DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. Z63Z Page 1 of 2

Agency	Division/Unit
Department of Human Resources	Office of the Secretary/Office of Government, Corporate and Community Affairs

Item No.	Description	Retention
	This Schedule supercedes 2384 items 4-5.	
1	Regulations The Office of Government Affairs is responsible for coordinating the Department's regulatory promulgation process and provides leadership and direction for the promulgation of regulations reflecting new laws. These files consist of drafts, processing records, and the official finished product published in the Maryland Register.	Screen after 5 years and destroy material that is no longer needed for current business except: Transfer to the Maryland State Archive for permanent retention any records that have continuing administrative,legal, or fiscal value.
2	Historical and Evolutionary Records A. Regulation Changes	Retain in office for 5 years then transfer to Maryland State Archives.
3	Legislative Bill Folders containing DHR's comments and position on various proposed legislation related to DHR program areas. Information also stored electronically.	Retain in office for 2 years then destroy.
4	Legislative Proposal Folders containing documentation tracing the development of legislation proposed by DHR.	Retain in office for 3 years then transfer to Maryland State Archives.

Schedule Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist
Date 4-17-13	Date 5/21/2013
Signature Kendra Jobe	Signature [illegible]
Typed Name Kendra Jobe	
Title Facilities / Warehouse Administrator	

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. Page 2 of 2
Agency Department of Human Resources	**Division/Unit** Office of the Secretary/Office of Government, Corporate and Community Affairs	
Item No.	**Description**	**Retention**
	This Schedule supercedes 2384 items 4-5.	
5	Legislative Report Folders containing documentation tracing the development of legislative reports authored by DHR.	Retain in office for 5 years then destroy.

INSTRUCTIONS –TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	**DEPARTMENT OF GENERAL SERVICES** RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 1 of 5

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Human Resources	Office of the Secretary	Government Affairs

DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE	5. EARLIEST YEAR / LATEST YEAR
Regulations	TO

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

Drafting, editing and processing records for regulations

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size / Microfilm	Alphabetical	File Drawer(s) / Microfilm Reel(s) / Computer Tape(s) / Other (Specify)
Legal Size / Computer Tape	Numerical	6 Number
Bound Book / Floppy Disk	Chronological	**10. ANNUAL ACCUMULATION**
Audio Tape / Video Tape	Geographical	File Drawer(s) / Microfilm Reel(s) / Computer Tape(s) / Other (Specify)
Other (Specify)	Other (Specify)	1 Number

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
Daily Weekly Monthly Annually	5 Number Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) SSC 265	**14. IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office) Yes No
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes No	**16. AUDIT REQUIREMENTS** None State Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes No	**18. RECOMMENDED RETENTION** Screen after 5 years and destroy material that is no longer needed for current business except: Transfer to the Maryland State Archive for permanent retention any records that have continuing administrative,legal, or fiscal value.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Tene Paul-McClelland, Government Affairs Administrator	410-767-8966	4/11/2013

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	AGENCY RECORDS INVENTORY Page 2 of 5

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Human Resources	Office of the Secretary	Government Affairs

DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE	5. EARLIEST YEAR / LATEST YEAR
Historical and Evolutionary Records	TO

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

Regulations changes

7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE	9. VOLUME	10. ANNUAL ACCUMULATION
Letter Size	Microfilm	Alphabetical	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)
Legal Size	Computer Tape	Numerical	6 Number	1 Number
Bound Book	Floppy Disk	Chronological		
Audio Tape	Video Tape	Geographical		
Other (Specify)		Other (Specify)		

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
Daily Weekly Monthly Annually	5 Number Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) SSC 265	**14. IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office) Yes No
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes No	**16. AUDIT REQUIREMENTS** None State Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes No	**18. RECOMMENDED RETENTION** Retain in office for 5 years then transfer to Maryland State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Tene Paul-McClelland, Government Affairs Administrator	410-767-8966	4/11/2013

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	AGENCY RECORDS INVENTORY Page 3 of 5

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Human Resources	Office of the Secretary	Government Affairs

DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Legislative Folders

5. EARLIEST YEAR / LATEST YEAR

TO

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

Bill Tracking Folders

7. RECORD SERIES FORMAT(S)

Letter Size — Microfilm
Legal Size — Computer Tape
Bound Book — Floppy Disk
Audio Tape — Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

10 (Number) — File Drawer(s) / Microfilm Reel(s) / Computer Tape(s) / Other (Specify)

10. ANNUAL ACCUMULATION

2 (Number) — File Drawer(s) / Microfilm Reel(s) / Computer Tape(s) / Other (Specify)

11. FILE IS USED

Daily — Weekly — Monthly — Annually

12. FILE BECOMES INACTIVE AFTER

2 (Number) — Month(s) — Year(s)

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

SSC 280 and 280A

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

Yes — No

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

Yes — No

16. AUDIT REQUIREMENTS

None — State — Federal — Independent

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

Yes — No

18. RECOMMENDED RETENTION

Retain in office for 2 years then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Tene Paul-McClelland, Government Affairs Administrator	410-767-8966	4/11/2013

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	AGENCY RECORDS INVENTORY Page 4 of 5

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Human Resources	Office of the Secretary	Government Affairs

DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE Legislative Folders

5. EARLIEST YEAR / LATEST YEAR

TO

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

DHR Legislative Proposal Folders

7. RECORD SERIES FORMAT(S)

Letter Size — Microfilm
Legal Size — Computer Tape
Bound Book — Floppy Disk
Audio Tape — Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

2 (Number) — File Drawer(s) / Microfilm Reel(s) / Computer Tape(s) / Other (Specify)

10. ANNUAL ACCUMULATION

1/2 (Number) — File Drawer(s) / Microfilm Reel(s) / Computer Tape(s) / Other (Specify)

11. FILE IS USED

Daily — Weekly — Monthly — Annually

12. FILE BECOMES INACTIVE AFTER

3 (Number) — Month(s) — Year(s)

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

SSC 280

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

Yes — No

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

Yes — No

16. AUDIT REQUIREMENTS

None — State — Federal — Independent

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

Yes — No

18. RECOMMENDED RETENTION

Retain in office for 3 years then transfer to Maryland State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Tene Paul-McClelland, Government Affairs Administrator	410-767-8966	4/11/2013

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	AGENCY RECORDS INVENTORY Page 5 of 5

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Human Resources	Office of the Secretary	Government Affairs

DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE	5. EARLIEST YEAR / LATEST YEAR
Legislative Folders	TO

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

Legislative Report Folders

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)	Alphabetical Numerical Chronological Geographical Other (Specify)	20 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)
		10. ANNUAL ACCUMULATION 1 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
Daily Weekly Monthly Annually	5 Number Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) SSC 280B	**14. IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office) Yes No
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes No	**16. AUDIT REQUIREMENTS** None State Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes No	**18. RECOMMENDED RETENTION** Retain in office for 5 years then destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Tene Paul-McClelland, Government Affairs Administrator	410-767-8966	4/11/2013