Schedule No. 2649
Page 1 of 9

Agency	ORDS RETENTION AND DISP		ion/Unit	
Agency	State Treasurer's Office	ion/onit		
Item No.	Descrip	tion	Retention	
	This Schedule supersedes Sched Schedule No. 747 dated 5/17/79, a April 28, 1980, and Schedule N	and amendment thereto dated		
1.	Budget & Financial Administration This series includes all worksheets, sutilized for procurement, accounting reporting functions carried out on be State.			
	A. Accounting Records Deposits: Certificates of Derelated support	Retain in office until audit period is closed and final report has been issued; then destroy.		
	Accounting Entries: Receip entry transmittals, GAD Arc related support			
	Insurance Entries: Docume in the Insurance system spectrust Fund including deposition recoveries, and adjustments			
	DAFR Reports: Daily, mon for reconciliations.			
	pproved by Department, Agency, Representative.	Schedule Authorized by Sta	ate Archivist	
Date Signature	December 4, 2014	Date 2-19-15	~7/	
Typed Nam	e <u>Bernadette T Benik</u>	Signature watta	J) Hom	
Title	Chief Deputy Treasurer			

DGS 550-1

Schedule No. 2499

occurs last; then destroy.

Page 2

Division/Unit

of 9

Agency

State Treasurer's Office

Item No.	Description	Retention		
No.	Reconciliation Records: Reports, worksheets and related support used in the daily, monthly and annual reconciliation of Fund Balances including the State Insurance Trust Fund, Undeliverable & Unpresented Funds, Bond Issuance Costs, and any other funds managed through the Treasurer's Office. This includes year-end closing reconciliations and reports.			
	B. Budget Documents: Documents related to the preparation of annual budget submissions, request for position action, budget amendments, fiscal notes and responses to Legislative or OBA analysts.	Retain in office until audit period is closed and final report has been issued; then destroy.		
	C. Payroll Accounting Records: Documents supporting payroll timekeeping to include: exception time sheets, leave payout calculations, adjustments to prior pay periods, Payroll ETR's/PTR's, check registers, pay advances and any other records pertaining to the processing of biweekly payroll.	Retain in office until audit period is closed and final report has been issued; then destroy.		
	D. CMIA Records: CMIA – Statewide documents prepared & submitted by the agency as required by the Cash Management Improvement Act of 1990; final reports along with supporting documentation specific to the annual Treasury State Agreement, the Annual Report, and clearance pattern calculations.	Retain in office for three (3) years after annual reports are submitted and until State audit period is closed and final report has been issued; then destroy.		
	E. Procurement Records: Documents related to procurements processed on behalf of statewide contracts for banking, investments, financial services and insurance; agency specific contracts; fleet management; and corporate purchasing card administration.			
	1. Banking, Investments and Financial Services Contracts: Requests for Proposals, Invitations to Bid, Contract Awards, Notice of Contract Awards, Advertising Documents, Bids, Bidders' List, Bid Tab Records, and Procurement correspondence for:	Retain in office for a period of three (3) years after final payment or until audit period is closed and final report has been issued, whichever		

Statewide Non-STO Records: contracts procured

by STO on behalf of state agencies with costs

shared among various agencies.

Schedule No. Z 699

(Continuation Sheet)

Page 3 of 9

Agoney	(Continuation Sheet)	on/Unit					
Agency	State Treasurer's Office						
Item No.	Description Retention						
	STO Records: contracts procured for and paid by STO only Agency Specific Records: contracts procured by STO on behalf of specific state agencies						
	2. Insurance Contracts: Requests for Proposals, Invitations to Bid, Contract Awards, Notice of Contract Awards, Advertising Documents, Bids, Bidders' List, Bid Tab Records, and Procurement correspondence for:						
	A. STO Records: contracts procured for and paid by STO or through the SITF	Retain in office for a period of three (3) years after policy expiration date, then transfer to State Records Center; retain in SRC for four (4) years; then destroy.					
	B. Agency Specific Records: contracts procured by STO on behalf of specific state agencies	Retain in office for a period of three (3) years after final payment or until audit period is closed and final report has been issued, whichever occurs last; then destroy.					
	 3. STO procurement records (Non-Insurance / Non-Financial Services): Telecommunications contracts & statements, fleet management records and inventory control and fixed asset records. Small procurement purchase orders, bids, contracts, invoices and receiving documents Large procurement requisitions, purchase orders, bids, contracts, invoices and receiving documents 	Retain in office for a period of three (3) years after final payment or until audit period is closed and final report has been issued, whichever occurs last; then destroy.					
	4. Procurement reports such as SBR, MBE, Preferred Provider and VSBE	Retain for least three (3) years; then destroy.					

Schedule No. 2691

Page 4 of 9

Agency

State Treasurer's Office

Division/Unit

Item No.	Description	Retention
	 Agency vehicle reporting including annual vehicle fringe and privately owned vehicle reporting 	Retain for at least four (4) years; then destroy.
	 Corporate purchasing card program administrator documents 	
	A. Cardholder agreements and applications	Retain in office for three (3) years after cards are closed, or until audit period is closed and final report has been issued, whichever occurs last; then destroy.
	B. Monthly cardholder statements, activity logs & documentation for charges/credits	Retain in office for a period of three (3) years or until audit period is closed and final report has been issued, whichever occurs last; then destroy.
	7. Purchasing Records: Packing slips, reports of partial delivery, purchase orders, contract awards and any other support used in managing agency supply inventory and purchasing.	Retain in office for a period of three (3) years or until audit period is closed and final report has been issued, whichever occurs last; then destroy.
	 F. Miscellancous: CAFR – Records submitted to the Comptroller's Office and independent auditors in regards to the State of Maryland's Comprehensive Annual Financial Report. 	Retain in office until audit period is closed and final report has been issued; then destroy.
	 Other – Any other reports or supporting documentation used for projects, committees, various annual reports to State agencies, etc. Other accounting and personnel records maintained by the Treasurer's Office on behalf of the State such as Statewide direct deposit exemption forms, etc. 	Retain in office until audit period is closed and final report has been issued; then destroy.

Schedule No.

2699_

Page 5 of 9

Agency

State Treasurer's Office

Division/Unit

item No.	Description	Retention
2.	Treasury Management Records	
	A. Banking Documents: This series includes reports, statements, warrants, logs and related support utilized in the daily reconciliation, ACH & wire transfer processing and all other banking activities carried out by the Department, as well as processing of stop payments, reissues, recoveries and chargebacks related to Statewide disbursements.	Retain in office for one (1) year, then retain at State Records Center (SRC) for six (6) years; then destroy.
	1. Bank Reconciliation Support Daily Cash Reconciliation Reports, Monthly Cash Reconciliation Reports, Verification Reports, Bank Statements, Disbursement Warrants, Positive Pay, Outgoing Wires.	
	2. <u>Banking Adjustment Documents</u> DAFR Reports & Deletes, Vendor Stop & Reissues, Payroll Stop & Reissues, Payroll Stops at Bank ACH,	

3. Banking Service Disbursement/Deposit Support
Community Bank Statements & Reconciliations,
Community Bank Monthly Reports, Deposit Match
Reports, Add to Paid File, Direct Deposit Failures,
Serial Number Adjustment Logs, Tax Stops and
Deletes.

Payroll & Direct Deposit Replacement Warrants, Undeliverable and Unpresented Checks, Agency Adjustments, Recovered/Undeliverable Forms,

B. Investment Documents:

Chargebacks.

This series includes reports, statements, wire confirmations and all supporting documents related to daily investment and reconciliation activity of Statewide investments and cash balances managed by the Department.

1. <u>Investment Records</u>

Investment Purchases, Investment Redemptions/Sales, Investment Coupon Redemptions, Investment Bid Sheets, Daily Bank Wire Transfer Confirmations

Retain in office until maturity for each investment and after audit period is closed and final report has been issued,

whichever occurs last; then

destroy.

Schedule No. 269 7

Page 6 of 9

Agency

State Treasurer's Office

Division/Unit

Item No.	Description	Retention
	2. Investment Reconciliation Support Daily Financial Report, Monthly Money Market Dividends, Monthly Agency Interest Allocations, Monthly Revenue Reports, Quarterly Linked CD Deposits, Semi-Annual Lottery Disbursements.	
3.	Debt Management Records This series includes correspondences, workpapers, documents and related support pertaining to Bond Sale and Master Lease Records generated and/or utilized for debt management functions carried out on behalf of the State.	
	A. Bond Sale Records: Workpapers, Board of Public Work's minutes, legal opinions, official statements, settlement papers, bond sale expense data, and related correspondence. *	Unless otherwise specifically instructed in a written opinion of Bond Counsel, retain and maintain these records for a period ending not earlier than
	Documentation of transactions related to the receipt, investment, disbursement, allocation and application of bonds, governmental use, and all other related documents in accordance with the applicable tax certificate and continuing disclosure agreement. * Board of Public Works minutes are reference copies only.	eight (8) years following the final maturity of the Bonds or any obligation issued to refund the Bonds; then destroy.
	B. Capital Lease: Work papers, Board of Public Work's minutes, legal opinions, primary documents related to the lease, and related correspondence. *	Unless otherwise specifically instructed in a written opinion of Bond Counsel, retain and maintain these records for a period ending not earlier than
	Documentation evidencing expenditure of proceeds, governmental use, payment and security, investment of proceeds, and all other related documents in accordance with the applicable tax certificate and continuing disclosure agreement.	eight (8) years following the final maturity of the lease; then destroy.
	* Board of Public Works minutes are reference copies only. C. State Debt Reports: 1. Work papers, presentation materials, etc. and correspondence.	Retain electronic copies for five (5) years; then destroy.
	2. Annual reports of the Commission on State Debt,	Retain electronic copies for

Schedule No. 2699

Page 7 of 9

Agency	Division/U	nit		
	State Treasurer's Office			
Item No.	Description	Retention		
	Capital Debt Affordability Committee and other statutorily required reports.	ten (10) years, then destroy. Transfer one copy to the Maryland State Archives afte completion of the report.		
	3. Meeting Minutes	Retain for five (5) years, ther		
4.	Insurance Records This series includes documents related to the procurement of Statewide commercial insurance policies, and claims adjusting	transfer to the Maryland Stat Archives.		
	activities processed through the State Insurance Trust Fund.	Retain in office for three (3) years after policy expiration date, then transfer to State		
111	A. Insurance Policies, Endorsements & Non-Contract Related Records	Records Center; retain in SRC for four (4) years; then destroy.		
	B. Insurance Claim Files	Retain in office for three (3) years after close of file, then transfer to State Records Center; retain in SRC for for (4) years; then destroy.		
5.	Human Resources Records This series includes personnel related forms, official records, HIPAA & Worker's Compensation documents, recruitment documents and any support utilized in the hiring, timekeeping, and ongoing personnel management on behalf of the Agency.			
	A. State Employee Official Personnel Files Standard Treasury personnel forms, as well as other personnel media which provide supporting data for official personnel files for regular and contractual employees.	Retain in office for five (5) years after termination of employment; then destroy.		
	 All employment related information and documents maintained on Treasury employees in the HR Office for the duration of employment, such as initial hire paperwork, position descriptions, performance evaluations, employee relations documents, reclassifications, records of training, discipline and separation information. 			

purposes only, and are not published.

Schedule No. 2699

REC	ORDS R	RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 8 of 9	
Agency	State	ion/Unit		
Item No.		Description	Retention	
	B. Medical Files		Retain in office for five (5) years after termination of employment; then destroy.	
	C.	Recruitment Files Individual files containing candidate interview sheets and exam/ranking documents, authorizations for release of information, candidate and eligible lists, copies of correspondence, and any other pertinent information from start to end of the recruitment process.	Retain in office for three (3) years; then destroy.	
	D.	Timesheet and Leave Record Files All information and documentation used in processing employee payroll and leave time on a bi-weekly basis, as well as any supporting documentation associated with internal or external leave reporting.	Retain in office for five (5) years; then destroy.	
	E.	Contingent Worker Personnel Files All personnel forms and documentation, as well as other personnel media, which provide supporting data for agency for all temporary, intern, contract, volunteer, vendor or other government employee.	Retain in office for five (5) years after termination of contract; then destroy.	
	F.	Miscellaneous HR Files Any documents created by STO HR including reports, correspondence, studies, etc. These records are for internal	Retain in office for five (5) years; then destroy.	

Schedule No. 2694

Page 9 of 9

_	_	_	-		-	-
Α	a	e	n	C	v	

State Treasurer's Office

Division/Unit

Item	Description	Retention
No.		
6.	Executive Office Records This series includes records generated & maintained by the State Treasurer & Chief Deputy Treasurer including committee reports, workpapers and related support utilized for the administration of the Office, State debt and all other functions carried out on behalf of the Agency and the State.	Retain in office for five (5) years, then screen annually and destroy material no longer needed for current business.
	A. Records generated and maintained by State Treasurer in relation to the Treasurer's Statutory and Constitutional responsibilities and the Chief Deputy Treasurer in relation to the administration of the Office.	
7.	Information Technology Records This series includes change management documents for Agency developed programs, IT User Privilege and Security records, and documents generated in the daily operations of the Division.	
	A. Change Management Documents Change Management Documentation for Agency developed programs, such as Engineering Change Requests, Software Problem Reports, and Action Items.	Retain in office for seven (7) years; then destroy.
	B. User Privilege Records Records of changes made to user privileges.	Retain in office for current employees for duration of employment. Retain records of former employees in office until audit period is closed and final report has been issued; then destroy.
	C. IT Security Records IT Security records such as documentation of completed audit log reviews for critical systems.	Retain in office until audit period is closed and final report has been issued; then destroy.
	D. IT Operations Documents Includes documents generated in the daily operations of the IT Division such as daily operations checklists, check printing & control forms, ACH daily transmission reports, and support services check logs.	Retain in office until audit period is closed and final report has been issued; then destroy.

Attachment

Acronyms included in this retention schedule include:

GAD - General Accounting Division

DAFR – Reports printed from FMIS/Rstars

OBA – Office of Budget Analysis

ETR – Exception Time Reporting

PTR – Positive Time Reporting

SBR – Small Business Reserve

MBE – Minority Business Enterprise

VSBE – Veteran designated Small Business

Enterprise

					AGENCY RECORDS INVENTORY	
Instructions -Type or Print a separate form for	 *·				AGENG: NEGOTION INTENTON	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		275 Waterloo Ro				
Will Necolds Neterlian Schedule (DSS 330-1)	,	Jessup, Mary	•	,	PAGE 1 OF 8	
		410-799				
Department/Agency	2. Divisio	on			3. Unit	
State Transurer's Office	Dudest (Einanaial Admi-	intration			
State Treasurer's Office	•	& Financial Admin				
DEFINITION: RECORD SERIES: A group of relate 4. Record Series Title	d records	normally filed and	l used as a unit f		ce as well as retention and disposition purposes. est Year/Latest Year	
Budget & Financial Administration Division Records	s				2012 tocurrent	
6. Record Series Description (Briefly describe the t	ypes of inf	formation/docume	ents/forms found	in the seri	es. Include the purpose or function of the series.)	
This series includes all worksheets, forms and rela	ted suppo	rt utilized for proc	urement, accoun	ting, budg	eting and other fiscal reporting functions carried	
out on behalf of the Agency and the State.						
7. Record Series Format(s) List all		8. Record Series Ser	quence	9. Volume 96_		
□ Letter Size		Alphabetical		Number	- · \	
☑ Legal Size ☐ Computer Tape		☐ Numerical		File Dr	awer(s)	
☐ Audio Tape		Chronological		☐ Microfi ☐ Compu	im Reel(s) uter Tape(s)	
				☐ Other (specify)_Box(15x12x10)		
Bound Book		Geographical		10. Annua	Accumulation	
Other (specify)		1		12 Number	_	
				_		
				☐ File Dr	awer(s) ilm Reel(s)	
			— '		uter Tape(s) (specify)	
				Otner	(Specify/	
11. File is Used			12. File Becomes In	nactive After		
🔀 Daily 🔀 Weekly 🔀 Monthly 🔀 Ann	ually		Number Month(s) X Year(s)			
			Varies depending o	on document t	ype as listed on retention schedule.	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
80 Calvert Street Room 109 & Room B25			Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requiren	nents		
⊠ Yes □ No			None ⊠:	State ⊠ F	ederal 🔀 Independent	
Any personally identifiable information would be subject to PII restri	ictions.			<u>E</u>	4 ,	
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recommended Retention			
☐ Yes ⊠ No		Retention varies per document type, but general retention will be until at				
			period is closed and final report has been issued; then destroy. Those			
			documents subject to specific retention requirements, such as contracts			
			and procurement reports, will be retained in the office for the period required; then destroyed.		·	
		required, men	uesiiOye0			
19. Name and Title of Preparer		20. Telephone	ne Number 21. Date		е	
Bernadette T. Benik; Chief Deputy Treasurer		410-260-7080	i i		ber 14, 2014	
3S 550-4 (Rev. 1/93)						

Instructions - Type or Print a separate form for each navior revised record series. Finward with Records Retention Schedule (DGS 550-1) 7278 Waterion Road, P.O. Box 275 Jessup, Manyland 20794 1. Department/Agency 2. Division 7278 Waterion Road, P.O. Box 275 Jessup, Manyland 20794 1. Department/Agency 2. Division 7278 Waterion Road, P.O. Box 275 Jessup, Manyland 20794 1. Department/Agency 2. Division 7288 Waterion Road, P.O. Box 275 Jessup, Manyland 20794 1. Department/Agency 2. Division 728 Waterion Road, P.O. Box 275 Jessup, Manyland 20794 1. Record Series Title 728 Treasury Manyland 20794 1. Record Series Title 7208	•					
### RECORD SERVES NANAGEMENT DIVISION 7275 Waterloo Road P.O. Box 275 Jessey, Nanjand 20794 1. Department/Agency 2. Division 3. Unit 1. Department/Agency 3. Unit 1. State Treasury Server Serv		DEPARTMENT OF G	GENERAL SERVICES AGENCY RECORDS INVENTORY		AGENCY RECORDS INVENTORY	
with Record's Retention Schedule (DGS 550-1) 1. Department/Agency 2. Division 3. Unit Banking Banking Banking Bernittion Record's Basines 7 Office Treasury Management Treasury Management Treasury Management Banking B	each new or revised record series. Forward	SEMENT DIVISION	1			
Session Sess	with Records Retention Schedule (DGS 550-1)	ad. P.O. Box 275		7 Q		
State Treasurer's Office	(= = = = = = = = = = = = = = = = = = =		·		PAGE OF	
State Treasury Soffice		410-79				
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 Tile Treasury Management Records: Banking Documents 6. Record Series Description (Bilefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series includes reports. Statements, warrants, logs and related support utilized in the daily reconciliation. ACH 8 wire transfer processing and all other banking activities carried out by the Department, as well as processing of stop payments, relistance, recoveries and chargebacks related to Statewise disbursements. 7. Record Series Flowing List at a Banking Documents of the payments, relistance, recoveries and chargebacks related to Statewise disbursements. 8. Volume	Department/Agency	2. Division			3. Unit	
5. Earliest Year/Latest Year	State Treasurer's Office	Treasury Management			Banking	
Treasury Management Records: Banking Documents	DEFINITION: RECORD SERIES: A group of relate	d records normally filed and	used as a unit for r	eference a	as well as retention and disposition purposes.	
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 reports, statements, warrants, logs and related support utilized in the daily reconciliation, ACH & wire transfer processing and all other banking activities carried out by the Department, as well as processing of stop payments, reissues, recoveries and chargebacks related to Statewide disbursements. 7. Record Series Format(s) List all	4. Record Series Title			5. Earlie	st Year/Latest Year	
This series includes reports, statements, warrants, logs and related support utilized in the daily reconciliation. ACH & wire transfer processing and all other banking activities carried out by the Department, as well as processing of stop payments, reissues, recoveries and chargebacks related to Statewide disbursements. 7. Record Series Format(): List all 8. Record Series Sequence 9. Volume	Treasury Management Records: Banking Docume	nts		20	08 toPresent	
banking activities carried out by the Department, as well as processing of stop payments, reissues, recoveries and chargebacks related to Statewide disbursements. 7. Record Series Formal(s) List all	6. Record Series Description (Briefly describe the ty	ypes of information/documer	nts/forms found in t	he series.	Include the purpose or function of the series.)	
T. Record Series Formal(s) List all	This series includes reports, statements, warrants,	logs and related support util	ized in the daily red	conciliation	, ACH & wire transfer processing and all other	
7. Record Series Formal(s) Let all Letter Size Microfitm Alphabetical Numerical File Disswer(s) Microfitm Numerical File Disswer(s) Microfitm Microfitm Microfitm Microfitm Microfitm Microfitm Microfitm Microfitm Real(s) Microfitm R	banking activities carried out by the Department, as	s well as processing of stop	oayments, reissues	s, recoverie	es and chargebacks related to Statewide	
Letter Size Microfilm	disbursements.					
Letter Size Microfilm						
Letter State Microfilm Aphabetical Numerical File Drawer(s) Computer Tape File Drawer(s) Computer Tape File Drawer(s) Computer Tape(s) Computer	7. Record Series Format(s) List all	8. Record Series Sequ	uence	9. Volume	· · · · · · · · · · · · · · · · · · ·	
Legal Size Computer Tape Numerical Microfilm Real(s) Computer Tape(s) Microfilm Real(s) Computer Tape(s) Comput				i		
Audio Tape Floppy Osk Chronological Computer Tape(s) Compute						
Audio Tape Floppy Disk Geographical Geographical Onner (specify), Box (15x12x12) Other (specify) Subject/category Tile Drawer(s) Other (specify), Box (15x12x12) Other (specify) Subject/category Tile Drawer(s) Other (specify), Box (15x12x12) Other (specify) Subject/category Tile Drawer(s) Other (specify), Box (15x12x12) Other (specify)	☑ Legal Size ☐ Computer Tape	Numerical	- · · ·		• •	
Geographical Other (specify) Subject/category 10. Annual Accumulation 11. Annual Accu	Audio Tape Floppy Disk			Compu	ater Tape(s)	
Other (specify) _ subject/category	Bound Book Video Tape	☐ Geographical				
File Drawer(s) Microfilm Real(s) Computer Tape(s) Other (specify). Box (15x12x12) The subset The Becomes Inactive After The Becomes Inactive Aft	Other (specify)	Other (specify)	Other (specify) _subject/category100_		100	
Microfilm Reel(s) Computer Tape(s) Other (specify). Box (15x12x12)						
Computer Tape(s) Other (specify). Box (15x12x12) 11. File is Used 12. File Becomes Inactive After 7. Number Month(s) Year(s) 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) STO Rooms B-22 and 442 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements None State Federal Independent Independent None State Independent Independen				File Dr	awer(s)	
2 Other (specify) Box (15x12x12)				Microfi	Im Reel(s)	
11. File is Used Daily Weekly Monthly Annually						
Total Number Month(s) Year(s) Number Month(s) Year(s)			☑ Other (specify)_ Box (15x12x12)		specity)_ Box (15x12x12)	
Number	11. File is Used	<u> </u>	12. File Becomes Ina	ctive After		
13. Current Location(s) (Bldg., Floor, Room) STO Rooms B-22 and 442 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 16. Audit Requirements None State Federal independent 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No 18. Recommended Retention Retain in office for one (1) year, then transfer to State Records for six (6) years, then destroy. 19. Name and Title of Preparer Bernadette T. Benik; Chief Deputy Treasurer 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 16. Audit Requirements None State Federal independent 18. Recommended Retention Retain in office for one (1) year, then transfer to State Records for six (6) years, then destroy.	□ Daile □ Nealth □ Nambble □ Acc		li i	□ Manub/	N Marria	
STO Rooms B-22 and 442 Yes	A Dany Weekly Working Ann	ually	Number	[] Month(s	5) 🔯 (ear(5)	
STO Rooms B-22 and 442 Yes						
STO Rooms B-22 and 442 Yes No	13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
None State Federal Independent Any personally identifiable information would be subject to PII restrictions. 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No 18. Recommended Retention Retain in office for one (1) year, then transfer to State Records for six (6) years, then destroy. 19. Name and Title of Preparer Bernadette T. Benik; Chief Deputy Treasurer 20. Telephone Number 410-260-7080 November 14, 2014	STO Rooms B-22 and 442					
Any personally identifiable information would be subject to PII restrictions. 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No 18. Recommended Retention Retain in office for one (1) year, then transfer to State Records for six (6) years, then destroy. 19. Name and Title of Preparer Bernadette T. Benik; Chief Deputy Treasurer 20. Telephone Number 410-260-7080 November 14, 2014			16. Audit Requirements			
Any personally identifiable information would be subject to PII restrictions. 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain in office for one (1) year, then transfer to State Records for six (6) years, then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date Bernadette T. Benik; Chief Deputy Treasurer 410-260-7080 November 14, 2014	⊠ Yes ☐ No		□ N-a- K21 ~	nto ⊠ = ·	aral Miladanandant	
Retain in office for one (1) year, then transfer to State Records for six (6) years, then destroy. 19. Name and Title of Preparer Bernadette T. Benik; Chief Deputy Treasurer 20. Telephone Number 410-260-7080 November 14, 2014	Any personally identifiable information would be subject to PII restri	│ None │ State │ Federal │ Independent				
Retain in office for one (1) year, then transfer to State Records for six (6) years, then destroy. 19. Name and Title of Preparer Bernadette T. Benik; Chief Deputy Treasurer 20. Telephone Number 410-260-7080 November 14, 2014	17. Is an Index System used? If yes, explain briefly and describe re	18 Recommended Retention				
years, then destroy. 19. Name and Title of Preparer Bernadette T. Benik; Chief Deputy Treasurer 20. Telephone Number 410-260-7080 November 14, 2014	Yes 🛛 No		Retain in office	for one (1)	year, then transfer to State Records for six (6)	
Bernadette T. Benik; Chief Deputy Treasurer 410-260-7080 November 14, 2014						
Bernadette T. Benik; Chief Deputy Treasurer 410-260-7080 November 14, 2014	19. Name and Title of Preparer	20 Telephone N	<u> </u> Jumber	21 Date	Δ	
	'					
		470 200 7000		14046111		

DEPARTMENT OF GENERAL SERVICES ASENCY RECORDS WENTORY									
### Records Retention Schedule (DGS 550-1) ### Jesusy, Maryland 207044 ### Jesusy, Maryland 207044 ### Jesusy Maryland 207044 ### Jesusy Management ### Jesusy Management ### Jesusy Management Records: Investment Services ### Jesusy Management Records: Investment Deciments ### Jesusy Management Records: Investment and all supporting documents related to daily investment and recordilation activity of Statewister ### Jesusy Management Records: Investment Deciments ### Jesusy Management Records: In	Instructions – Type or Print a separate form for	ctions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVI			ES	AGENCY RECORDS INVENTORY			
Jessup Mayland 20794 12-20-20-20-20-20-20-20-20-20-20-20-20-20	each new or revised record series. Forward	RECORDS MANAGEMENT DIVISIO			1				
Jossup Maryland 20794 40 778 1920 1. Department/Agency 2. Division 3. Unit 1. Department/Agency 2. Division 3. Unit 1. Department Services 1. Departmen	with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275				PAGE 3 OF 8			
State Treasurer's Office	Jessup, Maryland 2079			yland 20794					
State Treasury Management Investment Services			410-79	9-1930					
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 Treasury Management Records: Investment Documents 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose of function of the series.) This series includes reports, statements, were confirmations and all supporting documents related to daily investment and reconciliation activity of Statewide investments and cash balances managed by the Department. 7. Flexod Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose of function of the series.) 7. Flexod Series Formation List at the series of the serie	Department/Agency	2. Division				3. Unit			
S. Earliest Year/Latest Year	State Treasurer's Office	Treasury M	1anagement	•		Investment Services			
Treasury Management Records: Investment Documents 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 reports, statements, wire confirmations and all supporting documents related to daily investment and reconciliation activity of Statewide investments and cash balances managed by the Department. 7. Record Series Formalia; List all Glieter Size Microfilm	DEFINITION: RECORD SERIES: A group of relate	ed records no	ormally filed and	used as a unit for r	as a unit for reference as well as retention and disposition purposes.				
6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series.) This series includes reports, statements, wire confirmations and all supporting documents related to daily investment and reconciliation activity of Statewide investments and cash balances managed by the Department. 7. Record Series Formatis) Little	4. Record Series Title			5. Earliest Year/Latest Year					
This series includes reports, statements, wire confirmations and all supporting documents related to daily investment and reconciliation activity of Statewide investments and cash balances managed by the Department. 7. Record Series Format(s) List at	Treasury Management Records: Investment Document	ıments		1977 toPresent					
This series includes reports, statements, wire confirmations and all supporting documents related to daily investment and reconciliation activity of Statewide investments and cash balances managed by the Department. 7. Record Series Format(s) List at	6. Record Series Description (Briefly describe the t	types of infor	mation/documen	ts/forms found in t	he series.	Include the purpose or function of the series.)			
investments and cash balances managed by the Department. 7. Record Series Format(s) List all	, , ,	• •				· · ·			
7. Record Series Format(s) List all B. Record Series Sequence 9. Volume 20 20 20 20 20 20 20 2	·		a an capporting a	ioodinonia roiatoa	to daily iiit	resultern and resembliation activity of statewide			
Legist Size Microffin Alphabetical Microffin Alphabetical Microffin Alphabetical Microffin Microffin Microffin Microffin Rea(5) Computer Tape Microffin Rea(6) Computer Tape(5) Microffin Rea(6) Microffi	investments and cash balances managed by the Di	ераппен.							
Legist Size Microffin Alphabetical Microffin Alphabetical Microffin Alphabetical Microffin Microffin Microffin Microffin Rea(5) Computer Tape Microffin Rea(6) Computer Tape(5) Microffin Rea(6) Microffi									
Lesier Size Computer Tape Numerical File Drawer(s) Computer Tape Numerical File Drawer(s) Computer Tape Numerical File Drawer(s) Computer Tape Computer Tape Computer Tape(s) C	7. Record Series Format(s) List all	ε	3. Record Series Sequ	ence	9. Volume				
Legal Size Computer Tape Numerical Microfilin Real(s) Computer Tape(s) Microfilin Real(s) Computer Tape(s) Comp	M Laws Circa D Missaffler	١,	☐ Alebahadad		ł				
Audio Tape Flopy Disk Chronological Computer Tape(s) Compute					_	_			
Geographical Chher (specify) Box (15x12x12) Chher (specify) Subject/category Chher (specify) Subject/category 10. Annual Accumulation 2 Number	Legal Size Computer Tape	'	Numerical		I ==				
Geographical	Audio Tape Floppy Disk	1	Chronological		I = ' ' ' ' ' '				
Other (specify) Subject/category	Bound Book Video Tape	1	Geographical						
Number Number	Other (specify)	1	Other (specify)	subject/category					
		1							
Computer Tape(s) Other (specify)_ Box (15x12x12)_ 11. File is Used 12. File Becomes Inactive After varies Month(s) Year(s)		-			* *				
11. File is Used Daily Meekly Monthly Annually Monthly Monthly					1 =	* *			
					Other	(specify)_ Box (15x12x12)			
					<u> </u>				
Number Month(s) Year(s) Varies until maturity for each investment and after audit requirements have been completed. 13. Current Location(s) (Bldg. Floor, Room) STO Bldg	11. File is Used								
13. Current Location(s) (Bldg., Floor, Room) STO Bldg. 4th Floor Room # 414 and Room # 442 and 1th Floor Room # 105 Sto Bldg. 4th Floor Room # 414 and Room # 442 and 1th Floor Room # 105 State No	🔀 Daily 🔀 Weekly 🔀 Monthly 🔀 Ann	nually		4 — _					
STO Bldg 4th Floor Room # 414 and Room # 442 and 1st Floor Room # 106 Separal Accounting Division retains the following records series: Investment Purchases, Investment Sales/Redemptions, Investment Coupon Redemptions and Daily Bank Wire Transfer Confirmations Sales/Redemptions, Investment Coupon Redemptions and Daily Bank Wire Transfer Confirmations Sales/Redemptions, Investment Coupon Redemptions and Daily Bank Wire Transfer Confirmations Sales/Redemptions, Investment Coupon Redemptions and Daily Bank Wire Transfer Confirmations Sales/Redemptions, Investment Coupon Redemptions and Daily Bank Wire Transfer Confirmations None Sales Separal Independent				Varies until maturity for each investment and after audit requirements have been completed.					
General Accounting Division retains the following records series: Investment Purchases, Investment Sales/Redemptions, Investment Coupon Redemptions and Daily Bank Wire Transfer Confirmations 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes	13. Current Location(s) (Bldg., Floor, Room)	-		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Sales/Redemptions, Investment Coupon Redemptions and Daily Bank Wire Transfer Confirmations 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes	STO Bidg. 4th Floor Room # 414 and Room # 442 and 1st Floor	Room # 106		⊠ Yes □ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)									
None State Federal Independent Any personally identifiable information would be subject to PII restrictions. 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No 18. Recommended Retention Retain in Office till maturity for each investment and after audit period is closed and final report has been issued, whichever occurs last; then destroy. 19. Name and Title of Preparer Bernadette T. Benik; Chief Deputy Treasurer 20. Telephone Number 410-260-7080 November 14, 2014				Sales/Redemptions, Investment Coupon Redemptions and Daily Bank Wire Transfer Confirmations					
Any personally identifiable information would be subject to PII restrictions. 17. Is an Index System used? If yes, explain briefly and describe requirements Personally identifiable information would be subject to PII restrictions. 18. Recommended Retention Retain in Office till maturity for each investment and after audit period is closed and final report has been issued, whichever occurs last; then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date Bernadette T. Benik; Chief Deputy Treasurer 410-260-7080 November 14, 2014	` _ ` _ ` ` _ ` ` ` ` ` ` ` ` ` `			16. Audit Requirements					
17. Is an Index System used? If yes, explain briefly and describe requirements Pes No 18. Recommended Retention Retain in Office till maturity for each investment and after audit period is closed and final report has been issued, whichever occurs last; then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date Bernadette T. Benik; Chief Deputy Treasurer 410-260-7080 November 14, 2014	_ -			☐ None ☒ State ☒ Federal ☒ Independent					
Retain in Office till maturity for each investment and after audit period is closed and final report has been issued, whichever occurs last; then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date Bernadette T. Benik; Chief Deputy Treasurer 410-260-7080 November 14, 2014	Any personally identifiable information would be subject to PII restrictions.								
Retain in Office till maturity for each investment and after audit period is closed and final report has been issued, whichever occurs last; then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date Bernadette T. Benik; Chief Deputy Treasurer 410-260-7080 November 14, 2014				18. Recommended Retention					
closed and final report has been issued, whichever occurs last; then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date Bernadette T. Benik; Chief Deputy Treasurer 410-260-7080 November 14, 2014	∐ Yes ⊠ No			Retain in Office till maturity for each investment and after audit period is					
19. Name and Title of Preparer Bernadette T. Benik; Chief Deputy Treasurer 20. Telephone Number 21. Date November 14, 2014									
Bernadette T. Benik; Chief Deputy Treasurer 410-260-7080 November 14, 2014	9 Name and Title of Prenarer 20 Tolonhors N			4					
3S 550-4 (Rev. 1/93)					Novem	UGI 14, ZU14			

Instructions –Type or Print a separate form for DEPARTMENT OF GE					AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECOR	RDS MANAG	EMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 27			5	PAGE 4 OF 8		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Division				3. Unit		
State Treasurer's Office	Debt Manage	ement					
DEFINITION: RECORD SERIES: A group of relate	d records norn	nally filed and	d used as a unit for reference as well as retention and disposition purposes.				
Record Series Title			5. Earliest Year/Latest Year				
Debt Management Records			1982 tocurrent				
6. Record Series Description (Briefly describe the t	ypes of informa	ation/docume	ents/forms found	in the seri	es. Include the purpose or function of the series.)		
This series includes correspondence, workpapers,	documents an	d related sup	port pertaining to	Bond Sa	le, Master Lease Records and State Debt Reports		
generated and/or utilized for debt management fun	ctions carried	out on behalf	of the State.				
7. Record Series Format(s) List all	8. F	Record Series Sec	quence	9. Volume			
∠ Letter Size		Alphabetical		30 Number			
☐ Legal Size ☐ Computer Tape		Numerical		☑ File Drawer(s)			
☐ Audio Tape		Chronological		☐ Microfi ☐ Compu	lm Reel(s) uter Tape(s)		
⊠ Bound Book □ Video Tape		Geographical		Other	(specify)		
Other (specify)		Other (specify)	subject / category2		Accumulation		
			Number				
				☐ File Dr	awer(s)		
			☐ Microf		īim Reel(s) uter Tape(s)		
				Other	(specify)		
11. File is Used			12. File Becomes I	nactive After			
			23+				
🔲 Daily 🔀 Weekly 🔣 Monthly 🔀 Ann	ually		Number	☐ Mont	th(s) ⊠ Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Serie	s Duplicated	Elsewhere? (If yes, specify agency or office.)		
80 Calvert Street Room 108			⊠ Yes □ No				
		Legal documents, Official Statements and contracts are a					
			maintained by the Maryland Office of the Attorney General.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No			16. Audit Requirements				
			☐ None ☒ State ☒ Federal ☒ Independent				
Any personally identifiable information would be subject to PII restrictions.							
Is an Index System used? If yes, explain briefly and describe requirements Yes No			18. Recommended Retention				
			Eight (8) years after term of the bond or after the lease financing period,				
			then destroy. Maximum bond and lease term is 15 years. Retain State				
			Debt Reports for ten (10) years and related support for five (5) years, then				
			destroy.				
19. Name and Title of Preparer	20). Telephone	Number	Number 21. Date			
Bernadette T. Benik; Chief Deputy Treasurer	410-260-7080				ber 14, 2014		
3S 550-4 (Rev. 1/93)				-			

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 SERV RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930			SION	AGENCY RECORDS INVENTORY PAGE OF		
Department/Agency	2. Division	1			3. Unit		
State Treasurer's Office	Insurance	Managemer	nt				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	ormally filed	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Insurance Records			2007 tocurrent				
6. Record Series Description (Briefly describe the series.)	types of info	rmation/doc	uments/forms	found in t	he series. Include the purpose or function of the		
This series includes documents related to the proc	urement of	Statewide co	mmercial ins	urance po	icies and claims adjusting activities processed		
through the State Insurance Trust Fund.							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
□ Letter Size □ Microfilm		Alphabetica	1	700 Number	_		
□ Legal Size □ Computer Tape		Numerical		☐ File Dr			
Audio Tape 🛛 Floppy Disk		Chronologic	al	Comp	Im Reel(s) uter Tape(s)		
⊠ Bound Book		Geographic	al	ļ	(specify)_Box(15x12x10)		
Other (specify)		Other (spec	ify) _		Accumulation Number		
11. File is Used			12. File Becom	I nes Inactive A	fter		
☑ Daily ☑ Weekly ☑ Monthly ☑ Anr	nually		7 Number	П	Month(s) ⊠ Year(s)		
	,		7 Years after procurement date or file closure date.				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)		
80 Calvert Street Room 400			⊠ Yes □ No				
			Contracts & related documents also retained by STO Procurement Division and the Maryland Office of the Attorney General. Maryland Office of the Attorney General.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
⊠ Yes □ No			☐ None ☑ State ☐ Federal ☐ Independent				
Any personally identifiable information would be subject to PII restr	rictions.						
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			18. Recommended Retention				
_			Retain in Office for three (3) years after procurement date or claim				
			close date, then transfer to State Records for four (4) years, then destroy				
19. Name and Title of Preparer		20. Telepho	· · · · · · · · · · · · · · · · · · ·		е		
Bernadette T. Benik; Chief Deputy Treasurer 410-260-		410-260-70)80 No		November 14, 2014		
2S 550.4 (Pay 1/93)				<u> </u>			

•

,						
Instructions –Type or Print a separate form for	DEPARTMENT OF G	ENERAL SERVIO	CES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAG	SEMENT DIVISIO	N			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE 6 OF 8		
	Jessup, Maryland 20794			PAGE OF U		
	410-799-1930					
Department/Agency	2. Division			3. Unit		
State Treasurer's Office	Agency Support Services			Human Resources		
DEFINITION: RECORD SERIES: A group of related	records normally filed and	d used as a unit fo	or referen	Local Section 2015 Local Sec		
4. Record Series Title		5. Earliest Year/Latest Year				
Human Resources Records		1981 tocurrent				
6. Record Series Description (Briefly describe the ty	pes of information/docume	ents/forms found	in the seri	es. Include the purpose or function of the series.)		
This series includes personnel related forms, officia	l records, HIPAA & Worker	r's Compensatior	n documer	nts, recruitment documents and any support		
utilized in the hiring, timekeeping, and ongoing pers	onnel management on bel	nalf of the Agency	/ .			
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume	· · · · · · · · · · · · · · · · ·		
The state of the s	0.7100070 031100 03	42000	96			
	Alphabetical		Number			
□ Legal Size □ Computer Tape	│ │ Numerical		☐ File Dr	File Drawer(s)		
Z angar out				crofilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk				uter Tape(s)		
⊠ Bound Book ☐ Video Tape	☐ Geographical		XI Other ((specify)_Box(15x12x10)		
			10. Annua	Accumulation		
Other (specify)	Other (specify)	_subject / category3		-		
			Number			
			⊠ File Dr	awer(s)		
		Compu		film Reel(s) puter Tape(s) r (specify)		
11. File is Used		12. File Becomes Ir	nactive After			
Daily	rally	varies Number	☐ Mont	th(s) 🔀 Year(s)		
-			_			
		Varies depending o	n document t	type as listed on the retention schedule. Typically 3 – 5 years.		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
80 Calvert Street Room 109 & Room B25		Yes 🛛 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
Yes No		10. Addit requirements				
	☐ None ☒ State ☒ Federal ☒ Independent					
Certain personal and health related Information may be subject to H	IPAA and PII restrictions.					
17. Is an Index System used? If yes, explain briefly and describe re	18. Recommended Retention					
☐ Yes	Retain recruitment files, timesheets, and miscellaneous HR files for 3 – 5					
	years, and all other documentation for five (5) years after termination; then					
	destroy.					
19. Name and Title of Preparer	20. Telephone	· · · · · ·	<u> </u>			
Bernadette T. Benik; Chief Deputy Treasurer	410-260-7080			ber 14, 2014		
,				· · · , · ·		
3S 550-4 (Rev. 1/93)			<u></u>			

						
Instructions -Type or Print a separate form for	DEPARTMENT OF G	ENERAL SERVI	CES	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 7 OF 8		
	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Division			3. Unit		
State Treasurer's Office	Executive Office					
DEFINITION: RECORD SERIES: A group of relate	d records normally filed an	d used as a unit f				
4. Record Series Title		5. Earliest Year/Latest Year				
Executive Office Records		2009 tocurrent				
6. Record Series Description (Briefly describe the the Series includes records generated & maintaine support utilized for the administration of the Office,	ed by the State Treasurer 8	Chief Deputy Tr	easurer in	cluding committee reports, workpapers and related		
7. Record Series Format(s) List all	8. Record Series Se	equence	9. Volume			
□ Letter Size □ Microfilm	Alphabetical		96 Number	-		
	☐ Numerical		File Drawer(s)			
☐ Audio Tape	Chronological		=	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
⊠ Bound Book ☐ Video Tape	☐ Geographical		☐ Other (specify)_Box(15x12x10)			
			10. Annual Accumulation			
Other (specify)	Other (specify)	_subject / category_	12 Number			
			M ella Da	2000(2)		
			☐ File Dr☐ Microfi			
			Computer Tape(s) Other (specify)			
			Otner	(specify)		
11. File is Used		12. File Becomes II	nactive After			
⊠ Daily ⊠ Weekly ⊠ Monthly ⊠ Ann	Number	☐ Mont	h(s) Xear(s)			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
80 Calvert Street Room & Room B25		⊠ Yes □ No				
		Legal documents are also retained with the Maryland Office of the Attomey General.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No	16. Audit Requirements					
Any personally identifiable information would be subject to PI1 restr	☐ None ☒ State ☐ Federal ☒ Independent					
17. Is an Index System used? If yes, explain briefly and describe r	equirements	18. Recommended Retention				
☐ Yes No	Retain State records in Office for five (5) years or until materials are no					
	longer needed for current business; then destroy.					
19. Name and Title of Preparer	20. Telephone Number		21. Date			
Bernadette T. Benik; Chief Deputy Treasurer	410-260-7080	Novem		ber 14, 2014		
3S 550-4 (Rev. 1/93)						

							
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 SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			ON	AGENCY RECORDS INVENTORY PAGE 8 OF 8		
Department/Agency	2. Divisio	on			3. Unit		
State Treasurer's Office	Informati	on Technology (I	T) Division				
DEFINITION: RECORD SERIES: A group of related	d records	normally filed and	d used as a unit f				
Record Series Title Information Technology Records			5. Earliest Year/Latest Year2007 tocurrent				
6. Record Series Description (Briefly describe the ty This series includes change management document the daily operations of the Division.					'		
7. Record Series Format(s) List all	.	8. Record Series Se	quence	9. Volume			
☑ Letter Size ☐ Microfilm		☐ Alphabetical		42 Number	_		
		Numerical		File Di			
☐ Audio Tape ☐ Floppy Disk		Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape		Geographical		Other	Other (specify)_Box(15x12x10)		
			10. Annual Accumulation				
			Comp				
11. File is Used			12. File Becomes II	nactive After			
☑ Daily ☑ Weekly ☑ Monthly ☑ Annually			7 Number □ Month(s) ☒ Year(s)				
13. Current Location(s) (Bldg., Floor, Room) 80 Calvert Street Room 103			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No Any personally identifiable information would be subject to PH restrictions.			16. Audit Requirements ☐ None ☑ State ☑ Federal ☑ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			Retain in Office for seven (7) years or until audit period is closed and final report has been issued; then destroy.				
19. Name and Title of Preparer 20. Telephone Bernadette T. Benik; Chief Deputy Treasurer 410-260-7080							
3S 550-4 (Rev. 1/93)							