

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

Schedule No. 971- 26A

Page 1 of 3

Agency
Department of Maryland State Police

Division/Unit
Information Technology Division

	A Description	Retention
	Schedule 971-26 is a new schedule that supersedes parts of schedule 971-32-3.	
26-A-1	<u>ANNUAL FORMS INVENTORY</u> Contains copies of the Annual Forms Inventory for Information Technology Division; forms forwarded to the Forms Control Officer.	Retain five years, then destroy.
26-A-2	<u>BUDGET FILES (PAPER)</u> Contains all analysis, studies, reports, projections, etc. generated by the Information Technology Division in the process of preparing the Department's fiscal year budgets.	Retain five years, then transfer to the State Records Center for an additional five years, then destroy.
26-A-3	<u>BUDGET FILES (ELECTRONIC)</u> Contains all analysis, studies, reports, projections, etc. generated by the Information Technology Division in the process of preparing the Department's fiscal year budgets.	Retain ten years, then destroy.
26-A-4	<u>COMPUTER EQUIPMENT INVENTORY AND SERVICE HISTORY (ELECTRONIC)</u> Contains records relating to inventory of COMPUTERS, and related equipment, contains copies of warranties, loss or damage to capital equipment, request for repairs or salvage, service receipts, etc	Retain five years after hardware is removed from service, and until audited, then destroy.
26-A-5	<u>EQUIPMENT LOSS/DAMAGE REPORT</u> Contains copies of MSP 195's for lost and damaged equipment.	Retain three years, then destroy.
26-A-6	<u>EXCESS PROPERTY DECLARATION</u> Contains copies of DGS 95009 Excess Property Declarations for equipment to be salvaged.	Retain five years following disposal of excess property, then destroy.
26-A-7	<u>GENERAL COMMUNICATIONS FILE</u> Contains informative data reference communications.	Retain five years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date March 28 2013

Signature Thomas L. Vondersmith, Jr.

Typed Name Thomas L. Vondersmith, Jr.

Title Dept. Records Retention & Disposal Schedule Manager

Schedule Authorized by State Archivist

Date 4/25/2013

Signature [Signature]

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

Schedule No.971- 26A

Page 2 of 3

Item No.	Description	Retention
26-A-8	<u>MANUALS</u> Contains manuals for equipment used at the Information Technology Division.	Retain until equipment is no longer used, then transfer with equipment, or destroy if equipment is destroyed.
26-A-9	<u>MSP 42 LOG</u> Contains a list of all documents issued on an MSP 42 (receipt or appraisal of orders, memoranda and manual revisions).	Retain five years, then destroy.
26-A-10	<u>ORGANIZATIONAL CHARTS</u> Contains copies of organizational charts for the Information Technology Division.	Retain current chart and past charts for one year, then destroy.
26-A-11	<u>PERSONNEL ORDERS</u> Contains copies of yearly Personnel Orders that are generated by Human Resources Division. These orders are used to track changes in Active Directory, email, etc.	Retain one year, then destroy.
26-A-12	<u>PHYSICAL INVENTORY</u> Contains copies of yearly inventory results for Information Technology hardware and capital inventories.	Retain ten years, then destroy.
26-A-13	<u>REQUISITION FILES</u> Contains copies of requisitions and related paperwork for supplies/equipment issued.	Retain three years, then destroy.
26-B-1	<u>DEPARTMENT PAGER USAGE FILE</u> All Department pager bills for usage within the Agency.	Retain three years, then destroy.
26-B-2	<u>DEPARTMENT TELEPHONE DIRECTORY FILE</u> All pertinent information with respect to the makeup of the Department Telephone Directory.	Retain one year after revision, then destroy.
26-B-3	<u>DEPARTMENT TELEPHONE USAGE FILE</u> All Maryland State Police (MSP) bills.	Retain one year, then destroy.
26-B-4	<u>GENERAL PAGER CORRESPONDENCE</u> Copies of all non-specific information relating to Department pager business.	Retain three years, then destroy.
26-B-5	<u>GENERAL TELEPHONE CORRESPONDENCE</u> Copies of all non-specific information relating to Department telephone business.	Retain three years, then destroy.
26-B-6	<u>PAGER EQUIPMENT INVENTORY</u> Inventory list of MSP leased pager equipment.	Retain three years, then destroy.

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

Schedule No. 971- 26A

Page 3 of 3

Item No.	Description	Retention
26-B-7	<p><u>TELEPHONE EQUIPMENT INVENTORY</u> List of MSP telephone equipment salvaged and transferred.</p>	Retain three years, then destroy
26-B-8	<p><u>TELEPHONE INVOICES</u> Communications Services Section telephone invoices for cell phones issued to all Maryland State Police personnel. Indicate if non-record copy and who has the record copy.</p>	Retain three years or until audited, then destroy.
26-B-9	<p><u>TELEPHONE UTILIZATION FILES</u> Cards, summaries and related documents reflecting data on the location, type, use and charges for telephone equipment and service at all Maryland State Police activities.</p>	Retain three years, then destroy.
26-C-1	<p><u>ELECTRONIC DATA</u> All data collected and stored electronically to include dispatch, reports, e-citation, user data, etc.</p>	Retain for 10 years, then delete.
26-C-2	<p><u>SOFTWARE LICENSE FILE</u> Contains current license and associated paperwork necessary for use of software on various types of hardware for the Maryland State Police.</p>	Files are maintained under this designator until discontinued, then destroy.

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>24</u></p>
<p>1. Department/Agency Maryland State Police</p>	<p>2. Division Information Technology Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 26-A-1 Annual Forms Inventory</p>	<p>5. Earliest Year/Latest Year 2008 to 2013</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains copies of the Annual Forms Inventory for Information Technology Division; forms forwarded to the Forms Control Officer.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Microsoft Word</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>Number <u>1</u></p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>Number <u>1/5</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Building G, first floor, room 100</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain five years, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>James Webster Director, Information Technology Division</p>	<p>20. Telephone Number</p> <p>410-653-4214</p>	<p>21. Date</p> <p>May 16, 2013</p>

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 2 OF 24

1. Department/Agency

Maryland State Police

2. Division

Information Technology Division

3. Unit

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

4. Record Series Title

26-A-2 Budget Files (paper)

5. Earliest Year/Latest Year

2008 to 2013

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

Contains all analysis, studies, reports, projections, etc. generated by the Information Technology Division in the process of preparing the Department's fiscal year budgets.

7. Record Series Format(s) List all.

Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) Microsoft Word

8. Record Series Sequence

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

File Drawer(s)
 Microfilm Reel(s)
5 Computer Tape(s)
Number
 Other (specify) _____

10. Annual Accumulation

File Drawer(s)
 Microfilm Reel(s)
1 Computer Tape(s)
Number
 Other (specify) _____

11. File is Used

Daily Weekly Monthly Annually

12. File Becomes Inactive After

5 Month(s) Year(s)
Number

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

Building G, first floor, room 100

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

Yes No
Electronically

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 five years, then transfer to the State Records Center for an additional five years, then destroy.

19. Name and Title of Preparer

James Webster
Director, Information Technology Division

20. Telephone Number

410-653-4214

21. Date

May 16, 2013

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>3</u> OF <u>24</u></p>
1. Department/Agency Maryland State Police	2. Division Information Technology Division	3. Unit
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
4. Record Series Title 26-A-3 Budget Files (electronic)		5. Earliest Year/Latest Year 2003 to 2013
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains all analysis, studies, reports, projections, etc. generated by the Information Technology Division in the process of preparing the Department's fiscal year budgets.		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Microsoft Word or Excel</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>N/A</u>	9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>N/A</u> Number
		10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>N/A</u> Number
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room) Building G, first floor, file server		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Paper copies
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Restricted to people who have access to the drive		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain ten years, then destroy.
19. Name and Title of Preparer James Webster Director, Information Technology Division	20. Telephone Number 410-653-4214	21. Date May 16, 2013

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>4</u> OF <u>24</u></p>
1. Department/Agency Maryland State Police	2. Division Information Technology Division	3. Unit
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
4. Record Series Title 26-A-4 COMPUTER EQUIPMENT INVENTORY AND SERVICE HISTORY (ELECTRONIC)		5. Earliest Year/Latest Year 2008 to 2013
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Contains records relating to inventory of COMPUTERS, and related equipment, contains copies of warranties, loss or damage to capital equipment, request for repairs or salvage, service receipts, etc</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Application: Computer Inventory Program</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p><u>5</u> Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p><u>1</u> Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p><u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Files are in Building G, first floor, bull pen Computer application is on select computers</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requirements: each piece of hardware must be tagged. The earliest system was MIS or IT 00001-39999; next came 900000001-9000999; then came IT90050001-IT90059999; the new system will be 9060000-9999999 because the system allows only seven characters. Hopefully the system will improve when we buy our ten millionth piece of hardware.</p>		<p>18. Recommended Retention</p> <p>Retain five years after hardware is removed from service, and until audited, then destroy.</p>
<p>19. Name and Title of Preparer</p> <p>James Webster Director, Information Technology Division</p>		<p>20. Telephone Number</p> <p>410-653-4214</p>
		<p>21. Date</p> <p>May 16, 2013</p>

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>24</u>	
1. Department/Agency Maryland State Police		2. Division Information Technology Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 26-A-5 Equipment Loss/Damage Report				5. Earliest Year/Latest Year <u>2010</u> to <u>2013</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains copies of MSP 195's for lost and damaged equipment.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Microsoft Word</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>2</u> Number	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>2/3</u> Number	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> when appropriate			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Building G, first floor Bull pen for equipment files; room 100 for auxiliary files.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No At installation of employee who damaged equipment.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Auxiliary files are restricted to individual employee and supervisors.			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain three years, then destroy.		
19. Name and Title of Preparer James Webster Director, Information Technology Division		20. Telephone Number 410-653-4214		21. Date May 16, 2013	

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>6</u> OF <u>24</u></p>
<p>1. Department/Agency Maryland State Police</p>	<p>2. Division Information Technology Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 26-A-6 Excess Property Declaration</p>	<p>5. Earliest Year/Latest Year 2008 to 2013</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains copies of DGS 95009 Excess Property Declarations for equipment to be salvaged.</p>		
<p>7. Record Series Format(s) - List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><u>1</u> <input type="checkbox"/> Computer Tape(s) Number</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><u>1/5</u> <input type="checkbox"/> Computer Tape(s) Number</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p><input checked="" type="checkbox"/> when appropriate</p>	<p>12. File Becomes Inactive After</p> <p><u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Building G, first floor, room 100</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The first # is the DGS #. The second number is the year the property was excessed followed by Lot #.</p>	<p>18. Recommended Retention</p> <p>Retain five years following disposal, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>James Webster Director, Information Technology Division</p>	<p>20. Telephone Number</p> <p>410-653-4214</p>	<p>21. Date</p> <p>May 16, 2013</p>

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 7 OF 24

1. Department/Agency
Maryland State Police

2. Division
Information Technology Division

3. Unit

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

4. Record Series Title
26-A-7 General Communications File

5. Earliest Year/Latest Year
2008 to 2013

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

7. Record Series Format(s) List all

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

8. Record Series Sequence

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____
1
Number

10. Annual Accumulation

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____
1/5
Number

11. File is Used

Daily Weekly Monthly Annually
 when appropriate

12. File Becomes Inactive After

5 Month(s) Year(s)
Number

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

Building G, first floor, room 100

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 five years, then destroy.

19. Name and Title of Preparer

James Webster
Director, Information Technology Division

20. Telephone Number

410-653-4214

21. Date

May 16, 2013

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 24

1. Department/Agency

Maryland State Police

2. Division

Information Technology Division

3. Unit

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

4. Record Series Title

26-A-8 Manuals

5. Earliest Year/Latest Year

1995 to 2013

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

Contains manuals for equipment used at the Information Technology Division.

7. Record Series Format(s) - List all

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- File Drawer(s)
 Microfilm Reel(s)
N/A Computer Tape(s)
Number
 Other (specify) Bookcases

10. Annual Accumulation

- File Drawer(s)
 Microfilm Reel(s)
N/A Computer Tape(s)
Number
 Other (specify)

11. File is Used

- Daily Weekly Monthly Annually
 when appropriate

12. File Becomes Inactive After

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

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

Building G, first floor, room 100

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 equipment is no longer used, then transfer with equipment, or destroy if equipment is destroyed.

19. Name and Title of Preparer

James Webster
Director, Information Technology Division

20. Telephone Number

410-653-4214

21. Date

May 16, 2013

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 24

1. Department/Agency

Maryland State Police

2. Division

Information Technology Division

3. Unit

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

4. Record Series Title

26-A-9 MSP 42 Log

5. Earliest Year/Latest Year

2008 to 2013

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

Contains a list of all documents issued on an MSP 42 (receipt or appraisal of orders, memoranda and manual revisions).

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- File Drawer(s)
 Microfilm Reel(s)
N/A Computer Tape(s)
Number Other (specify) Bookcases

10. Annual Accumulation

- File Drawer(s)
 Microfilm Reel(s)
N/A Computer Tape(s)
Number Other (specify)

11. File is Used

- Daily Weekly Monthly Annually
 when appropriate

12. File Becomes Inactive After

- 5 Month(s) Year(s)
Number

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

Building G, first floor, room 100

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 five years, then destroy.

19. Name and Title of Preparer

James Webster
Director, Information Technology Division

20. Telephone Number

410-653-4214

21. Date

May 16, 2013

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>24</u>	
1. Department/Agency Maryland State Police		2. Division Information Technology Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 26-A-10 Organizational Charts				5. Earliest Year/Latest Year 2012 to 2013	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains copies of organizational charts for the Information Technology Division.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) <u>Visio, &/or PowerPoint</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) 1 Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Building G, first floor, room 100			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No An updated copy is sent to Bureau Chief every month.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain current chart and past charts for one year, then destroy.		
19. Name and Title of Preparer James Webster Director, Information Technology Division		20. Telephone Number 410-653-4214		21. Date May 16, 2013	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>24</u>	
1. Department/Agency Maryland State Police		2. Division Information Technology Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 26-A-11 Personnel Orders				5. Earliest Year/Latest Year 2012 to 2013	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains copies of yearly Personnel Orders that are generated by HRD. These orders are used to track changes in Active Directory, email, etc.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> when appropriate			12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) 1 Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Building G, first floor, room 100			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No HRD sends copies to all Bureau Chiefs, etc..		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain one year, then destroy		
19. Name and Title of Preparer James Webster Director, Information Technology Division		20. Telephone Number 410-653-4214		21. Date May 16, 2013	

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>24</u>	
1. Department/Agency Maryland State Police		2. Division Information Technology Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 26-A-12 Physical Inventory				5. Earliest Year/Latest Year 2003 to 2013	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains copies of yearly inventory results for IT hardware and capital inventories.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>1/10</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>10</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Building G, first floor, room 100			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Copies sent to appropriate offices.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain ten years, then destroy		
19. Name and Title of Preparer James Webster Director, Information Technology Division		20. Telephone Number 410-653-4214		21. Date May 16, 2013	

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 13 OF 24

1. Department/Agency

Maryland State Police

2. Division

Information Technology Division

3. Unit

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

4. Record Series Title
26-A-13 Requisition Files

5. Earliest Year/Latest Year

2010 to 2013

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Contains copies of requisitions and related paperwork for supplies/equipment issued.

7. Record Series Format(s) List all

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

8. Record Series Sequence

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____
1
Number

10. Annual Accumulation

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____
1/3
Number

11. File is Used

Daily Weekly Monthly Annually

12. File Becomes Inactive After

3 Month(s) Year(s)
Number

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

Building G, first floor, room 100

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 three years; then destroy.

19. Name and Title of Preparer

James Webster
Director, Information Technology Division

20. Telephone Number

410-653-4214

21. Date

May 16, 2013

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>14</u> OF <u>24</u></p>
1. Department/Agency Maryland State Police	2. Division Information Technology Division	3. Unit
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
4. Record Series Title 26-B-1 Agency Pager Usage File		5. Earliest Year/Latest Year 2010 to 2013
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) All Agency pager bills for usage within the Agency.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>1</u> Number
		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>1/3</u> Number
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) Building G, second floor, room 205	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Finance Division has original.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain three years, then destroy.	
19. Name and Title of Preparer James Webster Director, Information Technology Division	20. Telephone Number 410-653-4214	21. Date May 16, 2013

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 15 OF 24

1. Department/Agency

Maryland State Police

2. Division

Information Technology Division

3. Unit

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

4. Record Series Title

26-B-2 Agency Telephone Directory File

5. Earliest Year/Latest Year

2012 to 2013

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

All pertinent information with respect to the makeup of the Agency Telephone Directory.

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Microsoft Word

10. Annual Accumulation

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Microsoft Word

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- 1 Month(s) Year(s)
Number

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

Building G, second floor, room 205

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

- Yes No
All employees have access to the directory on their computers.

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 one year, then destroy.

19. Name and Title of Preparer

James Webster
Director, Information Technology Division

20. Telephone Number

410-653-4214

21. Date

May 16, 2013

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>16</u> OF <u>24</u></p>
<p>1. Department/Agency Maryland State Police</p>	<p>2. Division Information Technology Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 26-B-3 Agency Telephone Usage File</p>	<p>5. Earliest Year/Latest Year 2012 to 2013</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) All Maryland State Police (MSP) bills.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><u>10</u> <input type="checkbox"/> Computer Tape(s) Number</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><u>10</u> <input type="checkbox"/> Computer Tape(s) Number</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Building G, second floor, storage room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Originating installation and Finance Division</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Under lock & key</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain one year, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>James Webster Director, Information Technology Division</p>	<p>20. Telephone Number</p> <p>410-653-4214</p>	<p>21. Date</p> <p>May 16, 2013</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>17</u> OF <u>24</u>	
1. Department/Agency Maryland State Police		2. Division Information Technology Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 26-B-4. General Pager Correspondence				5. Earliest Year/Latest Year <u>2010</u> to <u>2013</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies of all non-specific information relating to Agency pager business.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>2</u> Number	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>2/3</u> Number	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Building G, second floor, room 205			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain three years, then destroy.		
19. Name and Title of Preparer James Webster Director, Information Technology Division		20. Telephone Number 410-653-4214		21. Date May 16, 2013	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>18</u> OF <u>24</u>	
1. Department/Agency Maryland State Police		2. Division Information Technology Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 26-B-5 General Telephone Correspondence				5. Earliest Year/Latest Year <u>2010</u> to <u>2013</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies of all non-specific information relating to Agency telephone business.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Helpdesk email</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>1</u> Number	
		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>1/3</u> Number			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Building G, second floor, room 220			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Under lock & key			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain three years, then destroy.		
19. Name and Title of Preparer James Webster Director, Information Technology Division		20. Telephone Number 410-653-4214		21. Date May 16, 2013	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>19</u> OF <u>24</u></p>
<p>1. Department/Agency Maryland State Police</p>	<p>2. Division Information Technology Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 26-B-6 Pager Equipment Inventory</p>		<p>5. Earliest Year/Latest Year 2010 to 2013</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Inventory list of MSP leased pager equipment</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer database</u></p> <p>Number <u>1</u></p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Computer database</u></p> <p>Number <u>1/3</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Building G, second floor, room 205</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain three years, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>James Webster Director, Information Technology Division</p>	<p>20. Telephone Number</p> <p>410-653-4214</p>	<p>21. Date</p> <p>May 16, 2013</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>20</u> OF <u>24</u></p>	
<p>1. Department/Agency Maryland State Police</p>		<p>2. Division Information Technology Division</p>		<p>3. Unit</p>	
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title 26-B-7 Telephone Equipment Inventory</p>				<p>5. Earliest Year/Latest Year 2010 to 2013</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) List of MSP telephone equipment salvaged and transferred.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><u>1</u> Number</p>	
				<p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p><u>1/3</u> Number</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually When appropriate</p>			<p>12. File Becomes Inactive After</p> <p><u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Building G, second floor, room 220</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Capital Inventory</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain three years, then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>James Webster Director, Information Technology Division</p>		<p>20. Telephone Number</p> <p>410-653-4214</p>		<p>21. Date</p> <p>May 16, 2013</p>	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>21</u> OF <u>24</u>	
1. Department/Agency Maryland State Police		2. Division Information Technology Division		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 26-B-8 Telephone Invoices				5. Earliest Year/Latest Year 2010 to 2013	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Communications Services Section telephone invoices for cell phones issued to all MSP personnel. Indicate if non-record copy and who has the record copy.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Download from website</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>15</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>5/15 (1/3)</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Building G, second floor, room 205			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Finance Division gets original (record copy) and pertinent divisions get copies		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No First in numerical order, then according to date			18. Recommended Retention Retain three years or until audited, then destroy.		
19. Name and Title of Preparer James Webster Director, Information Technology Division		20. Telephone Number 410-653-4214		21. Date May 16, 2013	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>22</u> OF <u>24</u></p>
<p>1. Department/Agency</p> <p style="text-align: center;">Maryland State Police</p>	<p>2. Division</p> <p style="text-align: center;">Information Technology Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>26-B-9 Telephone Utilization Files</p>		<p>5. Earliest Year/Latest Year</p> <p style="text-align: center;">2010 to 2013</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Cards, summaries and related documents reflecting data on the location, type, use and charges for telephone equipment and service at all Maryland State Police activities.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p style="text-align: center;">Number <u>1</u></p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p style="text-align: center;">Number <u>1/3</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>When appropriate</p>	<p>12. File Becomes Inactive After</p> <p style="text-align: center;">Number <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p style="text-align: center;">Building G, second floor, room 218</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">Under lock & key</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p style="text-align: center;">Retain three years, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p style="text-align: center;">James Webster Director, Information Technology Division</p>	<p>20. Telephone Number</p> <p style="text-align: center;">410-653-4214</p>	<p>21. Date</p> <p style="text-align: center;">May 16, 2013</p>

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 23 OF 24

1. Department/Agency

Maryland State Police

2. Division

Information Technology Division

3. Unit

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

4. Record Series Title

26-C-1 Electronic Data

5. Earliest Year/Latest Year

2003 to 2013

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

All data collected and stored electronically to include dispatch, reports, e-citation, user data, etc.

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) Database

9. Volume

- File Drawer(s)
 Microfilm Reel(s)
N/A Computer Tape(s)
Number
 Other (specify) Digital media

10. Annual Accumulation

- File Drawer(s)
 Microfilm Reel(s)
N/A Computer Tape(s)
Number
 Other (specify) Digital media

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- 10 Month(s) Year(s)
Number

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

Pikesville Data Center

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

- Yes No
Disaster Recovery Center

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

- Yes No
DoIT Agency Security Policy

16. Audit Requirements

- None State Federal Independent

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

- Yes No
Oracle Electronic Database

18. Recommended Retention

Retain 10 years, then delete.

19. Name and Title of Preparer

James Webster
Director, Information Technology Division

20. Telephone Number

410-653-4214

21. Date

May 16, 2013

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>24</u> OF <u>24</u></p>
1. Department/Agency Maryland State Police	2. Division Information Technology Division	3. Unit
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
4. Record Series Title 26-C-2 Software License File		5. Earliest Year/Latest Year 1995 to 2013
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains current license and associated paperwork necessary for use of software on various types of hardware for the Maryland State Police.</p>		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>2</u> Number
		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>N/A</u> Number
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input type="checkbox"/> As needed		12. File Becomes Inactive After when software is updated, out of date or no longer used <u>N/A</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) Building G, first floor, supply room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Under lock and key		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Files are maintained under this designator until discontinued, then destroy.
19. Name and Title of Preparer James Webster Director, Information Technology Division	20. Telephone Number 410-653-4214	21. Date May 16, 2013