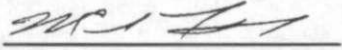
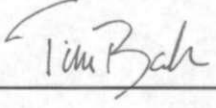


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. <u>2696</u>
		Page 1 of 8
Agency <u>Maryland Stadium Authority</u>		Division/Unit
Item No.	Description	Retention
1	Accounting Records This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records	
1A	General Accounting Records Store Requisitions Purchase Orders Credit Card/Bank Statements Bank Deposit Slips and Support Cancelled Checks Invoices and Support Supplies	Retain for three (3) years, or until audited, whichever is sooner, then destroy
1B	Special Accounting Records Books of Final Entry General Ledgers Audit Reports	Retain for three (3) years, or until audited, whichever is sooner, then transfer to Maryland State Archives
1C	Leases	Retain for seven (7) years after lease expires, then destroy
1D	Budget and Fiscal Planning Records	Retain for seven (7) years, then destroy
1E	Budget Requests to Legislature	Retain for seven (7) years, then destroy
1F	Legislative Budget Appropriations	Retain for ten(10) years and until audited, then destroy
Schedule Approved by Department, Agency, or Division Representative. Date _____ Signature <u></u> Typed Name <u>Michael Frenz</u> Title <u>Executive Director</u>		Schedule Authorized by State Archivist Date <u>12-11-14</u> Signature <u></u>

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

Schedule No. **2646**

Page 2 of 8

Agency Maryland Stadium Authority	Division/Unit
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Item No.	Description	Retention
1G	Minority Business Enterprise Reports	Retain for five (5) years, then destroy
2	Bond Issues This series of documents includes draft bonds, financing statements, reports, agreements, related opinions and advice letter, bond issue documentation and correspondence	Retain for three (3) years, then destroy with the following exception: transfer reports to the Maryland State Archives
2A	Bond Transcriptions	Retain for three (3) years after final maturity, then destroy
3	Contract and Procurement Records This series includes all Requests for Proposals (RFP), contracts awarded, Minority and Small Business Participation, work assurances and change orders	
3A	Contracts/Proposals Best and Final Offers Correspondence Evaluation Sheets Final proposals Notes/Checklist Purchase Orders	Retain for the life of the contract plus three (3) years, then destroy
3B	Minority Business Enterprise(MBE)/Small Business Reserve(SBR) Forms Schedule of Participation Waiver Request MBE/SBR Worksheets	Retain for five (5) years, then destroy
3C	Bonds/Insurance Bid/Payment/Performance/Certificates	Retain for five (5) years, then destroy
3D	Affidavits Bid/Proposal Disclosure Contract Affidavit	Retain for three (3) years, or until audited, whichever is sooner, then destroy

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

Schedule No. 2696

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Agency

Maryland Stadium Authority

Division/Unit

Item No.	Description	Retention
3E	Board of Public Works (BPW) Records Final BPW approvals, request for information, construction contracts	Retain for one (1) year, then screen annually and destroy material no longer needed for current business
4	Administration	
4A	Agency Procedures and Policies	Retain on-site and transfer to Maryland State Archives every five (5) years
4B	Board member, employee expense records	Retain three (3) years or until audited, whichever is sooner, then destroy
4C	Suite Records/Parking Passes	Retain three (3) years or until audited, whichever is sooner, then destroy
4D	Calendars/Correspondence/Telephone Records (written and electronic)	Screen annually and destroy material that is no longer needed for current business with the following exception: any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value will be transferred to Maryland State Archives for permanent retention
5	Publications	
	This series is defined as printed matter published by the Maryland Stadium Authority for distribution to the public, such as Annual Reports, meeting agendas, press releases and media advisories	Retain for three (3) years, then transfer to Maryland State Archives

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

Schedule No. 2696

Page 4 of 8

Agency Maryland Stadium Authority	Division/Unit
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Item No.	Description	Retention
6	Capital Projects This series pertains to construction projects, studies, proposals, and contracts involved in their process	
6A	Pre-bid information, job correspondence, drawings, cost estimates, feasibility study interviews, and data	Retain for three (3) years after project completion, transfer to storage for an additional 11 years, then destroy
6B	Contracts, change orders, design information	Retain for three (3) years after project completion, transfer to storage for an additional 11 years, then destroy
6C	Completed studies	Retain for three (3) years after project completion, transfer to storage for an additional 11 years, then destroy
6D	Environmental Applications, to include Leadership in Environmental Energy Design standards, wetland permits, Corps of Engineers, Department of Natural Resource requirements	Retain for one (1) year, then transfer to Maryland State Archives
6E	Invoices and Payment records for all projects	Retain for three (3) years, then destroy
6F	Real Property transactions, which includes acquisitions, deeds, conveyances, notices of sale, and easements	Retain for three (3) years, then transfer to Maryland State Archives

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

Schedule No. 2696

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Agency Maryland Stadium Authority **Division/Unit**

Item No.	Description	Retention
7	Human Resources	
7A	Employment (Personnel Files) Offer and/or confirmation of employment letters Notification to the Maryland New Hire Registry Policy and Handbook receipts Correspondence between employee and supervisor Disciplinary memoranda and documentation Job application and attachments Classification review letters Job descriptions Notices of job actions (layoff, dismissal, promotion, demotion, reclassification) Performance evaluations and responses thereto Demographic data forms Benefits documentation Proof of financial disclosure filing (current year only) Retirement documentation	Retain until termination of employment, then transfer to inactive file for 8 years, then destroy with the following exceptions: Retain special circumstance files according to Item 7B below, and retain the three (3) most current years of performance evaluations, then destroy.
7B	Employment – special circumstances Communications with attorneys Settlements agreements Employee lawsuits Employee charges to outside agencies	Retain for as long as litigation is pending, then destroy
7C	Auxiliary medical files, claim forms, accident/injury reports, physician and/or other healthcare provider evaluations, and other medical documentation (e.g., FMLA, ADA)	Retain for 20 years, then destroy
7D	Payroll Payroll and Check Register Payroll Exception Time Report One-time payment and/or reduction backup Special salary processing Stop payment and payroll check re-issue orders	Retain for five (5) years, then destroy
7E	Time Sheets	Retain for three (3) years, then destroy
7F	Recruiting and Testing Files including applications and resumes of non-interviewees and non-hires	Retain for one (1) year, then destroy

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

Schedule No. **2696**

Page 6 of 8

Agency Maryland Stadium Authority **Division/Unit**

Item No.	Description	Retention
7F	I-9 Documents and Supporting Materials	Retain for three (3) years during employment or one year following termination, whichever is later, then destroy
8	Facilities Management	
8A	Maintenance/Depreciation Records Equipment Vehicles Furniture logs	Retain for three (3) years, then destroy
8B	Environmental Compliance Recycling reports	Retain for three (3) years, then destroy
8C	Storeroom Management Inventory records	Retain for three (3) years, then destroy
9	Security	
	This series pertains to administrative data related to routine activities at the Camden Yards complex	
9A	Incident Reports	Retain for three (3) years, then destroy
9B	Complaints at Control Center	Retain for three (3) years, then destroy
9C	Injury Reports	Retain for seven (7) years, then destroy
9D	Shift Reports	Retain for three (3) years, then destroy
9E	Journals/Logs	Retain for three (3) years, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2696
		Page 7 of 8
Agency Maryland Stadium Authority		Division/Unit
Item No.	Description	Retention
10	Legal This series consists of legal matters pertaining to the Stadium Authority, including files related to tort claims, contract disputes, foreclosures, forfeitures, arbitration, litigation, legislation, regulations, and transactions in which legal counsel have been involved. File materials may typically include: pleadings, briefs, memoranda, correspondence, notes, drafts, documents, agreements, investigatory materials, and transcripts.	
10A	Damage and Claim files This series includes claims filed by or against MSA, which are resolved or otherwise concluded without arbitration, administrative proceedings, or judicial proceedings.	Retain for five (5) years after file is closed, then destroy with the following exceptions in 10B and 10C.
10B	Damage and Claim files involving a juvenile, and the juvenile has not brought suit or settled his or her claim.	Retain for three (3) years after juvenile reaches age of majority (18), then destroy
10C	Damage and Claim files involving a tenant under a long-term lease with the Stadium Authority.	Retain for five (5) years after end of lease term, then destroy
10D	Arbitration files	Retain for five (5) years after file is closed, then destroy with the exception of 10E
10E	Arbitration files involving a tenant under a long-term lease with the Stadium Authority.	Retain for five (5) years after end of lease term, then destroy
10F	Administrative or Judicial Proceeding files	Retain for five (5) years after file is closed, then destroy with the exception of 10G
10G	Administrative or Judicial Proceeding files involving a tenant under a long-term lease with the Stadium Authority	Retain for five (5) years after end of lease term, then destroy

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

Schedule No. 2696

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Agency

Maryland Stadium Authority

Division/Unit

Item No.	Description	Retention
10H	Privacy Information Act (PIA) and Freedom of Information Act (FOIA) files	Retain for five (5) years after file is closed, then destroy
10I	Legislation and Regulation files	Retain for five (5) years after file is closed, then destroy
10J	Transaction and Agreement files This series includes MOU's, leases, licenses, etc.	Retain for five (5) years after term of transaction or agreement ends, then destroy

Record Destruction:

Expiration of retention period

Records in any media form may be destroyed when the record retention period provided for in this policy expires.

Copied records

Destruction of the original is only allowed as specified in this policy, regardless of whether it has been copied onto an alternative storage medium.

Never destroy records involving:

1. Matters in litigation, until the lawsuit has been finalized. Contact the Assistant Attorney General before destroying.
2. Matters under government investigation, audit, or internal investigation, until investigation/audit has been finalized. Contact the Assistant Attorney General before destroying.
3. An indefinite or permanent retention period. Contact the Assistant Attorney General before destroying.

On-site Destruction of Records

Destroy records by shredding or by other means until there is no possibility of reconstruction in order to protect privacy and confidentiality. Do not place records in common trash receptacles or recycling containers unless the records are rendered no longer recognizable.

Off-site Destruction of Records

The MSA may contract with a vendor to destroy records. Ensure records are stored in a secure location when holding for a vendor to pick up.

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>10</u>	
1. Department/Agency Maryland Stadium Authority		2. Division Accounting		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Accounting Records			5. Earliest Year/Latest Year <u>1988</u> to <u>2014</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series includes all standard State accounting forms as well as other accounting media which provide supporting data for the special and general accounting records. Includes general accounting records (requisitions, PO's, bank statements, checks, deposits, etc.), special accounting records (general ledgers, audit reports), leases, budget records, legislative budget appropriations, and Minority Business Enterprise (MBE) records.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tapes <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>N/A</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <u>N/A</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 333 W. Camden Street, Suite 500 Baltimore, MD 21201			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention General Accounting Records - Retain 3 years, or until audited, whichever is sooner, then destroy Special Accounting Records - Retain 3 years, or until audited, whichever is sooner, then transfer to MD State Archives Leases - Retain 7 years after lease expires, then destroy Budget Records - Retain 7 years, then transfer to MD State Archives Legislative Budget Appropriations - Retain 10 years and until audited, then destroy MBE Reports - Retain 5 years, then destroy		
19. Name and Title of Preparer Daniel Brann, CPA		20. Telephone Number (410) 223-4145		21. Date 8/20/14	

<p><u>Instructions</u> - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799 1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>10</u></p>
<p>1. Department/Agency Maryland Stadium Authority</p>	<p>2. Division Accounting</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Bond Issues</p>	<p>5. Earliest Year/Latest Year 1988 to 2014</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.) This series of documents includes draft bonds, financing statements, reports, agreements, related opinions and advice letter, bond issue documentation and correspondence.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume N/A Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation N/A Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>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 N/A Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 333 W. Camden Street, Suite 500 Baltimore, MD 21201</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for three (3) years, then transfer to Maryland State Archives</p>	
<p>19. Name and Title of Preparer Daniel Brann, CPA</p>	<p>20. Telephone Number (410) 223-4145</p>	<p>21. Date 8/20/14</p>

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>10</u>	
1. Department/Agency Maryland Stadium Authority		2. Division Procurement		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Contract and Procurement Records				5. Earliest Year/Latest Year <u>1988</u> to <u>2014</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series includes all Requests for Proposals (RFP's), contract awards, Minority and Small Business Participation, work assurances, and change orders. Major categories include contracts/proposals, MBE/SBR forms, bonds/insurance, affidavits, and BPW records.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>N/A</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 333 W. Camden Street, Suite 500 Baltimore, MD 21201		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Contracts/Proposals - Retain for the life of the contract plus 3 years, then destroy. MBE/SBR Forms - Retain for 3 years, then transfer to MD State Archives. Bonds/Insurance - Retain for 5 years, then destroy. Affidavits - Retain for 3 years, or until audited, whichever is sooner, then destroy. BPW Records - Retain for 1 year, then destroy what is no longer relevant.			
19. Name and Title of Preparer Daniel Brann, CPA		20. Telephone Number (410) 223-4145		21. Date 8/20/14	

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>4</u> OF <u>10</u></p>
<p>1. Department/Agency Maryland Stadium Authority</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Administration</p>	<p>5. Earliest Year/Latest Year 1988 to 2014</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.) This series includes all agency policies and procedures, employee expense records, suite records, and calendars/correspondence.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>N/A</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>N/A</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 333 W. Camden Street, Suite 500 Baltimore, MD 21201</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Agency Policies & Procedures - Retain on-site and transfer to MD State Archives every 5 years. Employee Expense Records - Retain 3 years or until audited, whichever is sooner, then destroy. Suite Records - Retain 3 years or until audited, whichever is sooner, then destroy. Calendars/Correspondence - Screen annually and destroy material that is no longer needed for current business with the following exception: any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value will be transferred to the MD State Archives for permanent retention.</p>	
<p>19. Name and Title of Preparer Daniel Brann, CPA</p>	<p>20. Telephone Number (410) 223-4145</p>	<p>21. Date 8/20/14</p>

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>5</u> OF <u>10</u></p>
<p>1. Department/Agency</p> <p>Maryland Stadium Authority</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>Publications</p>	<p>5. Earliest Year/Latest Year</p> <p>1988 to 2014</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>This series is defined as printed matter published by the Maryland Stadium Authority for distribution to the public, such as Annual Reports, meeting agendas, press releases, and media advisories.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>N/A</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><u>N/A</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>N/A</u></p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>333 W. Camden Street, Suite 500 Baltimore, MD 21201</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (if Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" 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>Retain for 3 years, then transfer to MD State Archives</p>	
<p>19. Name and Title of Preparer</p> <p>Daniel Brann, CPA</p>	<p>20. Telephone Number</p> <p>(410) 223-4145</p>	<p>21. Date</p> <p>8/20/14</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>6</u> OF <u>10</u></p>
<p>1. Department/Agency Maryland Stadium Authority</p>	<p>2. Division Capital Projects Development Group</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Capital Projects</p>	<p>5. Earliest Year/Latest Year 1988 to 2014</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.) This series pertains to construction projects, studies, proposals, and contracts involved in projects undertaken by the Capital Projects Development Group. This includes contracts, change orders, design information, studies, environmental applications, invoices and payment records, and real property transactions.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume ____ N/A ____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation ____ N/A ____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After ____ N/A ____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 333 W. Camden Street, Suite 500 Baltimore, MD 21201</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Pre-Bid Info, Correspondence, Drawings, Estimates – Retain for 3 years after project completion, transfer to storage for an additional 11 years, then destroy. Contracts, Change Orders, Studies – Retain for 3 years after project completion, transfer to storage for an additional 11 years, then destroy. Environmental Applications – Retain for 1 year, then transfer to MD State Archives. Invoices & Payment Records – Retain for 3 years, then transfer to MD State Archives. Real Property Transactions – Retain for 3 years, then transfer to MD State Archives.</p>	
<p>19. Name and Title of Preparer Daniel Brann, CPA</p>	<p>20. Telephone Number (410) 223-4145</p>	<p>21. Date 8/20/14</p>

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<p>1. Department/Agency Maryland Stadium Authority</p>	<p>2. Division Human Resources</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Human Resources</p>	<p>5. Earliest Year/Latest Year 1988 to 2014</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.) This series pertains to employment files such as personnel files, payroll reports, time sheets, and recruiting information.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume ____N/A____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation ____N/A____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>8</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 333 W. Camden Street, Suite 500 Baltimore, MD 21201</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Personnel Files – Except in special circumstances, retain during employment, transfer to “inactive” file upon termination of employment and retain for 8 years, then destroy. In special circumstances, retain for as long as litigation is pending, then destroy. Payroll Reports – Retain for 5 years, then destroy. Time Sheets – Retain for 3 years, then destroy. Recruiting & Testing Files – Retain for 3 years, then destroy. 1-9 Documents – Retain for 3 years during employment or one year following termination, whichever is later, then destroy.</p>	
<p>19. Name and Title of Preparer Daniel Brann, CPA</p>	<p>20. Telephone Number (410) 223-4145</p>	<p>21. Date 8/20/14</p>

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1. Department/Agency Maryland Stadium Authority	2. Division Facilities	3. Unit
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title <p style="text-align: center;">Facilities Management</p>	5. Earliest Year/Latest Year <p style="text-align: center;"><u>1988</u> to <u>2014</u></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.) This series pertains to maintenance records, environmental compliance records, and storeroom records for operations at the Camden Yards Sports Complex.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>N/A</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>N/A</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 333 W. Camden Street, Suite 500 Baltimore, MD 21201	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for 3 years, then destroy.	
19. Name and Title of Preparer Daniel Brann, CPA	20. Telephone Number (410) 223-4145	21. Date 8/20/14

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<p>1. Department/Agency Maryland Stadium Authority</p>	<p>2. Division Security</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Security</p>	<p>5. Earliest Year/Latest Year 1988 to 2014</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.) This series pertains to administrative data related to security at the Camden Yards Sports Complex.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>N/A</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>N/A</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 333 W. Camden Street, Suite 500 Baltimore, MD 21201</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" 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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 3 years, then destroy.</p>	
<p>19. Name and Title of Preparer Daniel Brann, CPA</p>	<p>20. Telephone Number (410) 223-4145</p>	<p>21. Date 8/20/14</p>

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<p>1. Department/Agency Maryland Stadium Authority</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Legal</p>	<p>5. Earliest Year/Latest Year 1988 to 2014</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.) This series relates to legal issues pertaining to the Stadium Authority, including tenants, visitors, employees, legislation, and code. "Files" includes written correspondence, depositions, investigations, and judicial proceedings.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>N/A</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>N/A</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 333 W. Camden Street, Suite 500 Baltimore, MD 21201</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" 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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 5 years after completion, then transfer to MD State Archives.</p>	
<p>19. Name and Title of Preparer Daniel Brann, CPA</p>	<p>20. Telephone Number (410) 223-4145</p>	<p>21. Date 8/20/14</p>