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

2635

PAGE 1 OF 15

1. Department/Agency
Board of Public Works

2. Division
N/A

3. Unit
N/A

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
Board of Public Works Meeting Agendas, back-up & transcripts

5. Earliest Year/Latest Year
1851 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
All records relating to the compiling of the bi-weekly (approximately) BPW meetings: agendas, back-up documents and transcripts.

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

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

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

10. Annual Accumulation
24 meetings per year
Number
- [ ] File Drawer(s)
- [ ] Microfilm Reel(s)
- [ ] Computer Tape(s)
- [ ] Other (specify)_____

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

12. File Becomes Inactive After Never
_____ Number
- [ ] Month(s)
- [ ] Year(s)

13. Current Location(s) (Bldg., Floor, Room)
Treasury Bldg, Room 117 and Basement and Archives

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

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

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

17. Is an Index System used? If yes, explain briefly and describe requirements
- [ ] Yes
- [x] No

18. Recommended Retention
Permanent. Retain 5 years, then transfer to the Maryland State Archives for permanent retention.

19. Name and Title of Preparer
Melissa Hodges, Records Manager

20. Phone #
410.260.7335

21. Date
2.27.13

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 2 OF 15
1. Department/Agency Board of Public Works	2. Division N/A	3. Unit N/A

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

4. Record Series Title	5. Earliest Year/Latest Year
Procurement Advisory Council	_____ to Present

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

All records relating to the compiling of the quarterly Procurement Advisory Council meetings: agendas, handouts and summaries.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☒ Other (specify) Various	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify) _____	_____ Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____
		10. Annual Accumulation _____ 4 x/year Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☒ Monthly ☐ Annually	6 Number ☒ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Treasury Building, Room 117 and Archives	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 and until all audit requirements are met, then destroy.

19. Name and Title of Preparer	20. Phone #	21. Date
Melissa Hodges, Records Manager	410.260.7335	2-27-13

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 3 OF 15
1. Department/Agency Board of Public Works	2. Division N/A	3. Unit N/A

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

4. Record Series Title	5. Earliest Year/Latest Year
Procurement Reports	_____ to Present

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

Various reports created and collected by the Board of Public Works as required by law.

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

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☒ Annually	7 Number ☐ Month(s) ☒ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Treasury Building, Room 117 and Basement	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☒ Yes ☐ No Enoch Pratt Library
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 and until all audit requirements are met, then destroy

19. Name and Title of Preparer	20. Phone #	21. Date
Melissa Hodges, Records Manager	410.260.7335	2·27·13

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 4 OF 15

1. Department/Agency	2. Division	3. Unit
Board of Public Works	Wetlands Administration	N/A

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

4. Record Series Title	5. Earliest Year/Latest Year
Wetlands Licenses	_____ to Present

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

Documents related to issuing and maintaining wetlands licenses and preserving Maryland's tidal wetlands.

7. Record Series Format(s) List all

- ☐ Letter Size ☐ Microfilm
- ☐ Legal Size ☐ Computer Tape
- ☐ Audio Tape ☐ Floppy Disk
- ☐ Bound Book ☐ Video Tape
- ■ Other (specify) various

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ■ Chronological
- ☐ Geographical
- ☐ Other (specify) _____

9. Volume

_____ Number

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

10. Annual Accumulation

_____ Number

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

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)

Treasury Bldg, Room 117 and Basement

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

Permanent. Retain in office.

19. Name and Title of Preparer	20. Phone #	21. Date
Melissa Hodges, Records Manager	410.260.7335	2.27.13

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 5 OF 15
1. Department/Agency Board of Public Works	2. Division N/A	3. Unit N/A

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

4. Record Series Title	5. Earliest Year/Latest Year
Regulations (Title 21 and 23)	_____ to Present

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

Documents related to the promulgation process.

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

11. File is Used	12. File Becomes Inactive After
■ Daily ■ Weekly ■ Monthly ☐ Annually	6 Number ■ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Treasury Bldg, Room 117	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ■ Yes ☐ No Maryland Register
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, then destroy.

19. Name and Title of Preparer	20. Phone #	21. Date
Melissa Hodges, Records Manager	410.260.7335	2.27.13

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 6 OF 15
1. Department/Agency Board of Public Works	2. Division N/A	3. Unit N/A

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

4. Record Series Title	5. Earliest Year/Latest Year
Budget	_____ to Present

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

Documents related to the management of the BPW yearly budget.

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

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ■ Annually	_____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Treasury Bldg, Room 117	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 5 years and until all audit requirements are met, then destroy

19. Name and Title of Preparer	20. Phone #	21. Date
Melissa Hodges, Records Manager	410.260.7335	2·27·13

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 7 OF 15
1. Department/Agency Board of Public Works	2. Division N/A	3. Unit N/A

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

4. Record Series Title	5. Earliest Year/Latest Year
Public Information Act Requests	_____ to Present

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

Inquiries from citizens regarding BPW meetings, procedures and duties.

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

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually	_____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Treasury Bldg, Room 117	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 until all audit requirements are met, then destroy

19. Name and Title of Preparer	20. Phone #	21. Date
Melissa Hodges, Records Manager	410.260.7335	2.27.13

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 8 OF 15
1. Department/Agency Board of Public Works	2. Division N/A	3. Unit N/A

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

4. Record Series Title	5. Earliest Year/Latest Year
Debarments	_____ to Present

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 related to State debarments or Agreements in Lieu of Debarment including OAG Administrative Complaint, various documents, letters, mail, newspaper articles, memos, etc.

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

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually	_____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Treasury Bldg, Room 117	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 three years after being removed from list, then destroy.

19. Name and Title of Preparer	20. Phone #	21. Date
Melissa Hodges, Records Manager	410.260.7335	2.27.13

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 9 OF 15
1. Department/Agency Board of Public Works	2. Division N/A	3. Unit N/A

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

4. Record Series Title	5. Earliest Year/Latest Year
ABC Files	_____ to Present

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

Misc. subject files regarding Board activities.

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

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually	_____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Treasury Bldg, Room 117	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, then destroy.

19. Name and Title of Preparer	20. Phone #	21. Date
Melissa Hodges, Records Manager	410.260.7335	2.27.13

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)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 10 OF 15
1. Department/Agency Board of Public Works	2. Division N/A	3. Unit N/A

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

4. Record Series Title	5. Earliest Year/Latest Year
General Misc.	1927 to Present

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

All other correspondence, mail, notes, etc., used to perform Board duties.

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

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually	6 Number ☒ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Treasury Bldg, Room 117	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 3 years, then destroy

19. Name and Title of Preparer	20. Phone #	21. Date
Melissa Hodges, Records Manager	410.260.7335	2-27-13

DGS 550-4 (Rev. 1/93)

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 11 of 15
1 DEPARTMENT/AGENCY Board of Public Works	2 DIVISION n/a	3 UNIT n/a

DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.

4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR
Debarment Database	_____ TO _____

6 INPUT - Identify source of information to be entered	7 OUTPUT - Identify use/s of information generated by system
Receive debarment recommendations from OAG.	Used as reference tool by Maryland agencies to verify company/individual eligibility to work on a State contract.

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

This database includes information on individuals and companies that the Office of the Attorney General has recommended for debarment proceedings.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

Board of Public Works documents are publicly available.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Information added and changed as needed.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Currently in-house network server.

12 RECOMMENDED RETENTION

Retain for three years after being removed from the list, then destroy.

13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE
Melissa Hodges	410.260.7335	2.27.13

16 TITLE OF PREPARER	FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A
Records Manager	

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 12 of 15
1 DEPARTMENT/AGENCY Board of Public Works	2 DIVISION Wetlands Division	3 UNIT n/a

DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.

4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR
Wetlands License Database	_____ TO _____

6 INPUT - Identify source of information to be entered	7 OUTPUT - Identify use/s of information generated by system
Wetland licenses presented to the Board.	Lists wetland licenses presented to the Board.

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

This database lists individuals and companies applying to the State of Maryland for a wetland's license.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

Board of Public Works documents are publicly available.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Information added and changed as needed.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Currently in-house network server.

12 RECOMMENDED RETENTION

Permanent; retain in-house.

13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE
Melissa Hodges	410.260.7335	2.27.13

16 TITLE OF PREPARER	FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A
Records Manager	

DGS 550-6

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 13 of 15
1 DEPARTMENT/AGENCY Board of Public Works	2 DIVISION n/a	3 UNIT n/a

DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.

4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR
Procurement Reports	_____ TO _____

6 INPUT - Identify source of information to be entered	7 OUTPUT - Identify use/s of information generated by system
Receive information from various agencies as well as distribute to many outside agencies and Gen'l Assembly.	Reports are required by law and used for informational purposed and to compile additional reports.

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

This series includes various reports submitted by multiple agencies which are required to be reported by law. Some information is reviewed and stored, other information is used to compile reports for the General Assembly and Governor.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

Board of Public Works documents are publicly available.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

No foreseen changes or reasons to revise.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Currently in-house network server.

12 RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements are met, then destroy.

13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE
Melissa Hodges	410.260.7335	2·27·13

16 TITLE OF PREPARER	FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A
Records Manager	

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 14 of 15

1 DEPARTMENT/AGENCY	2 DIVISION	3 UNIT
Board of Public Works	n/a	n/a

DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.

4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR
Procurement Advisory Council	_____ TO _____

6 INPUT - Identify source of information to be entered	7 OUTPUT - Identify use/s of information generated by system
Receive information from various agencies as well as distribute info to many outside agencies.	Used to create PAC agendas.

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

This series could include agendas, documents, and meeting summaries.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

Board of Public Works documents are publicly available. Requests may require General Counsel review before release.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

No foreseen changes or reasons to revise after PAC mtgs take place.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Currently in-house network server.

12 RECOMMENDED RETENTION

Retain until all audit requirements are met, then destroy.

13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE
Melissa Hodges	410.260.7335	2.27.13

16 TITLE OF PREPARER	FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A
Records Manager	

DGS 550-6

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 15 of 15
1 DEPARTMENT/AGENCY Board of Public Works	2 DIVISION n/a	3 UNIT n/a

DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.

4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR
Board of Public Works Meeting Agendas, back-up & transcripts	_____ TO _____

6 INPUT - Identify source of information to be entered	7 OUTPUT - Identify use/s of information generated by system
Various agencies submit electronic agenda documents.	Used to create BPW agendas for distribution.

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

This series could include agenda items, media articles, emails, forms, brochures, maps, blue prints, licenses, contracts, etc. All items are used to created the BPW Meeting Agenda and back-up. Transcripts are sent electronically from the transcribing company.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

Board of Public Works documents are publicly available. Back-up materials may require official PIA request and General Counsel review before release.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

As technology advances and budgets allow, the BPW will move towards easier and quicker public access to records. The actual information kept will pretty much remain the same throughout.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Currently in-house network server.

12 RECOMMENDED RETENTION

Permanent. Retain 5 years, then transfer to the Maryland State Archives for permanent retention.

13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE
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16 TITLE OF PREPARER	FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A
Records Manager	

DGS 550-6