

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

Schedule No. 1283A-2

Page 1 of 1

Agency **Public Service Commission Administrative Division – Docket Control** Division/Unit

Item No.	Description	Retention
1.	<p><b>Amends 1283 - A</b>  <u>Item 1</u></p> <p>A. Formal case material including original transcript.</p>	<p>Retain until case becomes inactive, then scan to Maryland State Archives standards. After scanning is complete, and upon verification by the Public Service Commission, destroy originals. Transfer images to Maryland State Archives <b>annually</b>.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 7/26/13

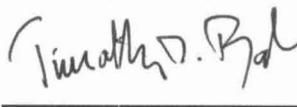
Signature 

Typed Name David J. Collins

Title Executive Secretary

Schedule Authorized by State Archivist

Date 8-25-13

Signature 

<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 _____ OF _____</p>
<p>1. Department/Agency <b>Public Service Commission</b></p>	<p>2. Division <b>Administration</b></p>	<p>3. Unit <b>Docket Control</b></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 <b>8697 - 8797-I</b></p>	<p>5. Earliest Year/Latest Year <b>1995 to 1998</b></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.) <b>PSC Case Jackets - Formal Case Material</b></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 checked="" type="checkbox"/> Numerical <input 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>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>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>_____ <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s) Number _____</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>16 Floor Docket Room 60 St. Paul Street Baltimore, MD 21202</b></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 <b>Website</b></p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; 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 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>19. Name and Title of Preparer <b>Robert C. Cain, II Associate General Counsel - Assistant Executive Secretary</b></p>	<p>20. Telephone Number <b>(410) 767-8057</b></p>	<p>21. Date <b>6/18/13</b></p>