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

	∧ Description		Retention
	A	ve l	
	Schedule 971-26 is a new schedule that supersedes parts of schedule 971-32-3.	ת	
26-A-1	ANNUAL FORMS INVENTORY Contains copies of the Annual Forms Inventory for Informat Technology Division; forms forwarded to the Forms Control Officer.		tain five years, then destroy.
26-A-2	BUDGET FILES (PAPER) Contains all analysis, studies, reports, projections, etc. generated by the Information Technology Division in the process of preparing the Department's fiscal year budgets.	Sta	tain five years, then transfer to the te Records Center for an additional years, then destroy.
26-A-3	BUDGET FILES (ELECTRONIC) Contains all analysis, studies, reports, projections, etc. generated by the Information Technology Division in the process of preparing the Department's fiscal year budgets.	Rei	tain ten years, then destroy.
26-A-4	COMPUTER EQUIPMENT INVENTORY AND SERVICE HISTORY (ELECTRONIC) 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	d rem auc	tain five years after hardware is noved from service, and until dited, then destroy.
26-A-5	EQUIPMENT LOSS/DAMAGE REPORT Contains copies of MSP 195's for lost and damaged equipment.	Ret	tain three years, then destroy.
26-A-6	EXCESS PROPERTY DECLARATION Contains copies of DGS 95009 Excess Property Declaratio for equipment to be salvaged.	ns Rei exc	tain five years following disposal of cess property, then destroy.
26-A-7	GENERAL COMMUNICATIONS FILE Contains informative data reference communications.	Rei	tain five years, then destroy.
Schedule	Approved by Department, Agency,	Schedu	le Authorized by State Archivist
	Representative. March 28 2013	Date	4/25/2013
Signature	Themas L. Vondersmithigh	Signatu	flerend open for
Typed Nar	ne <u>Thomas L. Vondersmith, Jr.</u>	-	in the stand of the stand of the
Title <u>Dept</u>	Records Retention & Disposal Schedule Manager		
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DGS 550-1 (Rev. 10-92)

	DEPARTMENT OF GENERAL SERVICES	Schedule No.971- 26A
RE	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 2 of 3
ltem No.	Description	Retention
26-A-8	MANUALS 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	MSP 42 LOG 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	ORGANIZATIONAL CHARTS Contains copies of organizational charts for the Information Technology Division.	Retain current chart and past charts for one year, then destroy.
26-A-11	PERSONNEL ORDERS 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	REQUISITION FILES Contains copies of requisitions and related paperwork for supplies/equipment issued.	Retain three years, then destroy.
26-B-1	DEPARTMENT PAGER USAGE FILE All Department pager bills for usage within the Agency. DEPARTMENT TELEPHONE DIRECTORY FILE	Retain three years, then destroy.
26-B-2	All pertinent information with respect to the makeup of the Department Telephone Directory.	Retain one year after revision, then destroy.
26-B-3	DEPARTMENT TELEPHONE USAGE FILE All Maryland State Police (MSP) bills.	Retain one year, then destroy.
26-B-4	GENERAL PAGER CORRESPONDENCE 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	PAGER EQUIPMENT INVENTORY Inventory list of MSP leased pager equipment.	Retain three years, then destroy.

DGS 550-1A (Rev. 10-92)

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	DEPARTMENT OF GENERAL SERVICES	Schedule No. 971- 26A
RE	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 3 of 3
Item No.	Description	Retention
26-B-7	TELEPHONE EQUIPMENT INVENTORY List of MSP telephone equipment salvaged and transferred.	Retain three years, then destroy
26-B-8	<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.	Retain three years or until audited, then destroy.
26-B-9	<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.	Retain three years, then destroy.
26-C-1	ELECTRONIC DATA All data collected and stored electronically to include dispatch, reports, e-citation, user data, etc.	Retain for 10 years, then delete.
26-C-2	SOFTWARE LICENSE FILE Contains current license and associated paperwork necessary for use of software on various types of hardware for the Maryland State Police.	Files are maintained under this designator until discontinued, then destroy.
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Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF G			
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19. Name and Title of Preparer	20. Telephone Num	ber	21. Date	
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DEFINITION - RECORD SERIES: A group of related rec	cords normally filed a	nd used as a ur		nce as well as retention and disposition purposes.
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records	RECORDS MAN		
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		799-1930	
1. Department/Agency 2. D	Division	. * <u>.</u>	3. Unit
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DEFINITION - RECORD SERIES: A group of related records I	normally filed and us	ed as a unit for re	ference as well as retention and disposition purposes.
4. Record Series Title	· .		5. Earliest Year/Latest Year
26-A-4 COMPUTER EQUIPMENT INVENTORY AND SERVICE	HISTORY (ELECTR	(ONIC)	2008 to 2013
6. Record Series Description (Briefly describe the types of information/documents/forms fo	TFRS and relate	purpose or function of the	contains copies of warranties, loss or damage to
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		, included a second sec	
	<u> </u>	_	
13. Current Location(s) (Bldg., Floor, Room) Files are in Building G, first floor, buil pen		14. Is Record Serie	es Duplicated Elsewhere? (If yes, specify agency or office.)
Computer application is on select computers		0 Yes	X No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requi	rements
[] Yes X No	· .	0 None	X State [] Federal [] Independent
	·	40 0	And Polontian
17. Is an Index System used? If yes, explain briefly and describe requirements			years after hardware is removed from service,
X Yes [] No			udited, then destroy.
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.			
	20. Telephone Nu	mber	21. Date
19. Name and Title of Preparer	20. Telephone Nu		
James Webster	410-653-42	14	May 16, 2013
Director, Information Technology Division			
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			1059	AGENCY RECORDS INVENTORY
Instructions – Type or Print a separate form for	DEPARTMENT OF		•	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE <u>5</u> OF <u>24</u>
		ryland 20794 99-1930		
1. Department/Agency 2	2. Division		.	3. Unit
Maryland State Police	Information Technol	logy Division		
DEFINITION - RECORD SERIES: A group of related	records normally filed a	ind used as a un	nit for refere	nce as well as retention and disposition purposes.
4. Record Series Title				ear/Latest Year
26-A-5 Equipment Loss/Damage Report			2010 to	2013
6. Record Series Description (Briefly describe the types of information/docum			iction of the seri	es.)
Contains copies of MSP 195's for lost and	damageu equipine		•	
		1	·	
7. Record Series Format(s) List all	8. Record Series Se	aquence	9. Volume	X File Drawada)
				X File Drawer(s)
		·		Microfilm Reel(s)
X Letter Size [] Microfilm] Alphabetical	,	2	Computer Tape(s)
D Legel Size .D Computer Tape	X Numerical		Number	Other (specify)
O Audio Tape O Floppy Disk] Chronological			
Bound Book I Video Tape	_ [] _Geographical		10. Annual A	· ·
X Other (specify)_Microsoft Word	0 Other (specify	o		X File Drawer(s)
				[Microfilm Reel(s)
		•	<u>2/3</u>	0. Computer Tape(s)
			Number	D ther (specify)
		12. File Become	s Inactive After	
11. File is Used		12. 110 5000110	, and the second s	
O Daily O Weekly O Monthly O Annually		3 Number	0 _.	Month(s) X Year(s)
X when appropriate	· ·	Humbol		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	s Duplicated Els	sewhere? (If yes, specify agency or office.)
Building G, first floor		. X Yes	0	
Bull pen for equipment files; room 100 for auxiliary files.		At installation of em	ployee who dam	naged equipment.
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	ements	
X Yes D No		[] None	X State	D Federal D Independent
Auxiliary files are restricted to individual employee and supervisors.		•		
17. Is an Index System used? If yes, explain briefly and describe requirem	ents	18. Recommend	ed Retention	
		•		ars, then destroy.
O Yes X No			-	
· ·				
19. Name and Title of Preparer	20. Telephone Numb	ber	21. Date	
James Webster	410-653-4214	4	Mav 1	6, 2013
Director, Information Technology Division				

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<u>Instructions</u> –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 PAGE6 OF24	
1. Department/Agency 2 Maryland State Police	. Division Information Technol	logy Division	· ·	o, one
DEFINITION - RECORD SERIES: A group of related	records normally filed a	ind used as a un	it for refere	nce as well as retention and disposition purposes.
4. Record Series Title 26-A-6 Excess Property Declaration	<u></u>			ear/Latest Yeer
6. Record Series Description (Briefly describe the types of information/docume Contains copies of DGS 95009 Excess Pro	onts/forms found in the series. Inc operty Declarations	lude the purpose or fun for equipme	tion of the serie	salvaged.
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume	X File Drawer(s)
X Letter Size [] Microfilm]] Legel Size [] Computer Tape	Alphabetical X Numerical	•	<u> </u>	Microfilm Reel(s) Computer Tape(s) Other (specify)
I Audio Tape I Floppy Disk I Bound Book I Video Tape	Chronological Geographical		10. Annual A	······································
] Other (specify)	0 Other (specify)		X File Drawer(s) Microfilm Reel(s)
			<u>1/5</u> Number	Computer Tape(s)
11. File is Used		12. File Become	s Inactive After	0 Other (specify)
Daily DWeekly DMonthly DAnnually X when appropriate		5 Number	0 M	Aonth(s) X Year(s)
13. Current Location(s) (Bldg., Floor, Room)	· · · · · · · · · · · · · · · · · · ·	14. Is Record Series	s Duplicated Els	ewhere? (If yes, specify agency or office.)
Building G, first floor, room 100		0 Yes	. X	No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ments	
[] Yes X No] None	X State	0 Federal 0 Independent
17. Is an Index System used? If yes, explain briefly and describe requirement	mts	18. Recommende		
X Yes [] No The first # is the DGS #. The second number is the year the property was exce	ssed followed by Lot #.	Retain	five years	s following disposal, then destroy.
19. Name and Title of Preparer	20. Telephone Numb	er	21. Date	
James Webster Director, Information Technology Division	410-653-4214		May 1	6, 2013
S 550-4 (Rev. 1/93)				· · · · · · · · · · · · · · · · · · ·

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but a time . The approximate form for	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY
Instructions – Type or Print a separate form for	RECORDS MANAGEMENT DIVISION			
each new or revised record series. Forward	7275 Waterloo Road, P.O. Box 275			
with Records Retention Schedule (DGS 550-1)		yland 20794		PAGE <u>7</u> OF <u>24</u>
	•	99-1930		<u> </u>
1. Department/Agency	2. Division	•	ľ	3. Unit
Maryland State Police	Information Technology	ogy Division	· ,	· · · · · · · · · · · · · · · · · · ·
LEFINITION - RECORD SERIES: A group of related	records normally filed a	nd used as a uni	it for referen	nce as well as retention and disposition purposes.
4. Record Series Title			5. Earliest Ye	er/Látest Year
26-A-7 General Communications File	· · · · · ·		2008 to	2013
6. Record Series Description (Briefly describe the types of information/docum Contains informative data reference comn		lude the purpose or fund	ction of the serie	s.)
	· · · · ·			
	8. Record Series Se	019009	9. Volume	· · · · · · · · · · · · · · · · · · ·
7. Record Series Format(s) List all				X File Drawer(s)
				Microfilm Reel(s)
X Letter Size	C Alphabetical		1	Computer Tape(s)
Legal Size O Computer Tape	0 Numerical	1 A.	Number	0 Other (specify)
0 Audio Tape 0 Floppy Disk	. X Chronological			
Bound Book Divideo Tape	- [] Geographical		10. Annual Ac	cumulation X File Drawer(s)
Other (specify)	0 Other (specify)		Microfilm Reel(s)
			<u>1/5</u> Number	Computer Tape(s) Other (specify)
11. File is Used		12. File Becomes	s Inactive After	;
				Aonth(s) X Year(s)
D Daily D Weekly D Monthly D Annually X when appropriate		Number	UN	
· · · · · · · · · · · · · · · · · · ·	,			
· · · · · · · · · · · · · · · · · · ·				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	s Duplicated Elsi	ewhere? (If yes, specify agency or office.)
Building G, first floor, room 100		[] Yes	×	No
· · · ·		·		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	
] Yes X No		0 None	X State	C Federal D Independent
17. Is an Index System used? If yes, explain briefly and describe requirer	neats	18. Recommende	ed Retention	
		Retain	five years	s, then destroy.
() Yes X No				
		r		
19. Name and Title of Preparer	20. Telephone Numb	ber .	21. Date	
James Webster	410-653-4214	ŧ.	May 1	6, 2013
Director, Information Technology Division				
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				AGENCY RECORDS INVENTORY
	DEPARTMENT OF GENERAL SERVIC			
each new or revised record series. Forward R	RECORDS MANAGEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE8 OF24
	Jessup, Ma	ryland 20794		
	410-7	99-1930	· · ·	
1. Department/Agency 2. Division				3. Unit
Maryland State Police	Information Technol	logy Division		
				as well as rotantian and disposition purposes
DEFINITION - RECORD SERIES: A group of related record 4. Record Series Title	s normally filed a	ind used as a un	5. Earliest Yea	ar/Latest Year
26-A-8 Manuals	. · · · ·			
	• • •		<u>1995</u> to 2	2013
6. Record Series Description (Briefly describe the types of information/documents/forms	s found in the series. Inc	lude the purpose or fun	L action of the series)
Contains manuals for equipment used at the Inf	ormation Tec	hnology Divis	sion.	
7. Record Series Format(s) List all	8, Record Series Se	aquence	9. Volume	[] File Drawer(s)
	V Alabebatian			[] Microfilm Reel(s)
0 Letter Size 0 Microfilm	X Alphabetical		<u>N/A</u>	Computer Tape(s)
Legal Size Computer Tape	I Numerical		Number	D. Other (second b). Destances
0 Audio Tape 0 Floppy Disk	Chronological		. •	Other (specify)_Bookcases
				· · · · · · · · · · · · · · · · · · ·
X Bound Book 🛛 Video Tape] Geographical		10. Annual Acc	cumulation [] File Drawer(s)
D Other (specify)	Other (specify	»		
			1.	Microfilm Reel(s)
			<u>N/A</u>	Computer Tape(s)
			Number	
				Other (specify)
11. File is Used		12. File Become	s Inactive After	· ·
Daily Dweekly D Monthly DAmuelly		<u>N/A</u>	0	Month(s) [] Year(s)
X when appropriate		Number		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	s Duplicated Else	where? (If yes, specify agency or office.)
13. Current Location(sy (Ling), Floor, Roomy				
Building G, first floor, room 100		[] Yes	. X N	0
· · · · · · · · · · · · · · · · · · ·				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	emenis	
() Yes X No		[] None	X State	D Federal D Independent
17. Is an Index System used? If yes, explain briefly and describe requirements			ed Retention	nt is no longer used then transfer with
[] Yes X No		Retain until	or destro	nt is no longer used, then transfer with y if equipment is destroyed.
		equipment,	or desiro	y il equipment is destroyed.
19. Name and Title of Preparer	20. Telephone Numb	er	21. Date	
James Webster	410-653-4214	ł	May 16	, 2013
Director, Information Technology Division				
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Instructions – Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICE			AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			
		ryland 20794		PAGE <u>9</u> OF <u>24</u>
	410-7	99-1930		3. Unit
1. Department/Agency 2. Di	vision	· · ·		0. Onit
Maryland State Police	Information Techno		· . ·	
DEFINITION - RECORD SERIES: A group of related rec	cords normally filed a	and used as a ur		
4. Record Series Tille 26-A-9 MSP 42 Log			5. Earliest Yo	eer/Letest Year
			2008 to	2013
6. Record Series Description (Briefly describe the types of information/documents	forms found in the series. In	clude the purpose or fun)
Contains a list of all documents issued on an	MSP 42 (receip	t or appraisal	of order	s, memoranda and manual revisions).
	• •	••		
7. Record Series Format(s) List all	8. Record Series S	equence	9. Volume	() File Drawer(s)
	V ALL A DE LA DE L		Ì] Microfilm Reel(s)
D Letter Size D Microfilm	X Alphabetical	. .	<u>N/A</u>	_ [] Computer Tape(s)
I Legal Size I Computer Tape	D Numerical		Number	
D Austin Tana D Clanger Disk	Chronological	• • •		Other (specify)_Bookcases
I Audio Tape I Floppy Disk	a chichologica.			•
X Bound Book D Video Tape	D Geographical		10. Annual A	
D Other (specity)	Other (specify	v)		[] File Drawer(s)
· · · · · · · · · · · · · · · · · · ·				Microfilm Ree!(s)
			N/A	0 Computer Tape(s)
· · · ·			Number	
		•		Other (specify)
11. File is Used		12. File Become	s Inactive After	
Daily Dweekiy DMonthly DAnnualiy		5	0 M	Nonth(s) X Year(s)
X when appropriate	• • •	Number		
				•
			- Dueliested Ele	ewhere? (If yes, specify agency or office.)
13. Current Location(s) (Bldg., Floor, Room)		14. IS Record Serie	s Duplicated Els	ewnerer (in yes, specify agency of onice.)
Building G, first floor, room 100		D Yes	x	No
	· ·	· ·		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Rèquire	ements	· · · · · · · · · · · · · · · · · · ·
] Yes X No		I None.	X State	D Federal D Independent
[] Yes X No				
	•	la a si a si	·	
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommende		
) Yes X No		Retain five	years, th	en destroy.
• • • •	· · ·			
、	·			
	I			
19. Name and Title of Preparer	20. Telephone Numb	ber .	21. Date	
James Webster	410-653-4214	1	May 10	6, 2013
Director, Information Technology Division	10 000 421			
				· · · · · · · · · · · · · · · · · · ·
S 550-4 (Rev. 1/93)				

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					AGENCY RECORDS INVENTORY
Instructions – Type or Print a separate form for			GENERAL SER		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION			ION	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			75	PAGE0 OF24
		Jessup, Ma	ryland 20794		· · · · · · · · · · · · · · · · · · ·
		410-7	99-1930		2.469
1. Department/Agency	2. Division				3. Unit
Maryland State Police		Information Technol	ogy Division	÷ .	
	d accordo	normally filed a		it for refere	ance as well as retention and disposition purposes.
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title	a records	normally lieu a	nu useu as a un	5. Earliest Y	/ear/Latest Year
26-A-10 Organizational Charts			•		
				<u>2012</u> to	2013
6. Record Series Description (Briefly describe the types of information/docur	ments/forms f	ound in the series. Inc	lude the purpose or fun	ction of the seri	ies.)
Contains copies of organizational charts f	or the li	nformation T	echnology Di	ivision.	
· .				•	
7. Record Series Format(s) List all		8. Record Series Se	quence	9. Volume	X File Drawer(s)
			•		·
		[] Alphabetical] Microfilm Ree!(s)
X Letter Size [] Microfilm		D Alphabelical		1] Computer Tape(s)
] Legal Size [] Computer Tape		Numerical		Number	() Other (specify)
🛛 Audio Tape 🔹 🗋 Floppy Disk		X Chronologic	al		
		-		·	
D.Bound Book Dideo Tape		Geographical		10. Annual A	Accumulation X File Drawer(s)
Other (specify)Visio_&/or PowerPoint		Other (specify	· 		
· · ·					[Microfilm Reel(s)
· · ·				1	[Computer Tape(s)
				Number	
			1. A.		[] Other (specify)
11. File is Used			12. File Become	s Inactive After	
[] Daiiy [] Weekly X Monthly [] Annually			<u> <u> </u></u>	0	Month(s) 1 Year(s)
			Number		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)
Building G, first floor, room 100	•	·	X Yes An updated copy is) No Chiaf every month.
•					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requir	ements	
]Yes X No	· .] None	X State	0 Federal 0 Independent
· · · · · · · · · · · · · · · · · · ·		·			
17. Is an Index System used? If yes, explain briefly and describe require	ments	· · ·	18. Recommend		t and past charts for one year, then
() Yes X No			destroy.	ent char	t and past charts for one year, then
			desitoy.		
• · · · · · · · · · · · · · · · · · · ·					
					· · · · · · · · · · · · · · · · · · ·
19. Name and Title of Preparer	. 1	20, Telephone Numb	er	21. Date	
James Webster	ſ	410-653-4214		May 1	6, 2013
Director, Information Technology Division			. *		· · · · · · · · · · · · · · · · · · ·
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	DEPARTMENT OF GENERAL SER			UCES	AGENCY RECORDS INVENTORY	
Instructions – Type or Print a separate form for						
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275					
with Records Retention Schedule (DGS 550-1)	Jessup, Maryland 20794				PAGE <u>11</u> OF <u>24</u>	
	410-799-1930					
1. Department/Agency	2. Division			. •	3. Unit	
Maryland State Police		Information Technol	ogy Division			
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title	d records n	ormally filed a	nd used as a ur	5. Earliest Y	ence as well as retention and disposition purposes.	
26-A-11 Personnel Orders		•		0040 44	2042	
			•	<u>2012</u> to	2013	
6. Record Series Description (Briefly describe the types of information/docur	ments/forms fou	ind in the series. Inc	iude the purpose or fur	nction of the seri	es.)	
Contains copies of yearly Personnel Orde	ers that a	re generate	d by HRD.	hese or	ders are used to track changes in Active	
Directory, email, etc.		•				
				-		
7. Record Series Formal(s) List all		8. Record Series Se	quence	9. Volume		
					X File Drawer(s)	
					Microfilm Reel(s)	
X Letter Size 0 Microfilm		[] Alphabetical		<u> </u>	Computer Tape(s)	
C Legal Size C Computer Tape		X Numerical		Number	0 Other (specify)	
🛙 Audio Tape 🔹 🕄 Floppy Disk		Chronological				
		 Geographical 		10. Annual A	vecumulation	
D Bound Book D Video Tape		U Geographical	. •		X File Drawer(s)	
[] Other (specify)		Other (specify))		Microfilm Reel(s)	
•						
				<u>1</u> Number	(Computer Tape(s)	
					D Other (specify)	
11. File is Used	<u>·</u>		12. File Become	s Inactive After		
Daily Dweekly Donthly Donnually			1	D .	Month(s) 1 Year(s)	
X when appropriate			Number			
			•	•		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)	
· ·			X Yes	n	No	
Building G, first floor, room 100			X Yes HRD sends copies t		1	
			16. Audit Requirements			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)						
()Yes X No			0 None	X State	C Federal C Independent	
				•		
17. Is an Index System used? If yes, explain briefly and describe requirer	ments		18. Recommend	ed Retention		
			Retain one	year, the	en destroy	
[] Yes X No	·			•		
19. Name and Title of Preparer	2	20. Telephone Numb	er	21. Date		
James Webster		410-653-4214		May 1	6, 2013	
		- 10-000-4614		, they have a second se	,	
Director, Information Technology Division						

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			•
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVISI	ION	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			5105 ID 05 24
Man Adding Holomion Concurs (200 000 1)		ryland 20794		PAGE <u>12</u> OF <u>24</u>
	•	99-1930		
	2. Division			3. Unit
1. Department/Agency	2. 61413011	•		
Maryland State Police	Information Technol	ogy Division		
		·		
DEFINITION - RECORD SERIES: A group of related	records normally filed a	nd used as a un	it for refere	ence as well as retention and disposition purposes.
4. Record Series Title			5. Earliest Y	ear/Latest Year
26-A-12 Physical Inventory	-		2003 to	2013
•	•			· · · · · · · · · · · · · · · · · · ·
6. Record Series Description (Briefly describe the types of information/docum	nents/forms found in the series. Inc	lude the purpose or fund	ction of the seri	es.)
Contains copies of yearly inventory results	for IT hardware an	d capital inve	entories.	
	. •			
·				
	· · ·			
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume	
······································				X File Drawer(s)
			•	Microfilm Real(s)
X Letter Size	[] Alphabetical		1	Computer Tape(s)
D Legal Size B Computer Tape	X Numerical		Number	
	· · ·			Other (specify)
] Audio Tape [] Floppy Disk	[] Chronological			
•	. Geographical		10. Annual A	acumulation
0 Bound Book 0 Video Tape	u Geographical		TU, Annual A	X File Drawer(s)
0 Other (specify)	Other (specify	» [
			•	Microfilm Reel(s)
		-	1/10	Computer Tape(s)
			Number	
· .				Other (specify)
		12. File Becomes	s Inactive After	· · · · · · · · · · · · · · · · · · ·
11. File is Used		12. 10 000000		· · ·
Daily Deekly Donthly X Annually		<u>10</u>		Month(s) X Year(s)
		Number		
	· ·			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	s Duplicated El	sewhere? (If yes, specify agency or office.)
		· X Yes	ก	No
Building G, first floor, room 100			u as sent to appro	
		'		· · · · · · · · · · · · · · · · · · ·
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	
· · ·	· .		Y Sinia	[] Federal [] Independent
🛛 Yes X No	· .	[] None	X State	
• • •				
		18. Recommende	ed Retention	
17. Is an Index System used? If yes, explain briefly and describe requiren	nems	Retain ten	•	en destrov
0 Yes X No			ycaro, ur	
•				
· · · · · · · · · · · · · · · · · · ·				· · ·
19. Name and Title of Preparer	20. Telephone Numb	ber	21. Date	
			·	0.0010
James Webster	410-653-4214	1	May 1	6, 2013
Director, Information Technology Division			·	
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	DEPARTMENT OF GENERAL SERVICE			AGENCY RECORDS INVENTORY	
			•		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE <u>13</u> OF <u>_24</u>	
	Jessup, Ma	aryland 20794			
		799-1930			
1. Department/Agency 2. Divis	ion .			3. Unit	
Maryland State Police	Information Techno	logy Division	· .		
		-			
DEFINITION - RECORD SERIES: A group of related reco	rds normally filed a	and used as a ur	hit for refere	nce as well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Y	ear/Latest Year	
26-A-13 Requisition Files	· · · ·	· .	<u>2010</u> to	<u>2013</u>	
6: Record Series Description (Briefly describe the types of information/documents/fo	ms found in the series. In	clude the purpose or fun	nction of the serie	es.)	
Contains copies of requisitions and related pa	perwork for sup	oplies/equipm	ient issue		
	· . ·	· · ·			
		· ·	•		
			9. Volume		
7. Record Series Format(s) List all	8. Record Series S	equence	9. VOIUMB	X File Drawer(s)	
· · ·					
				0 Microfilm Reel(s)	
X Letter Size D Microfilm	() Alphabetical	•	_1	Computer Tape(s)	
D Legal Size D Computer Tape	X Numerical		Number		
				Other (specify)	
Audio Tape D Floppy Disk	Chronological				
() Bound Book () Video Tape	[] Geographical	1	10. Annual A	ccumulation	
	•.			X File Drawer(s)	
0 Other (specify)	[] Other (specif	y)		I Microfilm Reel(s)	
			<u>1/3</u>	Computer Tape(s)	
			Number	D Other (specify)	
·					
11. File is Used		12. File Become	es Inactive After		
X Daily 🛛 Weekly 🗍 Monthly 🗍 Annually		3		Month(s) X Year(s)	
		Number			
	• • •				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Building G, first floor, room 100		[] Yes X No			
-					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
DYes X No	· · .	I None	X State	Federal G Independent	
			•		
· · ·					
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommend				
· · · · · ·		Retain thre	e years; f	then destroy.	
] Yes X No					
· · ·				· .	
19. Name and Title of Preparer	20. Telephone Numi	ber ,	· 21. Date		
	410 652 424		May 1	6, 2013	
James Webster	410-653-421		ivicity I	0,2010	
Director, Information Technology Division					

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Instructions – Type or Print a separate form for	DEPARTMENT OF	GENERAL SERV	/ICES	AGENCY RECORDS INVENTORY
· · · · · · · · · · · · · · · · · · ·	RECORDS MANA			
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			
With Records Retention Schedule (DGS 530-1)	•	ryland 20794		PAGE <u>14</u> OF <u>24</u>
		99-1930		
1. Department/Agency	2. Division	······································		3. Unit
Manufaced State Police	Information Techno	 logy Division		
Maryland State Police				
DEFINITION - RECORD SERIES: A group of relate	d records normally filed a	ind used as a un	it for refere	ence as well as retention and disposition purposes.
4. Record Series Tille 26-B-1 Agency Pager Usage File			. J. Earnest r	Ban Laiss I Gai
	· ·		<u>2010</u> to	2013
6. Record Series Description (Briefly describe the types of information/docu	ments/forms found in the series. In	clude the purpose or fun	tion of the seri	es.)
All Agency pager bills for usage within the				
·				· · · ·
	•	÷.		
7. Record Series Format(s) List all	8. Record Series S	equence	9. Volume	X File Drawer(s)
X Letter Size D Microfilm	[] Alphabetical			Microfilm Reel(s)
X Letter Size D Microfilm	a replication.		<u>1</u>	Computer Tape(s)
D Legal Size D Computer Tape	X Numerical		Number	Other (specify)
DAudio Tape DiFloppy Disk	Chronological			
D Bound Book D Video Tape	D Geographical		10. Annual A	ccumulation
				X File Drawer(s)
] Other (specify)	Other (specif	//		0 Microfilm Ree!(s)
			1/3	Computer Tape(s)
· · ·		· · ·	Number	
				Other (specify)
11. File is Used	I	12. File Become	s Inactive After	
Daily X Weekly D Monthly D Annually	~	3	0	Month(s) X Year(s)
		Number		· ·
	· · ·			, ¹
		14 Is Record Serie	s Duplicated Et	sewhere? (If yes, specify agency or office.)
13. Current Location(s) (Bldg., Floor, Room)	• •			
Building G, second floor, room 205		X Yes Finance I	D Division has orig	No pinal.
			·	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	
[]Yes X No		1 None	X State	C Federal C Independent
			·	
· · · · · · · · · · · · · · · · · · ·		·		
17. Is an Index System used? If yes, explain briefly and describe require	ments	18. Recommend		then destroy.
I Yes X No		i vetain une	c years,	
		<u> </u>		
19. Name and Title of Preparer	20. Telephone Num	ber .	21. Date	
	410 652 421		May 1	6, 2013
James Webster	410-653-421	• ·	way	
Director, Information Technology Division				

			<u>.</u> .	T
	EPARTMENT OF			AGENCY RECORDS INVENTORY
	RECORDS MANA			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE <u>15</u> OF <u>24</u>
	Jessup, Maryland 20794			
1. Department/Agency 2. Divisi				3. Unit
				•
Maryland State Police	Information Techno	logy Division		
DEFINITION - RECORD SERIES: A group of related recor	ds normally filed a	and used as a un	nit for refere	ence as well as retention and disposition purposes.
4. Record Series Title			5. Earliest Y	ear/Latest Year
26-B-2 Agency Telephone Directory File			2012 to	2013
	······			
6. Record Series Description (Briefly describe the types of information/documents/for	ms found in the series. In	clude the purpose or fun	nction of the seri	es.)
All pertinent information with respect to the ma	keup of the Ag			story.
			•	
7. Record Series Format(s) List all	8. Record Series S	equence	9. Votume	
] File Drawer(s)
				Microfilm Reel(s)
X Letter Size D Microfilm	X Alphabetical		· · ·	
0 Legal Size 1 Computer Tape	I Numerical		Number	[] Computer Tape(s)
				X Other (specify)_Microoft Word
O Audio Tape O Floppy Disk	.] Chronological			· · · ·
Bound Book Video Tape	[] Geographical		10. Annual A	
]] Other (specify)	. Other (specify			[] File Drawer(s)
				Microfilm Reel(s)
			1	Computer Tape(s)
			Number	2
				X Other (specify)) Micrsoft Word
11. File is Used		12. File Become	s Inactive After	
X Deily 🛙 Weekiy 🗍 Monthly 🖞 Annually		1	0 (Month(s) X Year(s)
	`	Number		
		14 le Record Serie	s Duplicated Fis	sewhere? (If yes, specify agency or office.)
13. Current Location(s) (Bldg., Floor, Room)		14. 13 100010 0810		
Building G, second floor, room 205		X Yes		No o the directory on their computers.
			5 1846 800658 U	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	-
[] Yes X No		None	X State	0 Federal 0 Independent
	-			· .
17. Is an index System used? If yes, explain briefly and describe requirements		18. Recommend		an destroy
() Yes X No		Retain one	year, the	en destroy.
		-		
		<u> </u>		
19. Name and Title of Preparer	20. Telephone Numl	ber	21. Date	
			•••	0.0010
James Webster	410-653-421	4	May 1	6, 2013
Director, Information Technology Division	·			
	<u> </u>			

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			
	Jessup, Maryland 20794			PAGE <u>16</u> OF <u>24</u>
		99-1930	·	
1. Department/Agency	2. Division			3. Unit
Maryland State Police	Information Techno	logy Division		
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed a	ind used as a ur	nit for refere	nce as well as retention and disposition purposes.
4. Record Series Title 26-B-3 Agency Telephone Usage File			5. Eaniest Y	ear/Latest Year
	• • •	• .	<u>2012</u> to	2013
6. Record Series Description (Briefly describe the types of information/doc	uments/forms found in the series. Inc	clude the purpose or fur	nction of the seri	es.)
All Maryland State Police (MSP) bills.				
		. ,	·	
	• •			
7. Record Series Format(s) List all	8. Record Series Se	adneuce	9. Volume	X File Drawer(s)
X Letter Size D Microfilm	() Alphabetical			[] Microfilm Reel(s)
X Letter Size D Microlikit			<u>10</u>	Computer Tape(s)
I Legal Size I Computer Tape	D Numericat		Number	Other (specify)
0 Audio Tape 0 Floppy Disk	X Chronological			
Bound Book D Video Tape	Geographical		10. Annual A	ccumulation
	[] Other (specify	A		X File Drawer(s)
0 Other (specify)				Microfilm Reel(s)
			· <u>10</u>	Computer Tape(s)
· · · · · ·			Number	Dother (specify)
	·	40 - 510 Record	s Inactive After	
11. File is Used		12. File Become	Inactive Arter	
X Daily DWeekly DMonthly DAnnually		<u>1</u> Number	0 (Month(s) X Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	is Duplicated Els	sewhere? (If yes, specify agency or office.)
Building G, second floor, storage room		X Yes		No d Finance Division
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	· · · · · · · · · · · · · · · · · · ·	16. Audit Requir		
X Yes 🕄 No		0 None	X State	0 Federal 0 Independent
Under lock & key				
		48	ad Detention	
17. Is an Index System used? If yes, explain briefly and describe require	ements	18. Recommend Retain one	vear. the	en destroy.
[] Yes X No	· ·			
			21 Data	
19. Name and Title of Preparer	20. Telephone Numb	Der	21. Date	
James Webster	410-653-4214	۰. t	May 1	6, 2013
Director, Information Technology Division			-	
				· · · · · · · · · · · · · · · · · · ·

Instructions. Turns of Drint a congrate form for	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for	RECORDS MANA					
each new or revised record series. Forward						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			PAGE17 OF24		
		99-1930				
1. Department/Agency	2. Division	· · · · · · · · · · · · · · · · · · ·		3. Unit	•	
	Information Technol	oov Division				
Maryland State Police						
DEFINITION - RECORD SERIES: A group of related	I records normally filed a	ind used as a un	it for refere	nce as well as retention and disposition pur ear/Latest Year	poses	
4. Record Series Title 26-B-4. General Pager Correspondence	• • •		5. Eenest re	201/Latest 1001		
			<u>2010</u> to	2013		
6. Record Series Description (Briefly describe the types of information/docur	ments/forms found in the series inc	lude the purpose or fun	ction of the serie	.)	<u></u>	
Copies of all non-specific information rela	ting to Agency page	r business.				
	0 0 7. 0					
· · · · · · · · · · · · · · · · · · ·			. •			
	· · ·	·		·		
7. Record Series Format(s) List all	8. Record Series Se	adneuce	9. Volume	X File Drawer(S)		
	'					
X Letter Size [] Microfilm	. [] Alphabetical	· .		Microfilm Reel(s)		
			<u>2</u>	Computer Tape(s)	•	
Legal Size D Computer Tape	X Numerical		Number	Other (specify)		
D Audio Tape D Floppy Disk	[] Chronological					
De la Duche Differe Terre	[] Geographical		10. Annual A	countration		
() Bound Book [] Video Tape	D Coographica		10.741100171	X File Drawer(s)		
Other (specify)	0 Other (specify	»		Microfilm Reel(s)		
· · ·			<u>2/3</u> Number	Computer Tape(s)		
· · · · · · · · · · · · · · · · · · ·				Other (specify)		
11. File is Used		12. File Become	s Inactive After			
		3	· n ·	Nonth(s) X Year(s)		
] Daily X Weekly] Monthly [] Annually		Number				
13. Current Location(s) (Bldg., Floor, Room)	· · · ·	14. Is Record Serie	is Duplicated Els	ewhere? (If yes, specify agency or office.)		
Building G, second floor, room 205		() Yes	· X I	No		
15 Accord Destrictions // Yes site Law(e) & Desulation(e)		16. Audit Requir	ements			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)						
[]Yes X No		None	X State	0 Federal 0 Independent		
•						
17. Is an Index System used? If yes, explain briefly and describe require	ments	18. Recommend	led Retention			
		Retain thre	e years,	then destroy.		
() Yes X No	· · ·					
10 Name and Tills of Brances	20. Telephone Numt)er	21. Date			
19. Name and Title of Preparer						
James Webster	410-653-4214	¢ '	May 1	6, 2013		
Director, Information Technology Division						
S 550-4 (Rev. 1/93)	<u></u>					

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			1055	AGENCY RECORDS INVENTORY
Instructions – Type or Print a separate form for	DEPARTMENT OF (
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVIS	ION _	· ·
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE18 OF <u>24</u>
	Jessup, Ma	ryland 20794		
	410-7	99-1930		
1. Department/Agency	2. Division			3. Unit
Maryland State Police	Information Technol	ogy Division		
DEFINITION - RECORD SERIES: A group of related	I records normally filed a	nd used as a un	it for refere	nce as well as retention and disposition purposes.
4. Record Series Title		,	5. Earliest Y	ear/Latest Year
26-B-5 General Telephone Correspondence			2010 to	2013
		<u></u>	· .	·
6. Record Series Description (Briefly describe the types of information/docum	nents/forms found in the series. Inc	lude the purpose or fun	ction of the serie	es.) ·
Copies of all non-specific information relation	ting to Agency telep	none busines	SS.	
	· .		,	
<u> </u>			0.14-1	
7. Record Series Format(s) List all	. 8. Record Series Se	quence	9. Volume	X File Drawer(s)
· · ·	·			
·. ·				0 Microfilm Reel(s)
X Letter Size D Microfilm	[] Alphabetical		1	[] Computer Tape(s)
X Legal Size D Computer Tape	X Numerical		Number	
				Other (specify)
Audio Tape I Floppy Disk	Chronological		•	
0 Bound Book 0 Video Tape	[] Geographical		10. Annual A	ccumulation
				X File Drawer(s)
X Other (specify)Helpdesk email	Other (specify)) Microfilm Reel(s)
		4 - A		
	•		<u>1/3</u>	Computer Tape(s)
			Number	Other (specify)
· · ·	<u> </u>			
11. File is Used	` .	12. File Become	s Inactive After	
X Daily D Weekly D Monthly D Annually		3	0 1	Month(s) X Year(s)
		Number		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	s Duplicateo Els	sewhere? (If yes, specify agency or office.)
Building G, second floor, room 220		1 Yes	. x	No
	·			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	
X Yas D No	· .	0 None	X State	D Federal D Independent
Under lock & key				- · · · · · · · · · · · · · · · · · · ·
· · · · · · · · · · · · · · · · · · ·				
17. Is an index System used? If yes, explain briefly and describe requirer	nents	18. Recommende		
		Retain thre	e years,	then destroy.
[] Yes X No	· · · ·			
•				
······································	·		a	
19. Name and Title of Preparer	20. Telephone Numb	er ·	21. Date	·
James Webster	410-653-4214		Mav 1	6, 2013
				-,
Director, Information Technology Division				

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Instructions – Type or Print a separate form for	DEPARTMENT OF (GENERAL SER	VICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANA			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box 2	75	5105 ID 05 34
	Jessup, Maryland 20794			PAGE <u>19</u> OF <u>24</u>
		99-1930		
1. Department/Agency	2. Division			3. Unit
Maryland State Police	Information Technol	ogy Division		
DEFINITION - RECORD SERIES: A group of related	records pormally filed a	nd used as a un	hit for refere	ence as well as retention and disposition purposes.
4. Record Series Tille	Tecords normally med a			rear/Latest Year
26-B-6 Pager Equipment Inventory			2010 to	/
			2010	<u></u>
6. Record Series Description (Briefly describe the types of information/docum		lude the purpose or fun	nction of the ser	es.)
Inventory list of MSP leased pager equipm	ent			
				· · · · · · · · · · · · · · · · · · ·
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Votume	
				X File Drawer(s)
	-	, <i>'</i>	-	[] Microfilm Reel(s)
X Letter Size [] Microfilm	Alphabetical		1	Computer Tepe(s)
Legal Size D Computer Tape	X Numerical		Number	
🕽 Audio Tape 🛛 Floppy Disk	D Chronological			X Other (specify)_Computer database
		•		
Bound Book D Video Tape	Geographical		10. Annual A	Accumulation X File Drawer(s)
[] Other (specify)	I Other (specify)		
				Microfilm Reel(s)
· · · ·			<u>1/3</u> Number	Computer Tape(s)
			NUMBER .	Other (specify)Computer database
11. File is Used		12. File Become	s Inactive After	
			n	Month(s) X Year(s)
- Daily X Weekly D Monthly D Annually		<u>3</u> Number		
			- Duplicated Et	sewhere? (If yes, specify agency or office.)
13. Current Location(s) (Bidg., Floor, Room)	· · · ·	14. IS Record Sene	is Dupiicated Ei	sewherer (ii yes, specify agency of onice.)
Building G, second floor, room 205		() Yes	x	No
15. Access Restrictions (II Yes, cite Law(s) & Regulation(s)	· · · · · · · · · · · · · · · · · · ·	16. Audit Requir	ements	
		[] None	X State	0 Federal 0 Independent
[]Yes X No			A State	
17. Is an Index System used? If yes, explain briefly and describe requirem	ents	18. Recommend		the second second
() Yes X No		Retain thre	e years,	then destroy.
	· · · · · · · · · · · · · · · · · · ·	I		
19. Name and Title of Preparer	20. Telephone Numb	er	21. Date	
	440 652 4044		May 1	6, 2013
James Webster	410-653-4214		way i	0,2010
Director, Information Technology Division				

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DGS 550-4 (Rev. 1/93)

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				AGENCY RECORDS INVENTORY	
Instructions – Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION				
each new or revised record series. Forward					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE20 OF24	
	Jessup, Maryland 20794				
		99-1930		3. Unit	
1. Department/Agency	2. Division			5. 0m	
Maryland State Police	Information Techno	logy Division			
DEFINITION - RECORD SERIES: A group of relate	d records normally filed a	ind used as a un	it for refere	nce as well as retention and disposition purposes.	
4, Record Series Tille	d records normany med e		5. Earliest Y	ear/Latest Year	
26-B-7 Telephone Equipment Inventory			0010 45	2012	
			<u>2010</u> to		
6. Record Series Description (Briefly describe the types of information/doc	uments/forms found in the series. In	clude the purpose or fund	ction of the serie	əs.)	
List of MSP telephone equipment salvage	ed and transferred.				
	•	•			
	8. Record Series Se		9. Volume		
7. Record Series Format(s) List all	6, Recura Series S	squence	0. Volumo	X File Drawer(s)	
				[] Microfilm Reel(s)	
X Letter Size] Microfilm	[] Alphabetical		-		
			<u>1</u>	Computer Tape(s)	
Legal Size Computer Tape	0 Numerical		Number	Other (specify)	
0 Audio Tape 0 Floppy Disk	X Chronological		-		
D Bound Book D Video Tape] Geographical		10. Annual A	ccumulation	
O Bound Book O Video Tape				X File Drawer(S)	
D Other (specify)	C Other (specify	/)·		Microfilm Reel(s)	
× ,			<u>1/3</u> Number	[] Computer Tape(s)	
·			Manibar	Other (specify)	
11. File is Used		12. File Becomes	s Inactive After		
11. File is Used	•	L. L			
Daily D Weekly Monthly D Annually	,	<u>3</u> Number		Month(s) X Year(s)	
When appropriate					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	s Duplicated Els	sewhere? (If yes, specify agency or office.)	
Building G, second floor, room 220		X Yes DNo			
		Capital Invenory			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements		
û Yes X No		0 None X State 0 Federal 0 Independent			
17. Is an Index System used? If yes, explain briefly and describe requir	18. Recommended Retention				
		Retain three	e years, '	then destroy.	
[] Yes X No					
· · · ·					
· · · · · · · · · · · · · · · · · · ·			21 Det-	· · · · · · · · · · · · · · · · · · ·	
19. Name and Title of Preparer	20. Telephone Num		21. Date		
James Webster	410-653-421	4	May 1	6, 2013	
Director, Information Technology Division					

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SEI			IERAL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI				· · ·	
with Records Retention Schedule (DGS 550-1)		· · ·	oad, P.O. Box 2			
	Jessup, Maryland 20794				PAGE21 OF24	
			99-1930			
1. Department/Agency	2. Division				3. Unit	
Maryland State Police		Information Technol	ogy Division			
	• •					
DEFINITION - RECORD SERIES: A group of relate	d records	normally filed a	ind used as a un	5. Earliest Y	ence as well as retention and disposition purposes.	
4. Record Series Tille 26-B-B Telephone Invoices						
				<u>2010</u> to	2013	
6. Record Series Description (Briefly describe the types of information/docu	uments/forms	found in the series. Inc	lude the purpose or fun	ction of the ser	es.)	
Communications Services Section teleph	ione inv	oices for cell	phones issu	ed to all	MSP personnel. Indicate if non-record	
copy and who has the record copy.			•			
· · · · · · · · · · · · · · · · · · ·	·	8. Record Series Se		9. Volume		
7. Record Series Format(s) List all		o, Record Series Se	duanca	3. Volumo	X File Drawer(s)	
] Microfilm Reel(s)	
0 Letter Size 0 Microfilm		 Alphabetical 				
				<u>15</u> Number	Computer Tape(s)	
C Legal Size Computer Tape	i	: 1 Numerical		NUMBER	Other (specify)	
0 Audio Tape 0 Floppy Disk		2 Chronological				
Bound Book 🛛 Video Tape		[] Geographical		10. Annual A	Accumulation	
X Other (specify)Download from website] Other (specify)		X File Drawer(s)	
					Microfilm Reel(s)	
•				<u>5/15 (1/</u>	3) [] Computer Tape(s)	
		. ·		Number	Diher (specify)	
11. File is Used		,	12. File Become	s Inactive After		
C Daily X Weekty D Monthly D Annually			3	0	Month(s) X Year(s)	
-			Number			
· · ·		· · ·			·	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated El	sewhere? (If yes, specify agency or office.)	
Duilding Conserved Approx report 205			X Yes D No			
Building G, second floor, room 205			Finance Division gets original (record copy) and pertinent divisions get copies			
45 Access Destrictions //f Veg. cite Laurich & Destriction(r)			16. Audit Require	ements		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	• •.					
[] Yes X No			[] None	X State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			. 18. Recommend	ed Retention		
, , , , , , , , , , , , , , , , , , ,			Retain thre	e years (or until audited, then destroy.	
X Yes [] No First in numerical order, then according to date						
19. Name and Title of Preparer		20. Telephone Numb	ber	21. Date		
James Webster		410-653-4214	1	May ²	16, 2013	
Director, Information Technology Division				-		
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Instructions – Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE <u>22</u> OF <u>24</u>			
·							
. Department/Agency	2. Division			3. Unit			
Maryland State Police	Information Technology Division						
• • •	·						
DEFINITION - RECORD SERIES: A group of relate Record Series Tille	ed records normally filed	and used as a u	5, Earliest Y	ear/Latest Year			
6-B-9 Telephone Utilization Files				<u>2010</u> to <u>2013</u>			
· .			<u>2010</u> · to				
. Record Series Description (Briefly describe the types of information/doc	uments/forms found in the series. In	iclude the purpose or fu	nction of the seri	es.)			
Cards, summaries and related documen		the location,	type, use	and charges for telephone equipment			
and service at all Maryland State Police	activities.						
				·			
Record Series Format(s) List all	8. Record Series S	equence	9. Volume				
				X File Drawer(s)			
				() Microfilm Reel(s)			
K Letter Size D Microfilm		•					
Legal Size C Computer Tape	X Numerical		<u>1</u> Number	Computer Tape(s)			
Legel Size Computer Tape				Other (specify)			
Audio Tape 🛛 Floppy Disk	B Chronological		,				
Bound Book Video Tape	🛛 Geographica	ı	10. Annual A	ccumulation			
			X File Drawer(s)				
] Other (specify)	D Other (specif			Microfilm Reel(s)			
· ·			-	Computer Tape(s)			
			<u>1/3</u> Number				
				Other (specify)			
1. File is Used		12. File Becom	es Inactive After				
] Daily] Weekly D Monthly D Annually		3	· . . D- I	Month(s) X Year(s)			
		Number					
When appropriate	۰ ۲						
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Seri	es Duplicated Fla	sewhere? (If yes, specify agency or office.)			
Current Location(s) (Bldg., Floor, Room)							
Building G, second floor, room 218			0 Yes X No				
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	. 1 .	16. Audit Requ	rements				
		D Nor-	Y State] Federal D Independent			
X Yes X No Under lock & key		I None	X State	n i Anciai - Di Winchourgaur			
	•						
7. Is an Index System used? If yes, explain briefly and describe requi	ements	FI	ded Retention				
		Retain thre	ee years,	then destroy.			
O Yes X No							
			21. Date				
). Name and Title of Preparer	20. Telephone Num	, IDAL					
James Webster	410-653-421	4	May 1	6, 2013			
Director, Information Technology Division				:			

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Instructions – Type or Print a separate form for				AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISIO				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE23 OF24	
	Jessup, Maryland 20794				
1. Department/Agency	2. Division			3. Unit	
Maryland State Police	ogy Division				
L DEFINITION - RECORD SERIES: A group of relate	nd used as a unit	for refere	nce as well as retention and disposition purposes.		
4. Record Series Title		5. Earliest Y	ear/Latest Year		
26-c-1 Electronic Data	0000 +- 00/0				
· · · · · · · · · · · · · · · · · · ·	<u>2003</u> to <u>2013</u>				
6. Record Series Description (Briefly describe the types of information/docu	monte/forme found in the series	lude the numose or funct	ion of the serie	(s.)	
All data collected and stored electronically	v to include dispatch	reports, e-cit	tation, us	ser data, etc.	
	, to molado elepator	,p-,,			
. · · · · ·				K · ·	
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume		
] File Drawer(s)	
· · · · · · · · · · · · · · · · · · ·	0 Alababatiant		· ·	Microfilm Reel(s)	
0 Letter Size 0 Microfilm	[] Alphabetical		N/A	Computer Tape(s)	
D Legal Size D Computer Tape	X Numerical		Number		
				X Other (specify)_Digital media	
Audio Tape I Floppy Disk	Chronological				
Bound Book I Video Tape Geographical			10. Annual Accumulation [] File Drawer(s)		
X Other (specify)Digital media	X Other (specify) Database			
				Microfilm Reet(s)	
			<u>N/A</u> Number	_ [] Computer Tape(s)	
				X Other (specify)Digital media	
11. File is Used		12. File Becomes	Inactive After		
X Daily D Weekly D Monthly D Annualiy		10 [] Month(s) X Year(s)			
X Daily D Weekly D Monthly D Annually		Number			
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
	X Yes X No				
Pikesville Data Center	X Yes X No Disaster Recovery Center				
				·	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements				
	I None X State I Federal I independent				
X Yes [] No DolT Agency Security Policy	None X State I Federal U Independent				
Don't Agency Security Policy					
	18. Recommende	d Retention			
17. Is an Index System used? If yes, explain briefly and describe require	Retain 10 years, then delete.				
Oracle Electronic Database		l			
	20. Telaphone Numb	ér	21. Date		
19. Name and Title of Preparer					
James Webster	May 16, 2013				
		-			
Director, Information Technology Division					
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Instructions –Type or Print a separate form for DEPARTMENT OF GEN			VICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANA			
	7275 Waterloo R			
with Records Retention Schedule (DGS 550-1)		ryland 20794	. 🗸	PAGE24 OF24
		99-1930		
1. Department/Agency	2. Division			3. Unit
Maryland State Police	Information Techno			
DEFINITION - RECORD SERIES: A group of relate	and used as a un	hit for refere	ence as well as retention and disposition purposes.	
4. Record Series Tille		5. Earliest Y	/ear/Letest Year	
26-C-2 Software License File		<u>1995</u> to <u>2013</u>		
6. Record Series Description (Briefly describe the types of information/doct	ments/forms found in the series	clude the purpose or fun	tion of the ser	ies.)
6. Record Series Description (Briefly describe the types of information/doc Contains current license and associated	paperwork necessal	y for use of s	oftware	on various types of hardware for the
Maryland State Police.	E	•	·	
7. Record Series Formal(s) List all	8. Record Series Se	aquence	9. Volume X File Drawer(s)	
X Letter Size D Microfilm	X Alphabetical] Microfilm Reel(s)
	0 Numerical		2 Number	Computer Tape(s)
				Other (specify)
C Audio Tepe C Floppy Disk	Chronological		· · · · · · · · · · · · · · · · · · ·	
Bound Book Video Tape	0 Geographical	10. Annual A		Accumulation X File Drawer(s)
Other (specify) Other (specify) Other (specify)		//	I Microfilm Reel(s)	
· · ·			N/A	[] Computer Tape(s)
			Number	
				[Other (specify)
11. File is Used		12. File Become	s Inaclive After	when software is updated, out of date or no longer used
Daily Dweekly Donthly Donnually	<u>N/A</u> 0 Month(s) 0 Year(s)			
As needed	Numi	ber	· · · · · · ·	
	· · · ·			
13. Current Location(s) (Bidg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Building G, first floor, supply room	[] Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements			
X Yes D No	() None	X State	C Federal C Independent	
Under lock and key				
17. Is an Index System used? If yes, explain briefly and describe requir	18. Recommended Retention			
	Files are maintained under this designator until			
() Yes X No	discontinued, then destroy.			
·		L		
19. Name and Title of Preparer	20. Telephone Numb	Der	21. Date	
Jamos Webster	4	May 16, 2013		
James Webster	•	ititity		
Director, Information Technology Division				
· · · · · · · · · · · · · · · · · · ·				

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