	DEPARTMENT OF GENERAL SERVICE		Schedule No. 2666
REC	RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCI	Contraction of Contract Contract	Page 1 of 3
	EPARTMENT OF HUMAN RESOURCES		ision/Unit
		OFFICE OF THE	INSPECTOR GENERAL
tem No.	Description	1000	Retention
	Program Fraud Investigative Reports		1.7 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
	 A. Investigations/Overpayments: These files reports and evidence obtained during the investigations into the allegations of fraud Department of Human Resources (DHR) B. Matches: These documents are the result 	e course of d and abuse of programs. It of data mining/	A. & B. Retain within Office of the Inspector General (OIG) for si (6) years, and then destroy.
	matching procedures resulting in prelimin investigations.	hary	
	C. Intentional Program Violations (IPV's): Criminal and Administrative Proceedings documented in a national database and of be available upon request. Evidence is si subjects 82 nd birthday because of the pro- possible penalties.		
	D. Warrant cases are the result of a subject appear in court and a warrant was issue Subjects can be arrested and law enforc contact this office of initial warrant inform	D. Will be held onsite until resolved and destroyed six (6) years after resolution.	
2	Internal Affairs Reports These files consist of reports and eviden during the course of investigations into the fraud and abuse committed by DHR emp vendors.	ne allegations of	Retain within OIG six (6) year after termination of employment, then destroy
	Representative	Authorized by St	ate Archivist
Signature Typed Nam	ne Kindra TThe Signature	Timothing	DBal
Title I	acilities / Warehouse		

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. 2446
REC	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 2 of 3
Agency	Divis	ion/Unit
DEPARTM	LENT OF HUMAN RESOURCES OFFICE OF THE !	USPECTOR GENERAL
Item No.	Description	Retention
3	Audit Reports I These files consist of audit program working papers for audits conducted on local Departments of Social Services; Child Support Enforcement Agency (CSEA) and various DHR programs and vendors.	Retain within OIG for six (6) years, or the last 2 audit cycles, whichever comes later. Then destroy.
4	Audit Reports II These files consist of final audit reports which are kept permanently.	Retain within Office of the Inspector General (OIG) for six (6) years and then transfer to the Maryland State Archives for permanen retention.
5	Personnel Records Staff hiring; evaluations; incoming letters; commendations; certifications; promotions and/or reclassifications; grievances; firing and miscellaneous papers relating to all personnel matters.	Retain within OIG (5) five years after termination of employment, then destroy.
6	Death Files OIG receives downloads from Maryland Vital Records on a quarterly basis. These files are maintained to create a master file of Maryland Deaths for the purpose of routine matches against DHR program recipients.	Retain for fifty (50) years, then destroy.
7	Timekeeping This file consists of timesheets; leave slips; doctor's notes and any miscellaneous papers relating to the administration of timekeeping records.	Retain for (3) three calendar years, and then destroy.
DGS 550	the second se	

	DEPARTMENT OF GENERAL SERVICES	Schedule No. 2666
	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 3 of 3
Agency D	DEPARTMENT OF HUMAN RESOURCES	Office of the
		INSPECTOR GENERAL
Item No.	Description	Retention
8	Inspector General's Correspondence These files consist of original incoming letters; copies of outgoing letters; reports; memos; investigations; audits; directives and other material relating to the functions of the OIG.	Retain for five years, then screen and destroy with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing historical value.
9	Purchasing Records Requisitions for supplies; Purchase Orders; Fleet Vehicle Repair Reports	Retain for (5) five years or until all audit requirements are fulfilled, whichever is later, then destroy.
10	Legislative Records Legislative files consisting of written testimony presented before the Maryland General Assembly; copies of legislative alerts; copies of bills introduced in the Maryland General Assembly and U.S. Congress; legislative reports and analysis. These files are maintained to support the continuous operation of the OIG.	Retain paper for five (5) years, then scan to Maryland State Archives standards, then destroy. Retain scanned images for an additional 10 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 419-799-1039		NON	AGENCY RECORDS INVENTORY		
1. Department/Agency	2. Division			3. Unit		
Human Resources	Office of the trispecto	r General		Bureau of Investigative Services (BIS)		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	d and used as a	unit for a	eference as well as retention and disposition		
4. Record Series Title			5. Earlie	ist Year/Latest Year		
1 - Program Fraud Investigative Reports - Fraud		1.0		1006to current		
 Record Series Description (Briefly describe the series.) Forms denoting customer's eligibility/ineligibility for agency in receipt of benefits distributed by the age 	r agency benefits. Form	ns documenting	/substan	liating the client's commission of fraud against the		
7. Record Series Formults) Last all	& Record Ser	tes Sequence	(). Volume			
x Lattur Size 🔲 Microfilm	Autobote	at				
Legal lize Computer Tape	x Numercal			x , File Drawer(s)		
Audio Tape Ploppy Diak	K Chronillogia		Microfilm Raw(s) Computer Tape(s)			
	15055-00		Computer reperty			
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Other (specify)	Cother (spe					
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				anver(h) Ani Resi(h)		
				Computer Tape(s)		
11. File is Used		12. File Bocome				
x Daily Weekly Annu	uty			Munth(s) x Year(s)		
		1.1				
13. Gummen Location(s) (Bidg - Floor, Room) 130 South Charles Street, 19 th Floor, Room 1676		14. In Record Series Orplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Ves, cite Law(s) & Regulation(s) Ves. × No Yes. × No Yes. s No Yes. s No		16. Audit Requirements.				
19. Name and Title of Preparer	20. Telept	tone Number	21. Dat	0		
Lisa Dixon, Director of Operations	443-378-4					

Instructions Type or Print a separate form for	DEPARTMENT O	F GENERAL SEI	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with		IDS MANAGEMENT DIVISION				
Jessup; M		Road, P.O. Box Maryland 20794	275	PAGE OF		
1. Department/Agency	2. Division	HELENE, HEARLY,	_	3. Unit		
Human Resources Office of t		ctor General		Bureau of Investigative Services (BIS)		
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally file	d and used as a	unit for ref	erence as well as retention and disposition		
4. Record Series Title		-	5. Earlie	sst Year/Latest Year		
1 (a) Program Fraud Investigative Reports - Intention	onal Program Violatio	ns (IPV's)		1999to On-going		
 Record Series Description (Briefly describe the ty series.) Forms denoting customer's ineligibility for agency to receipt of benefits distributed by the agency for the 	wnefits. Forms docur	renting/substantia	ating the c	lient's commission of fraud against the agency in		
7. Record Series Formatix(List all	. 8. Piecord	Deries Siequence	9. Volume			
a Letter Size 🔲 Mozoffim	- Autor	interiori	20 Number			
Legal Size Computer Tape	x Numpri	ai.	x File Drawer(x)			
Audio Tape 7/oppy Disk	C Chever	Chronological		Microfilm Ree(s) Computer Tape(s) Other (specify)		
Bound Book Video Tepe						
			10. Annual Accumulation			
Cotwor (specify)	Other	(specify)	Number			
			x File Drawm(n)			
		1.1.1.1		Computer Tapo(x) Cither (specify)		
11. File in Used		12. File Becor				
x Daily Weekly Monthly Annua	dy	Number				
13. Cornett Locattori(n) (Bidg., Floor, Rooti) 100 South Charles Breet, 16th Floor, Room 1676		14. Is Record Series Duplicated Elsewhere? (If yes, specify a		etec Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)		15. Audit Rite	16. Audit Requirements			
Yes × No 17. Is an index Upitiem used? If yes, explain briefly and describe requirements Ves × No		None None	None × Gaile × Federal 🔲 Independent			
		18. Recommended		Retention		
		Eighty-two	o (82) year	s after record is retained.		
19. Name and Title of Preparer	100000	ephone Number	21. Dat	le		
And the second		-378-4055				

DOI: 550-4 (Rev. 1/97)

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERA RECORDS MANAGEMEN 7275 Waterloo Road, P.C Jessup, Maryland 2 410-786-1938		SION	AGENCY RECORDS INVENTORY
1. Department/Agency	2. Division			3. Unit
Human Resources	Office of the Inspector			Bureau of Investigative Services (BIS)
DEFINITION: RECORD SERIES: A group of relat purposes.	ed records normally filed	and used as i	-	
4. Record Series Title 2 - Internal Attains			5. Earlie	st Year/Latest Year 1999 to <u>current</u>
 Record Series Description (Briefly describe the series.) Forms denoting employee s/agency vendor's inel employee s/agency vendor's commission of fraud State of Maryland and other local/lederal benefit p 	igibility for agency incom t against the agency in n	ne, benefits, an	d/or servi	
7. Record Series Formults) List all x Letter Rise Address Formults Karoline Legal Size Computer Tape Audio Tape Round Book Video Tape Other (specify)	Alphabello X Numerical Chronolog Geographi	8. Record Settes Sequence Approximation X Mumerical Chronological Geographical Other (specify)		zwww(s) am Ricel(s) vier Tape(s) (apecity)
11. File is Used Dully Uverkly a MontVy Arms			ns Inactive A	ftar Manifr(s) 🔲 Year(s)
13. Current Location(s) (Bidg., Floor, Roott) 100 South Charles Ubreat, 17th Floor, Outside Room 1703		14, is Record Series Displicated Elsewhere? (If yes, specify agency or affice.)		
15. Accessa Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
17. Is an index System used? If yes, explain briefly and describe requirements. Yes x No		18. Recorr Retained P		Retention ly within OIG.
19. Name and Title of Preparer Lisa Dixon, Director of Operations	20. Teleph 443-378-4	ione Number 055	21. Dat	e

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Ma	GENERAL SERVICES GEMENT DIVISION load, P.O. Box 275 ryland 20794 99-1000		AGENCY RECORDS INVENTORY		
1. Department/Agency	2. Division	Int lines.		3. Uhit		
luman Resources	Office of the Inspecto	or General	i.	Bureau of Audit Services (BAS)		
DEFINITION: RECORD SERIES: A group of relat purposes.	ed records normally file	d and used as a u	unit for n	eference as well as retention and disposition		
4. Record Series Title 3 - Audit Reports I				st Year/Latest Year 0011b current		
6. Record Series Description (Briefly describe the series.) Audit program working papers for audit conducted						
			8. Volume 30			
C Leffae Saw C Microfilm	Aphabeta	S. 15	Number x File Drawer(ii) Microfilm Reek(s)			
		licalgolitopit		Computer Tape(s) Computer Tape(s) Cither (specify)boxes		
Cether Inpecify)	Cither Bip	ecity)	10: Annual Activitualistion 12 Fourther * Flip Drawer(b) filecratien Reset(v) Grappeter Tape(b) Differ (specify)boxen			
11. File is David		12. File Becomes	inactive A	Der		
X Daily 🗌 Weekly 🗋 Monthly 🗌 Ann	nanfly	Number		donm(s) x Yearm)		
13. Current Localiters(x) (Batg., Floor, Room) 100 South Charles Street, 10 ^{er} Floor, Room 1681		14. In Record Series Duplicated Ebsenhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cits Law(s) & Regulation(s) Yes s No		16. Audit Requirements ☐ Páone: × Statu: × Feducal: ☐ Suttependant.				
Y7. Is an index System used? If yes, explain briefly and describe requirements Yes a No		18. Recomm		Retention udit report released.		
19. Name and Title of Preparer Lisa Dixon, Director of Operations			21. Dati			

DOI 550-4 (Rev. 1993)

Instructions -Type or Print a separate form for	h Records Retention Schedule (DGS 550-1) 7275 Waterloo Ros Jessup, Mary		/ICES	AGENCY RECORDS INVENTORY	
such new or revised record series. Forward with Records Retention Schedule (DGS 550-1)			ION	PAGE CF	
1. Department/Agency	2. Division	35-1835		3. Unit	
Human Resources	Office of the Inspecto	r General		Bureau of Audit Services (BAS)	
DEFINITION: RECORD SERIES: A group of relate	ed records normally filed	d and used as a	unit for r	eference as well as retention and disposition	
urposes. 4. Record Series Title		-	5. Earlie	st Year/Latest Year	
4 - Audit Reports II		1.1		2001to current	
 Record Series Description (Briefly describe the series.) Final Audit Reports program issued on the local D 					
Record Refers Format(s) List all	II. Record Serie	es Sequesce	9. Volumia		
Latter Size	Abhabetic		9 Number		
x Legal Size 🔲 Computer Tape	Numerical		× File Dr	Drawerts) rollim Reality	
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17. File is Used		t2.Fileflecones	e inactive Al	Ret	
x Daily 🗋 Weekly 📄 Monthly 📄 Ann	usby	Number		Acosth(s) 🔲 Year(s)	
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Se	rian Degilica	dad Ebianetasia? (If yes, specify agency or office.)	
100 South Charten Etmot. 16P Floor, Room 1681		Yes .	× No		
15. Accumus Rientrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x No		16. Audit Roquirumenta		educat [] Indupsodaret	
17. Is an index System used? If yes, explain briefly and describe requirements Yes. * No		18. Recomm			
19 Name and Title of Prevaler	20 Talanh	nna Numbur	21. Date		
9. Name and Title of Preparer 20. Telepho sa Dixon, Director of Operations 443-378-40		C. Strugger	4.1. 6780	and the second se	

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005 550-4 (Rev. 193)

Instructions -Type or Print a separate form for	DEPARTMENT OF G	ENERAL SER	VICES	AGENCY RECORDS INVENTORY		
sach new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAG 7275 Waterloo Ro Jessup, Mar	RECORDS MANAGEMENT DIVISION 7275 Waterioo Road, P.O. Box 275 Jessup, Maryland 20794		PAGE OF		
Department/Agency	2. Division			3. Unit		
luman Resources	Office of the inspector	General		Division of Operations		
DEFINITION: RECORD SERIES: A group of relat surposes.	ed records normally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title	1.		5. Earlie	ist Year/Latest Year		
5 - Personnel Records		·	-	_2000 to current		
 Record Series Description (Briefly describe the series.) Forms denoting employee's hiring, evaluations; in firing and miscellaneous papers relating to all per 	coming letters; commen			he series. Include the purpose or function of the romotions and/or reclassifications; grievances;		
7. Record Series Formal(s) List all	8. Record Serie	an Rossianna	9. Volume	the second s		
x Lefter Size 🔲 Microfilm	ic Alphabetic					
Legal Size Computer Tape	Stomerical	Chrosofogical Client Original Other		8 File Onever(x) Microfile Res(A) Computer Tape(x) Other (specify)		
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11. File is Used	1	12 File Biscon	ne Hactive A	har		
Daily x Weakly Monthly Any	ually	Number		Month(k) × Year(a).		
13. Current Locationisti (Bidg., Floor, Room) 100 South Charles Street, 16P Floor, Room 1657		14. In Record Benes Duplicated Elsewheen? (If yes, specify agarety or office.) s. Yes. No. Original records tioused at HRD7, 311 W. Saratage St., 14 Floor.				
15. Access Rostrictions (If Yes, cite Law(s) & Regulation(s)		10. Audit Requirements.				
 Is an index System used? If yes, explain briefly and describe Yes is No. 	rogiainamanta.	18. Recorr				
		Pive (5) ye	ars atter to	ermination of employment within OIG.		
19. Name and Title of Preparer Lisa Dixon, Director of Operations	20. Teleph 443-378-40	one Number	21. Dat	0		
	100104	22				

Instructions Type or Print a separate form for	DEPARTMENT OF C	SENERAL SERVIC	ES AGENCY RECORDS INVENTORY		
ach new or revised record series. Forward	RECORDS MANA	GEMENT DIVISIO	N		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box 275			
		ryland 20794	PAGE 061		
. Department/Agency	419-7 2. Division	99-10:00	3. Unit		
 Purchase and an analysis of A 	2. 019/3/001		a. one		
luman Resources	Office of the Inspecto	r General	Information Technology		
DEFINITION: RECORD SERIES: A group of relat purposes.	ed records normally file	d and used as a un	it for reference as well as retention and disposition		
4. Record Series Title		.5.	Earliest Year/Latest Year		
6 - IT Database		1.1	to current		
Record Series Description (Briefly describe the	types of information/do	cuments/forms four	nd in the series. Include the purpose or function of the		
series.)					
Forms denoting employee's/agency vendor's ine	ligibility for agency incom	ne, benefits, and/or	r services. Forms documenting/substantiating the		
employee's/agency vendor's commission of frau	d against the agency in r	receipt of income, b	enefits, and/or services distributed by the agency for the		
State of Maryland and other local/lederal benefit (programs.				
7. Record Series Format(s). Last all	A. Record Ser	les Sequènce. 9,	Volume		
Letter Gize 🔲 Microfilm	Atphatesia	nal Pala	nter		
Lugal filos x Computer Tape	X Nurserical		File Drawer(s)		
Audio Tape DRxppy Disk	ii. Otymologia		Microfilm Revit(x) x Computer Tape(x) x Other (specify) <u>CO's/DVD's</u>		
Different Book	C Geograph				
		10	10. Annual Avisumulation Number		
× Other (specify) CD s/DVD's	C) Other (sp	A DEFENSION OF			
		-	File Drawwe(s)		
			x Computer Tupet(s)		
			Other (upenity) CD's/DVD's		
11. File to Used		12. File Becomes in 10	active After		
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13. Current Location(t) (Bidg., Picor, Room) 100. South Charles Street, 17th Filicor Berver Room		14. Is Record Solies Duplicated Eleventwin? (If yes, specify agency or office.)			
15. Access Restrictions (If Ves. cite Law(s) & Regulation(s)	1000	16. Audit Requirem	unta		
Ves x No		Diene x fite	tte x Federal 🗋 Independent		
17. Is an Index Bystem used? If yes, explain briefly and describe	e resquierementa	18. Recomme	nded Retention		
Ves x 140		-			
		Ninety (90) day	is on external hard drive, then ten (10) years on CD or		
		DVD.			
	20. Teleph	none Number 2	1. Date		
Phillipping and the second					
Linda A. Maloney, Director of Operations	443-378-4	the second se			

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 SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794		NOI	AGENCY RECORDS INVENTORY	
1. Department/Agency	2. Division	14 18 K		3. Unit	
Human Resources	Office of the Inspecto	r General		Division of Operations	
DEFINITION: RECORD SERIES: A group of relation	ed records normally filed	f and used as a	unit for r	eference as well as retention and disposition	
4. Record Series Title			5. Earlie	est Year/Latest Year	
7 - Timekeeping Records				2011 to current	
 Record Series Description (Briefly describe the series.) Time sheets; leave slips; doctor's notes and any i 					
7. Record Seres Format(s) List all	6. Record Seri	es Sequénce .	0. Volume		
x Ladar Size 🔲 Microfilm	x Abhabetic		Number		
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11. File is Used	_	12. File Bocone	s Inactive A	Rer	
Daily x B-Weskly Monthly 0	unnaily	3 Number		Month(x) s Yean(x)	
13. Current Location(s) (Bidg., Floor, Rison) 100 South Charles Street, 16th Floor, Room 1807		14. In Record Secon Duplicated Elsewhere? (If yes, specify agency or office.) x Yes No - Original records housed at Budget & Pesance. Payroll. 311 W. Securitize St., 9* Floor.			
15. Access Restrictions (If Yes, othe Law(s) & Regulation(s) Ves x No	16. Audit Requisements				
17. Is an index System used? If yes, explain briefly and detailse requirements Yes s No		18. Recommended Retention Three (3) Calendar years within OIG.			
		111111111111111111111111111111111111111	CONTRACTOR OF CONTRACTOR		
19. Name and Title of Preparer	20. Teleph	one Number	21. Dat	e	
Linda A. Maloney, Director of Operations					

DGS 555-4 (Rev. 1/92))

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 SERVIC RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794		SION	AGENCY RECORDS INVENTORY	
1. Department/Agency	2. Division			3. Unit	
Human Resources	Office of the Inspector	r General		Office of the Inspector General (OIG)	
DEFINITION: RECORD SERIES: A group of relation purposes.	ed records normally filed	and used as	a unit for r	eference as well as retention and disposition	
Record Series Title			a the states	est Year/Latest Year 2007 to <u>current</u>	
ories.)				he series. Include the purpose or function of the res and other material relating to the functions of	
Record Series Format(s) List all	 Record Sets 	es Sequence	B. Visharia		
in Letter Size 🔲 Microfilm	Aphabetic	of .	Number	x File Drawer(s) Microfilm Roet(s) Gomputer Tape(s) Other (specify)	
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11. File is Used	-	12.File Becar	es inactive A	Rise	
x Daily 🗌 Wenkly 🗍 Monthly 🗌 Ann	uniffy	Number		Month(s) x Year(s)	
13. Commit Location(h) (Bidg., Floor, Room) 100 South Charles Street, 17 th Picor, Rooms 1717 & 17-8	100	14. In Record Series Duplicated Encohere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, offic Law(s) & Regulation(s)		16. Audit Raquirements □ None x State x Federal □ Independent			
 In an index System used? If yes, explain briefly and describe requirements Yes x □ No 		18, Recommended Retention			
		Daily opera others five		uments retained Permanently within OIG, All	
19. Name and Title of Preparer Lisa Dixon, Director of Operations	20. Teleph 443-378-40	ine Number 155	21. Dat	8	

Instructions -Type or Print a separate form for	DEPARTMENT OF G	ENERAL SERVICES	AGENCY RECORDS INVENTORY		
		GEMENT DIVISION			
vith Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	oad, P.O. Box 275	PADE 10 OF 11		
3		yland 20794			
Department/Agency	2. Division	10.00	3. Unit		
tuman Resources Office of the Inspector		Contract	Philips of Occupiling		
	Office of the Inspector		Division of Operations		
urposes.	ed records normally filed		or reference as well as retention and disposition		
 Record Series Title 		5. Earliest Year/Latest Year			
- Purchasing Records		2008 to current			
3. Record Series Description (Briefly describe the	types of information/doc	uments/forms found	in the series. Include the purpose or function of the		
ieries.)					
Requisitions for supplies and equipment; Purchas	e Orders and Fleet Vehi	cle Repair Reports.			
7. Record Series Formatia) List all	6. Hecord Serv	es Sequence . 9. Vol	9. Volume		
x Letter Size 🔲 Microfile	Aptabetic	al Numb	Number		
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11. Film in Used		12. File Becomes Inacti	ve Alter		
Luily Weekly & Monthly An	nially	Number Month(s) × Year(s)			
			and the second		
13. Current Location(s) (Bidg, Floor, Room) 100 South Charles Broat, 10 th Floor, Room 1007		 Is Record Series Duplicated Eteration 7 (If yes, specify agency or office.) X Yes. No - Griginal records boosed at fludget & Paterce, Procorements, 311 W. 			
All of the second second second in the second s		Saratoga BL, 9º Floor			
15. Access Restrictions (If Ves. one Law(s) & Regulation(s)		16. Audit Requirements			
 Is an index System used? If yes, explain briefly and describe Ves + No 	o vequinemente	18. Recommended Retention			
		Three (5) Calendar years within OIG.			
		And Alicentees 2 at 1	Aumiber 21. Date		
19. Name and Title of Preparer	20. Teleph	one Number 1 21.1	Date		
19. Name and Title of Preparer Lisa Dixon, Director of Operations	20. Teleph 443-378-40		Jate		

DG85 500-6 (Plane, 1793)

Instructions -Type or Print a separate form for DEPARTMENT OF G		ENERAL SERVICES		AGENCY RECORDS INVENTORY	
ach new or revised record series. Forward	RECORDS MANAGEMENT DIVIS				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	ad, P.O. Box 2	75	when warren har	
	Jessup, Maryland 20794			PAGE GF	
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Human Resources	Office of the Inspector General		Information Technology		
DEFINITION: RECORD SERIES: A group of relat purposes.	ed records normally filed	and used as a	unit for r	eference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
10 - Legislative Records					
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms fr	ound in t	he series. Include the purpose or function of the	
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Forms denoting written testimony presented befor	re the Marvland General	Assembly: copi	es of lea	islative alerts: copies of bills introduced in the	
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		1. Contract 1. Con			
13. Current Location(s) (Bidg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
100 South Charles Street, 17th Rose; Room 1717 & 17-8		Ves K.No			
15. Access Restrictions (If Yes, old Law(s) & Regulation(s)	Mi. Audit Requirements None x State x Federal I independent				
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17. Is as follow System used? If yes, explain briefly and describe) and interments	18. Recomm	nended l	Retention	
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Lisa Dixon, Director of Operationa	443-378-40	00			