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

Schedule No. 2727

Page | of 8

Agency: Department of General Services Division/Unit: Division of Records Management

tem No.	Description	Retention
	Supersedes schedules 912 and 340	
1	General Correspondence Original incoming letters, copies of outgoing letter, memoranda, reports (not annual), directives and other correspondence within the Division of Records Management (Division).	Screen annually and transfer to the Maryland State Archives (MSA) for permanent retention any materials having any administrative, legal, or historical value that serves t document the origin, development, functions, and accomplishments of the agency. Destroy any remaining material. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be manage by the above retention statement and the original
		paper versions must be destroyed.
		Transfer one (1) copy to the
2	Annual Reports and Publications Annual reports and publications produced by the Division.	MSA upon publication. Retain one copy for ten (10) years, then destroy.
		_

3 Legislative Material Retain for five (5) years, then Bills of interest to the Maryland Department of General Services destroy. These records, if (DGS), fiscal notes, legislative schedules, assignments and hearing paper, may be scanned to letters and other legislative material. MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed. 4 Division of Records Management Operational Policies and Retain until superseded, then Procedures destroy. Policies and procedures governing receipt of records, destruction of records, interfiling/refiling, retention schedule review, security, and other policies and procedures within the Division. 5 Form DGS 550-1 Records Retention and Schedules and Retain permanently within the accompanying Form DGS 550-4 Agency Records Inventory Forms Division of Records Signed records retention schedules received from the MSA and Management. These records, if paper, may be scanned to accompanying agency inventory forms. MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed. Transfer original to the MSA 6 Form DGS 550-2 Certificate of Records Disposal upon receipt from the using Certificates of records disposal received from State, county and agency. Retain copy for one local agencies. (1) year, then destroy. The copy, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.

Records transmittal completed by the using. Used for location and disposal control. Original copy is sent to using agency upon accessioning of records by the Division.

Return original to using agency after accessioning of the corresponding records is complete and accession number is recorded in the Accession and Disposal Log. Retain one (1) copy three (3) after years the destruction of the corresponding records is logged in the Accession and Disposal Log and a disposal certificate is filed with the Maryland State Archives, then destroy. The copy, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.

Form DGS 550-8 Records Request and Weekly Summaries
Records requests and weekly summaries of records request activity

8

Original is returned to requesting agency along with requested files. Retain one copy for one (1) year, then destroy. The copy, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.

9	Records Disposal Letters and Inventory Letter and inventory detail sent to using agencies before disposal of records within Division.	Originals are sent to using agency one (1) month before the start of a biannual disposal cycle. Retain one (1) copy for five (5) years, then destroy. The copy, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.
10	Accession and Disposal Log Book The Accession log shows the date, the agency, title of the record, number of cubic feet, schedule, item number and method of destruction.	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
11	Records Retention and Disposal Schedule Working Papers Draft Retention and Disposal Schedules and Agency Inventory forms received from the agency, comments from the MSA, comments from DGS to the MSA and other material related to the review and approval of Records Retention and Disposal Schedules.	Retain for one (1) year after approval of the corresponding Records Retention and Disposal Schedule, then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.
12	Records Retention and Disposal Schedule Log Spreadsheet used to record Records Retention and Disposal Schedule activity between the using agency, the MSA and DGS.	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

	Employee Timesheets and Leave Slips	Retain for five (5) years and
	Bi-weekly timesheets and approved leave slips.	until audit requirements have been fulfilled, then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.
P	tate of Maryland Employee Position Descriptions (MS-22s) Position descriptions for each employee within the Division of Records Management.	Retain for one (1) year after superseded, then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.
	Employee Evaluations Mid and End Cycle Employee Evaluations.	Transfer original to the Division of Human Resources upon signing by appointing authority or manager. Retain one (1) copy in employee folder until separation of employment, then destroy. The copy, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.

	T T T T T T T T T T T T T T T T T T T	T
16	Refiling and Interfiling Inventory Forms Forms used to record refiling and interfiling of agency records stored within the Division.	Retain for five (5) years, then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.
17	Employee Folders Contains position descriptions, contracts, training materials, employee evaluations and other personnel-related material.	Retain for five (5) years after separation of employment, then destroy.
18	Purchase Card Reports Monthly purchase card reports and supporting documentation.	Retain for five (5) years and until all audit requirements are fulfilled, then destroy.
19	Purchasing Records Purchase orders, packing slips, invoices and other material related to goods and services.	Retain for five (5) years and until all audit requirements are fulfilled, then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.
20	Monthly Billing Detail Reports Monthly billing detail reports provided to DGS/Division of Fiscal Services (Fiscal).	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.

21	Monthly Billing Summary Summary of monthly billing for each agency storing records within the Division.	Retain for five (5) years and until audit requirements have been fulfilled, then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.
22	Monthly Revenue and Expenditure Reports Monthly revenue and expenditure reports provided by Fiscal.	Retain current and previous fiscal year, destroy previous years on a rolling basis. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.
23	State Records Center Statement of Revenue and Expenditures Revenue and expenditure statements generated by the Division.	Retain for ten (10) years, then destroy.
24	Excess Property Declarations (EPDs) and Excess Property Disposal Orders (EPDOs) EPDs and EPDOs related to the disposal of excess property within the Division.	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
25	Equipment Manuals Equipment manuals for capital equipment within the Division. a. Property transfers and sales b. Property scrapped	 a. Provide to receiving agency/buyer upon sale or transfer of equipment. b. Destroy when scrapping is complete.

26	Division Sign-In Sheet Sign-in sheet for visitors to the Division.		Retain for five (5) years, then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the
			above retention statement and the original paper versions must be destroyed.
27	Division Non-Disclosure Statements Non-disclosure statement signed by non-g the Division.	overnmental visitors of	Retain for ten (10) years, then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.
*			
	peroved by Department, Agency, Representative.	Schedule Authorized Date	
	Michael Swygert tor of Records Management	Signature 1 / / /	Salu

Director of Records Management

Title

Instructions -Type or Print a separate form for each new or revised record series. Forward

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

AGENCY F	RECORDS	INVENT	ORY
----------	---------	--------	-----

with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE 1 OF 27
200 00 00 00 00 00 00 00 00 00 00 00 00	2. Division Records Management			3. Unit
DEFINITION - RECORD SERIES: A group of related 4. Record Series Title	nd used as a uni			
General Correspondence		5. Earliest Ye	par/Latest Year	
 Record Series Description (Briefly describe the types of information/docume Original incoming letters, copies of outgoing letter, memora (Division). 				
7. Record Series Format(s) List all	8. Record Series Sec	quence	9. Volume	
	1 - 3 mail			x File Drawer(s)
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			□ Microfilm Reel(s)
X Letter Size	X Alphabetical		1	□ Computer Tape(s)
□ Legal Size □ Computer Tape	□ Numerical		Number	S company reports
□ Audio Tape □ Floppy Disk	□ Chronological			Other (specify)
□ Bound Book □ Video Tape	☐ Geographical		10. Annual A	occumulation
Other (specify)	Other (specify			X File Drawer(s)
				☐ Microfilm Reel(s)
		- 5	1	Computer Tape(s)
			Number	
2		a la		Other (specify)
11. File is Used		12. File Become	s Inactive After	
x Daily		t o	Month(s)	x Year(s)
	1 - 7			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	es Duplicated Els	sewhere? (If yes, specify agency or office.)
State Records Center office				
		Yes X No		
A CONTRACTOR OF THE PROPERTY O				
 Access Restrictions (If Yes, cite Law(s) & Regulation(s) 		16. Audit Requir	rements	
Yes X No		X None	□ State	□ Federal □ Independent
	10.0			
17. Is an Index System used? If yes, explain briefly and describe requiren	nents	18. Recommend	ded Retention	
is an interest of the second o		A STATE OF THE PARTY OF THE PAR		nsfer to the Maryland State Archives (MSA) for
Yes x No				
		permanent retention any materials having any administrative, legal, or historical value that serves to document the origin, development,		
		100 July 100		shments of the agency. Destroy any remaining
		material. These records, if paper, may be scanned to MSA standards and		
		have those images become the official record. The images must be		
		managed by the above retention statement and the original paper ve		
	must be destr			
19. Name and Title of Preparer	20. Telephone Numb	er	21. Date	
Michael Course	410-799-1930		44/0//5	
Michael Swygert	410-733-1330		11/6/15	

Instructions - Type or Print a separate form for each new or revised record series. Forward

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE 2 OF 27
Department/Agency	2. Division		Eur Tare	3. Unit
Department of General Services	Records Management			
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed a	nd used as a uni	t for refere	ence as well as retention and disposition purposes.
Record Series Title Annual Reports and Publications		y- 10	5. Earliest Y	ear/Latest Year 2015
Record Series Description (Briefly describe the types of information/doc Annual reports and publications produced by the D		lude the purpose or func	ction of the seri	es.)
7. Record Series Format(s) List all	8. Record Series Se	equence	9, Volume	x File Drawer(s)
x Letter Size	X Alphabetical			☐ Microfilm Reel(s)
Legal Size Computer Tape	□ Numerical		1 Number	☐ Computer Tape(s)
□ Audio Tape □ Floppy Disk	☐ Chronological			Other (specify)
□ Bound Book □ Video Tape	□ Geographical		10. Annual	Accumulation
Other (specify)	☐ Other (specify	X File Drawer(s)		X File Drawer(s)
	2 1 1 NA	y I		☐ Microfilm Reel(s)
			1	☐ Computer Tape(s)
			Number	Other (specify)
11. File is Used		12. File Become	s Inactive After	
□ Daily □ Weekly □ Monthly x Annually	. × .	1 0	Month(s)	X Year(s)
	1			
				4
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	s Duplicated E	Isewhere? (If yes, specify agency or office.)
State Records Center office	- 12 is	x Yes	D	No
		The Departme	ent of Legi	slative Services and the Maryland State Archives
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements	
		To. Pauli Noquii	umuma	
Yes X No	11 11 11 11	X None	State	□ Federal □ Independent
	H			
17. Is an Index System used? If yes, explain briefly and describe requ	irements	18. Recommend	led Retention	
U Yes X No.	× **	Transfer one (1) copy to the MSA upon publication. Retain one copy for ten (10) years, then destroy.		
		1011 (10) yours	,	
		100		± 20
		Ni e		-
	5.1			¥
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date	
Michael Swygert	410-799-1930		11/6/15	

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 3 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit Department of General Services Records Management 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 Legislative Material 1987 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Include the purpose or function of the series.) Bills of interest to the Maryland Department of General Services (DGS), fiscal notes, legislative schedules, assignments and hearing letters and other legislative material. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume x File Drawer(s) ☐ Microfilm Reel(s) X Letter Size ☐ Microfilm x Alphabetical ☐ Computer Tape(s) □ Legal Size □ Computer Tape Number Other (specify)_ ☐ Audio Tape ☐ Floppy Disk Chronological ☐ Bound Book □ Video Tape Geographical 10. Annual Accumulation X File Drawer(s) Other (specify)_ Other (specify) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number Other (specify) File is Used File Becomes Inactive After □ Daily □ Weekly ☐ Monthly x Annually ☐ Month(s) x Year(s) (Bldg., Floor, Room) 13. Current Location(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office The Department of Legislative Services and the Maryland State Archives Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements x No State □ Federal ☐ Independent Is an Index System used? If yes, explain briefly and describe requirements Recommended Retention Retain for five (5) years, then destroy. These records, if paper, may be □ Yes x No scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed. 19. Name and Title of Preparer 20. Telephone Number 21. Date

410-799-1930

11/6/15

AGENCY RECORDS INVENTORY Instructions - Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 4 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2 Division 3. Unit Department of General Services Records Management 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 5. Earliest Year/Latest Year Division of Records Management Operational Policies and Procedures 1980 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Policies and procedures governing receipt of records, destruction of records, interfiling/refiling, retention schedule review, security, and other policies and procedures within the Division. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume X File Drawer(s) ☐ Microfilm Reel(s) x Letter Size ☐ Microfilm Alphabetical Computer Tape(s) ☐ Legal Size □ Computer Tape □ Numerical Number Other (specify) ☐ Chronological Audio Tape ☐ Floppy Disk ☐ Bound Book □ Video Tape Geographical 10. Annual Accumulation x File Drawer(s) Other (specify)_ Other (specify) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number Other (specify) File is Used File Becomes Inactive After □ Daily x Weekly ☐ Monthly □ Annually ☐ Month(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office y Yes O No The office of the Secretary Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements T Yes x No x None State □ Federal ☐ Independent Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain until superseded, then destroy. Yes x No 19. Name and Title of Preparer 20. Telephone Number 21. Date 410-799-1930 Michael Swygert 11/6/15

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) DEPARTMENT OF AGENCY RECORDS INVENTORY GENERAL SERVICES	
Instituctions — Type of Thirt a separate form of each new of revised record	
RECORDS MANAGEMENT	
DIVISION PAGE 5 OF 27	
7275 Waterloo Road, P.O.	
Box 275	
Jessup, Maryland 20794	
410-799-1930	
1. Department/Agency 2. Division 3. Unit	
Department of General Services Records Management	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes	9)
4. Record Series Title 5. Earliest Year/Latest Year	3.
Form DGS 550-1 Records Retention and Schedules and accompanying Form DGS 550-4 Agency	
Records Inventory Forms.	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Signed records retention schedules received from the MSA and accompanying accompanying description.	
Signed records retention schedules received from the MSA and accompanying agency inventory forms.	
7. Record Series Format(s) List all 8. Record Series 9. Volume Sequence X File Drawer(s)	
∴ Microfilm Reel(s) X Letter Size ☐ Microfilm	
□ Alphabetical 8 □ Computer Tape(s)	
□ Legal Size □ Computer Tape Number X Numerical □ Other (specify)	
□ Audio Tape □ Floppy Disk	
Bound Book Video Tape Chronological 10, Annual Accumulation	
Geographical X File Drawer(s)	
□ Other (specify) □ Microfilm Reel(s)	
1/4 Computer Tape(s) Number	
Other (specify)	0.0
11. File is Used	
□ Daily X Weekly □ Monthly □ Annually 5 □ Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
State Records Center office X Yes Do	
The Maryland State Archives	
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) 16. Audit Requirements	
□ Yes □ No □ State □ Federal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention	
Retain for five (5) years after schedule is superseded,	then
destroy. These records, if paper, may be scanned to 1	
standards and have those images become the official r	
The images must be managed by the above retention s	
and the original paper versions must be destroyed.	
19. Name and Title of Preparer 20. Telephone 21. Date Number	
Michael Swygert 11/6/15	
410-799-1930	

AGENCY RECORDS INVENTORY Instructions - Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 6 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit Records Management Department of General Services 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 Form DGS 550-2 Certificate of Records Disposal 1980 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Certificates of records disposal received from State, county and local agencies. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume x File Drawer(s) ☐ Microfilm Reel(s) X Letter Size ☐ Microfilm Alphabetical Computer Tape(s) ☐ Legal Size ☐ Computer Tape x Numerical Number Other (specify) ☐ Audio Tape ☐ Floppy Disk ☐ Chronological ☐ Bound Book □ Video Tape Geographical 10. Annual Accumulation x File Drawer(s) Other (specify)_ Other (specify) ☐ Microfilm Reel(s) 1/10 ☐ Computer Tape(s) Number Other (specify) File is Used File Becomes Inactive After X Weekly □ Monthly ☐ Month(s) ☐ Daily 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office The Maryland State Archives Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements 11 Yes x No □ None □ State Federal Independent Is an Index System used? If yes, explain briefly and describe requirements Recommended Retention Transfer original to the MSA upon receipt from the using agency. Retain x No one (1) copy for one (1) year, then destroy. Records copies, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed. 19. Name and Title of Preparer 20. Telephone Number 21. Date

410-799-1930

11/6/15

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES Instructions -Type or Print a separate form for 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 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Yea 4. Record Series Title Form DGS 550-5 Records Transmittals 1980 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Include the purpose or function of the series.) Records transmittal completed by the using. Used for location and disposal control. Original copy is sent to using agency upon accessioning of records by the Division. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume X File Drawer(s) Microfilm Reel(s) X Letter Size Microfilm ☐ Alphabetical 8 Computer Tape(s) ☐ Legal Size Number Computer Tape Other (specify) ☐ Audio Tape Floppy Disk Chronological ☐ Bound Book □ Video Tape Geographical 10. Annual Accumulation X File Drawer(s) Other (specify)_ Other (specify) ☐ Microfilm Reel(s) 1/10 ☐ Computer Tape(s) Number Other (specify) File is Used File Becomes Inactive After Daily y Weekly ☐ Monthly □ Annually □ Month(s) x Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office x Yes □ No The Maryland State Archives Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements State □ Federal ☐ Independent Is an Index System used? If yes, explain briefly and describe requirements Recommended Retention Return original to using agency after accessioning of the corresponding Yes x No records is complete and accession number is recorded in the Accession and Disposal Log. Retain one (1) copy three (3) after years the destruction of the corresponding records is logged in the Accession and Disposal Log and a disposal certificate is filed with the Maryland State Archives, then destroy. The copy, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed. 19. Name and Title of Preparer 20. Telephone Number 21. Date Michael Swygert 410-799-1930 11/6/15

Instructions -Type or Print a separate form for each new or revised record series. Forward

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

each new of revised record series. Forward	NECONDO IVIANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE 8 OF 27		
	Jessup, Maryland 20794			A5592-5181 (1507-5181)		
	410-799-1930					
The state of the s	2. Division			3. Unit		
Department of General Services Rec	Records Management					
DEFINITION - RECORD SERIES: A group of related rec	ords normally filed a	nd used as a uni				
Record Series Title			5. Earliest Y	ear/Latest Year		
Form DGS 550-8 Records Request and Weekly Summa	ries		2007 to 2	2015		
6. Record Series Description (Briefly describe the types of information/documents	forms found in the series. Incl	lude the purpose or fund	tion of the serie	98.)		
Records requests and weekly summaries of records req	uest activity					
H-						
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume			
				X File Drawer(s)		
				☐ Microfilm Reel(s)		
X Letter Size ☐ Microfilm	Alphabetical					
□ Legal Size □ Computer Tape	X Numerical		8 Number	☐ Computer Tape(s)		
D Legal Size	A Numerical		Number	Other (specify)		
□ Audio Tape □ Floppy Disk	☐ Chronological	1				
and the second s						
☐ Bound Book ☐ Video Tape	☐ Geographical		10. Annual A	Accumulation X File Drawer(s)		
Other (specify)	Other (specify	/)		A The Statistics		
	-			☐ Microfilm Reel(s)		
7 P				Computer Tenefol		
* .			2 Number	□ Computer Tape(s)		
				Other (specify)		
11. File is Used		12. File Become	s Inactive After			
x Daily ☐ Weekly ☐ Monthly ☐ Annually		0	Month(s)	1 Year(s)		
	-84					
	4 9					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	s Dunlicated FI	sewhere? (If yes, specify agency or office.)		
State Records Center office				(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
		□ Yes	2	C No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	am a of a			
15. Access Restrictions (If Yes, the Lawls) & Regulation(s)	7	16. Addit Requir	ements			
x Yes No		X None	☐ State	□ Federal □ Independent		
Only accessible to State Records Center staff and using	g agencies.					
17. Is an Index System used? If yes, explain briefly and describe requirement	s	18. Recommend	ded Retention	^		
x Yes II No		Original is ret	urned to re	equesting agency along with requested files.		
X Tes No		Retain one co	py for one	(1) year, then destroy. The copy, if paper, may be		
				rds and have those images become the official		
	II .			record. The images must be managed by the above retention statement and the original paper versions must be destroyed.		
*				ersions must be destroyed.		
2						
The state of the s						
19. Name and Title of Preparer	20. Telephone Num	ber	21. Date			
Michael Sungart	410-799-1930		4410145			
Michael Swygert	1101001000		11/6/15	2		

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 9 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2 Division 3. Unit Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Records Disposal Letters and Inventory 2007 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Include the purpose or function of the series.) Letter and inventory detail sent to using agencies before disposal of records within Division. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume X File Drawer(s) ☐ Microfilm Reel(s) x Letter Size □ Microfilm Alphabetical ☐ Computer Tape(s) ☐ Legal Size ☐ Computer Tape x Numerical Number Other (specify) ☐ Audio Tape ☐ Floppy Disk Chronological ☐ Bound Book □ Video Tape Geographical 10. Annual Accumulation X File Drawer(s) Other (specify)_ Other (specify) ☐ Microfilm Reel(s) 2 ☐ Computer Tape(s) Number Other (specify) File is Used File Becomes Inactive After x Daily □ Weekly ☐ Monthly ☐ Month(s) 13. Current Location(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) (Bldg., Floor, Room) State Records Center office □ Yes □ No Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements x Yes □ No x None □ State □ Federal ☐ Independent Only accessible to State Records Center staff and using agencies. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Originals are sent to using agency one (1) month before the start of a II No x Yes biannual disposal cycle. Retain one (1) copy for five (5) years, then destroy. The copy, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.

20. Telephone Number

410-799-1930

21. Date

11/6/15

19. Name and Title of Preparer

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 10 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit Department of General Services Records Management 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 Accession and Disposal Log Book 1980 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) The Accession log shows the date, the agency, title of the record, number of cubic feet, schedule, item number and method of destruction. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Letter Size ☐ Microfilm ☐ Alphabetical ☐ Computer Tape(s) ☐ Legal Size ☐ Computer Tape x Numerical Number Other: bound book ☐ Audio Tape ☐ Floppy Disk ☐ Chronological ☐ Bound Book □ Video Tape Geographical 10. Annual Accumulation X File Drawer(s) Other (specify) Other (specify) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number Other: bound book File is Used File Becomes Inactive After Daily □ Monthly 3 Month(s) 100 Year(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 13. Current Location(s) (Bldg., Floor, Room) State Records Center office □ Yes x No Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements □ State ☐ Federal ☐ Independent Only accessible to State Records Center staff Is an Index System used? If yes, explain briefly and describe requirements Recommended Retention Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material. 19. Name and Title of Preparer 20. Telephone Number 21. Date

410-799-1930

11/6/15

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 11 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Records Retention and Disposal Schedule Working Papers 2010 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Draft Retention and Disposal Schedules and Agency Inventory forms received from the agency, comments from the MSA, comments from DGS to the MSA and other material related to the review and approval of Records Retention and Disposal Schedules. 7. Record Series Format(s) List all 8. Record Series Sequence X File Drawer(s) ☐ Microfilm Reel(s) X Letter Size □ Microfilm Alphabetical ☐ Computer Tape(s) ☐ Legal Size ☐ Computer Tape y Numerical Number Other: ☐ Audio Tape ☐ Floppy Disk Chronological ☐ Bound Book ☐ Video Tape Geographical 10. Annual Accumulation X File Drawer(s) Other (specify)_ Other (specify) ☐ Microfilm Reel(s) 2 ☐ Computer Tape(s) Number ☐ Other: bound book File is Used File Becomes Inactive After X Daily ☐ Monthly x Annually Month(s) 1 Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office □ Yes Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements □ State □ Federal □ Independent Is an Index System used? If yes, explain briefly and describe requirements Recommended Retention Retain for one (1) year after approval of the corresponding Records □ Yes Retention and Disposal Schedule, then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed. 19. Name and Title of Preparer 20. Telephone Number 21. Date

410-799-1930

11/6/15

<u>Instructions</u> –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

with Records Retention Schedule (DGS 550-1)	1) 7275 Waterloo Road, P.O. Box 275				
	Jessup, Mary				
Department/Agency	2. Division	3-1300	3. Unit		
Department of General Services	Records Management				
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposi					
4. Record Series Title			5. Earliest Year/Latest Year		
Records Retention and Disposal Schedule Log			2010 to 2015		
			2010 10 2010		
Record Series Description (Briefly describe the types of information/docu	ments/forms found in the series. Inclu	ude the purpose or fund	ction of the series.)		
Spreadsheet used to record Records Retention and	Disposal Schedule activit	ty between the u	using agency, the MSA and DGS.		

7. Record Series Format(s) List all	8. Record Series Sec	quence	9. Volume		
			File Drawer(s)		
	1	0.0	□ Microfilm Reel(s)		
Letter Size	 Alphabetical 		moonin (voda)		
	1		1 Computer Tape(s)		
☐ Legal Size ☐ Computer Tape	X Numerical		Number Other: spreadsheet		
□ Audio Tape □ Floppy Disk	□ Chronological				
□ Bound Book □ Video Tape	☐ Geographical		10. Annual Accumulation		
Cother (consists), MS Freed considerant	0.00		X File Drawer(s)		
Other (specify): MS Excel spredsheet	Other (specify))	☐ Microfilm Reel(s)		
			7.7		
			150 Computer Tape(s)		
			Number Other: new entries per fiscal year.		
11. File is Used	-	12. File Become	s Inactive After		
X Daily Weekly Monthly Annua	ally	N	Month(s) 1 Year(s)		
		(94) 10			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Serie	es Duplicated Elsewhere? (If yes, specify agency or office.)		
State Records Center share drive		(in just a particular and a particular transfer of the particular transfer			
	n	□ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	rements		
	2				
Yes X No		None	State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requir	rements	18. Recommend	led Retention		
		Continuous R	ecord. Maintain as a perpetual file by updating when		
Yes No			evised and destroying obsolete material.		
		amended of the	evised and destroying obsolete material.		
			9		
		6			
19. Name and Title of Preparer	20. Telephone Numb	per	21. Date		
4		700			
Michael Swygert	410-799-1930	-	11/6/15		
	1				

Instructions - Type or Print a separate form for each new or revised record series. Forward

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			PAGE 13 OF 27	
10	Jessup, Maryland 20794			PAGE 13 OF 27	
	410-799-1930				
Department/Agency	2. Division			3. Unit	
Department of General Services	Records Management				
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for refere			for refere	nce as well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Ye	ear/Latest Year	
Employee Timesheets and Leave Slips			2010 to 2	2015	
6. Record Series Description (Briefly describe the types of information/docu	uments/forms found in the series. Incl	ude the purpose or func	tion of the serie	es.)	
Bi-weekly timesheets and approved leave slips.					
7. Record Series Format(s) List all	8. Record Series Ser	equence 9. Volume		× ,	
				File Drawer(s)	
				☐ Microfilm Reel(s)	
Letter Size	□ Alphabetical				
Legal Size Computer Tape	X Numerical		1 Number	□ Computer Tape(s)	
□ Audio Tape □ Floppy Disk	☐ Chronological			Other: spreadsheet	
☐ Bound Book ☐ Video Tape	☐ Geographical		10. Annual A	ccumulation X File Drawer(s)	
Other (specify): MS Excel spreadsheet	Other (specify)			
	^			☐ Microfilm Reel(s)	
	1		150 Computer Tape(s)		
			Number	Other: new entries per fiscal year.	
			-	S SAME THE STATE OF THE STATE O	
11. File is Used	N	12. File Becomes	Inactive After		
x Daily	ally	м	onth(s)	1 Year(s)	
	A 1				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	Duplicated Els	sewhere? (If yes, specify agency or office.)	
State Records Center share drive		17. 10 You de Contro Daphosato Catominato (il yes, specify agency of office.)			
		□ Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements		
			Schedulin State Control (State Contr		
Yes X No	4	None	State	□ Federal □ Independent	
Is an Index System used? If yes, explain briefly and describe requi	remente	18. Recommende	od Datastina	х	
17. Is an index system used? If yes, explain briefly and describe requi	rements	The second second		and until audit requirements have been fulfilled	
□ Yes No	· .	Retain for five (5) years and until audit requirements have been fulfilled,			
		then destroy. These records, if paper, may be scanned to MSA standards			
	20	and have those images become the official record. The images must be			
		managed by the above retention statement and the original paper version			
	, 1	must be destro	oyed.		
				-	
19. Name and Title of Preparer	20. Telephone Numb	er	21. Date		
Michael Swygert	410-799-1930	11/6/15			
		- 1			

AGENCY RECORDS INVENTORY Instructions - Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 14 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title State of Maryland Employee Position Descriptions (MS-22s) 2000 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Position descriptions for each employee within the Division of Records Management. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume x File Drawer(s) ☐ Microfilm Reel(s) X Letter Size ☐ Microfilm x Alphabetical 1/10 ☐ Computer Tape(s) ☐ Legal Size ☐ Computer Tape Numerical Number Other: spreadsheet ☐ Audio Tape ☐ Floppy Disk ☐ Chronological ☐ Bound Book □ Video Tape ☐ Geographical 10. Annual Accumulation File Drawer(s) Other (specify): ☐ Other (specify) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number Other: Updated as needed File is Used File Becomes Inactive After Daily ☐ Monthly Month(s) 1 Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office DGS Division of Personnel Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements ☐ Federal ☐ Independent Is an Index System used? If yes, explain briefly and describe requirements Recommended Retention Retain for one (1) year after superseded, then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed. 19. Name and Title of Preparer 20. Telephone Number 21. Date

410-799-1930

11/6/15

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 15 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title **Employee Evaluations** 2000 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Include the purpose or function of the series.) Mid and End Cycle employee evaluations. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume x File Drawer(s) ☐ Microfilm Reel(s) X Letter Size ☐ Microfilm X Alphabetical 1/10 ☐ Computer Tape(s) ☐ Legal Size ☐ Computer Tape □ Numerical Number Other: spreadsheet Audio Tape ☐ Floppy Disk Chronological Bound Book ☐ Video Tape ☐ Geographical 10. Annual Accumulation File Drawer(s) Other (specify): Other (specify) ☐ Microfilm Reel(s) Computer Tape(s) Number ☐ Other: file folder File is Used File Becomes Inactive After □ Daily □ Weekly □ Monthly x Annually Month(s) 1 Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office x Yes DGS Division of Personnel Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements x No Yes X None State Federal ☐ Independent Recommended Retention Is an Index System used? If yes, explain briefly and describe requirements Transfer original to the Division of Human Resources upon signing by T Yes No appointing authority or manager. Retain one (1) copy in employee folder until separation of employment, then destroy. The copy, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.

20. Telephone Number

410-799-1930

21. Date

11/6/15

19. Name and Title of Preparer

AGENCY RECORDS INVENTORY Instructions - Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 16 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2 Division 3. Unit Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Refiling and Interfiling Inventory Forms 2000 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Include the purpose or function of the series.) Forms used to record refiling and interfiling of agency records stored within the Division. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume X File Drawer(s) ☐ Microfilm Reel(s) X Letter Size Microfilm x Alphabetical □ Computer Tape(s) ☐ Legal Size Computer Tape □ Numerical Number Other: spreadsheet □ Audio Tape ☐ Floppy Disk Chronological □ Bound Book □ Video Tane Geographical 10. Annual Accumulation File Drawer(s) Other (specify): Other (specify) ☐ Microfilm Reel(s) Computer Tape(s) Number Other: file folder 11. File is Used File Becomes Inactive After (3) Daily □ Weekly □ Monthly Month(s) 1 Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office x Yes DGS Division of Personnel Access Restrictions (If Yes, cite Law(s) & Regulation(s) **Audit Requirements** Yes x No X None State Federal ☐ Independent Is an Index System used? If yes, explain briefly and describe requirements Recommended Retention Retain for five (5) years, then destroy. These records, if paper, may be · II Yes scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.

20. Telephone Number 410-799-1930 21. Date

11/6/15

19. Name and Title of Preparer

AGENCY RECORDS INVENTORY Instructions - Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 17 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title **Employee Folders** 1980 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains position descriptions, contracts, training materials, employee evaluations and other personnel-related material. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume x File Drawer(s) Microfilm Reel(s) X Letter Size ☐ Microfilm x Alphabetical Computer Tape(s) ☐ Computer Tape ☐ Legal Size Number Numerical Other: spreadsheet ☐ Audio Tape ☐ Floppy Disk Chronological ☐ Bound Book □ Video Tape ☐ Geographical 10. Annual Accumulation X File Drawer(s) Other (specify): Other (specify) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number Other: updated as needed 11. File is Used File Becomes Inactive After Daily Weekly X Monthly Annually Month(s) Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office x Yes **DGS Division of Personnel** Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements X None State Federal Independent Only accessible to State Records staff and using agency Is an Index System used? If yes, explain briefly and describe requirements Recommended Retention Retain for five (5) years after separation of employment, then destroy.

20. Telephone Number

410-799-1930

21. Date

11/6/15

19. Name and Title of Preparer

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 18 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Purchase Card Reports 2012 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Include the purpose or function of the series.) Monthly purchase card reports and supporting documentation. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume x File Drawer(s) Microfilm Reel(s) X Letter Size □ Microfilm Alphabetical Computer Tape(s) Legal Size Computer Tape Number X Numerical Other: spreadsheet Audio Tape ☐ Floppy Disk □ Chronological □ Bound Book □ Video Tape Geographical 10. Annual Accumulation X File Drawer(s) Other (specify): Other (specify) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number □ Other 11. File is Used File Becomes Inactive After Daily Weekly x Monthly Annually Month(s) Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office x Yes No DGS Division of Fiscal Services Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements X Yes x State □ Federal ☐ Independent Only accessible to State Records Center staff and Fiscal Services Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Retain for five (5) years and until all audit requirements are fulfilled, then Yes X No destroy.

20. Telephone Number

410-799-1930

21. Date

11/6/15

19. Name and Title of Preparer

AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES Instructions - Type or Print a separate form for 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 19 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Purchasing Records 2000 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purchase orders, packing slips, invoices and other material related to goods and services. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume X File Drawer(s) ☐ Microfilm Reel(s) X Letter Size ☐ Microfilm x Alphabetical ☐ Computer Tape(s) ☐ Legal Size ☐ Computer Tape Number Numerical Other: spreadsheet ☐ Floppy Disk Audio Tape □ Chronological ☐ Bound Book □ Video Tape ☐ Geographical 10. Annual Accumulation X File Drawer(s) Other (specify): Other (specify) ☐ Microfilm Reel(s) 1/8 ☐ Computer Tape(s) □ Other File is Used File Becomes Inactive After Daily ☐ Weekly x Monthly Annually Month(s) Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office DGS Division of Procurement and Logistics Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements X No x State □ Federal Yes None □ Independent Is an Index System used? If yes, explain briefly and describe requirements Recommended Retention Retain for five (5) years and until all audit requirements are fulfilled, then

have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed.

19. Name and Title of Preparer 20. Telephone Number

21. Date

Michael Swygert

Yes

X No

410-799-1930

11/6/15

destroy. These records, if paper, may be scanned to MSA standards and

AGENCY RECORDS INVENTORY Instructions - Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 20 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Monthly Billing Detail Reports 2000 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Include the purpose or function of the series.) Monthly billing detail reports provided to DGS/Division of Fiscal Services. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume x File Drawer(s) ☐ Microfilm Reel(s) X Letter Size Microfilm Alphabetical ☐ Computer Tape(s) Legal Size Computer Tape Numerical Number Other: spreadsheet Audio Tape ☐ Floppy Disk ☐ Chronological Bound Book □ Video Tape ☐ Geographical 10. Annual Accumulation X File Drawer(s) Other (specify): Other (specify) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number Other File is Used File Becomes Inactive After Weekly Daily x Monthly Annually Month(s) Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office X No Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements Yes x State □ Federal Independent Is an Index System used? If yes, explain briefly and describe requirements Recommended Retention Retain for five (5) years and until all audit requirements have been fulfilled, | Yes X No then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions must be destroyed. 19. Name and Title of Preparer 20. Telephone Number 21. Date

410-799-1930

11/6/15

AGENCY RECORDS INVENTORY Instructions - Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 21 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title Monthly Billing Summary 2000 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Summary of monthly billing for each agency storing records within the Division. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume x File Drawer(s) ☐ Microfilm Reel(s) X Letter Size ☐ Microfilm Alphabetical Computer Tape(s) ☐ Legal Size Computer Tape Numerical Number Other: spreadsheet ☐ Audio Tape ☐ Floppy Disk ☐ Chronological ☐ Bound Book □ Video Tape Geographical 10. Annual Accumulation X File Drawer(s) Other (specify): Other (specify) ☐ Microfilm Reel(s) 1/10 ☐ Computer Tape(s) Number □ Other 11. File is Used File Becomes Inactive After Daily □ Weekly x Monthly Month(s) Annually 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office Yes X No Access Restrictions (If Yes, cite Law(s) & Regulation(s) **Audit Requirements** Yes X No X State □ Federal ☐ Independent Recommended Retention Is an Index System used? If yes, explain briefly and describe requirements

Michael Swygert

19. Name and Title of Preparer

20. Telephone Number

21. Date

must be destroyed.

Yes

X No

410-799-1930

11/6/15

Retain for five (5) years and until audit requirements have been fulfilled,

then destroy. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement and the original paper versions <u>Instructions</u> –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

MOLI	 HECO	1100	114 4	CIA I	Oni

PAGE 22 OF 27

3. Unit

X File Drawer(s)

9. Volume

1. Department/Agency

Department of General Services

7. Record Series Format(s) List all

2. Division

Records Management

DEFINITION - RECORD SERIES: A group of	related records normally filed and used as a uni	it for reference as well as retention and disposition purposes
4. Record Series Title		5. Earliest Year/Latest Year
Monthly Revenue and Expenditure Reports		2000 to 2015

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.	Include the purpose or function of the series.)
Monthly revenue and expenditure reports provided by Fiscal.	

8. Record Series Sequence

X Letter Size	Alphabetical X Numerical Chronological Geographical Other (specify)	Microfilm Reel(s) 1 Computer Tape(s) Number Other: spreadsheet 10. Annual Accumulation X File Drawer(s) Microfilm Reel(s) 1/2 Computer Tape(s) Number		
		□ Other		
11. File is Used Daily □ Weekly × Monthly Annually		12. File Becomes Inactive After 1 Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room) State Records Center office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No DGS Fiscal Services		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No		16. Audit Requirements None X State		
Is an Index System used? If yes, explain briefly and describe requirements Yes X No		18. Recommended Retention Retain current and previous fiscal year, destroy previous years on a rolling basis. These records, if paper, may be scanned to MSA standards and have those images become the official record. The images must be		
		managed by the above retention statement and the original paper versions must be destroyed.		
19. Name and Title of Preparer	20. Telephone Number	r 21. Date		
Michael Swygert	410-799-1930	11/6/15		

<u>Instructions</u> –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

PAGE 23 OF 27

	Jessup, Maryland 20794			PAGE 23 OF 21
		799-1930		
1. Department/Agency	2. Division			3. Unit
Department of General Services	Records Management			
DEFINITION - RECORD SERIES: A group of relate	ed records normally filed	and used as a un	it for refere	ence as well as retention and disposition purposes.
4. Record Series Title			5. Earliest Y	ear/Latest Year
State Records Center Statement of Revenue and Expenditures			2000 to 2015	
6. Record Series Description (Briefly describe the types of information/doc	cuments/forms found in the series. In	nclude the purpose or fun	ction of the serie	es.)
Revenue and expenditure statements generated by	y the Division.			
7. Record Series Format(s) List all	8. Record Series S	Sequence	9. Volume	
				X File Drawer(s)
				Microfilm Reel(s)
X Letter Size	Alphabetic	al		003 F - 304(1985)259000 - 304(1985)24 # 196
□ Legal Size □ Computer Tape	X Numerical		1 Number	□ Computer Tape(s)
E Legal Size	A Numerical		Number	☐ Other: spreadsheet
□ Audio Tape □ Floppy Disk	□ Chronologic	cal		
□ Bound Book □ Video Tape	□ Geographic	al	10. Appund A	Accumulation
	J G G G G G G G G G G G G G G G G G G G		To. Airidal A	X File Drawer(s)
☐ Other (specify):	Other (spec	cify)		
a	100		1/2	☐ Microfilm Reel(s)
				□ Computer Tape(s)
			Number	Others
Wh				□ Other
11. File is Used		12. File Become	s Inactive After	
Daily Weekly x Monthly Anni	ually	1	Month(s)	Year(s)
_				
13. Current Location(s) (Bldg., Floor, Room)	A 1	14 le Record Serie	e Dunlicated El	sewhere? (If yes, specify agency or office.)
State Records Center office		14. Is Necold Oslic	33 Dupilicated Li	sewhere: (If yes, specify agency or office.)
		X Yes		No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	- W	DGS Fiscal Service 16. Audit Requir		· · · · · · · · · · · · · · · · · · ·
		a iii		
Yes X No		None	X State	☐ Federal ☐ Independent
Is an Index System used? If yes, explain briefly and describe requ	irements	18. Recommend	ded Retention	
				s, then destroy.
Yes X No		T CCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	(10) yours	, then destroy.
24 27				
	8			
19. Name and Title of Preparer	20. Telephone Nu	mber	21. Date	
Michael Swygert	410-799-1930		11/6/15	
li '				

AGENCY RECORDS INVENTORY Instructions - Type or Print a separate form for each DEPARTMENT OF GENERAL SERVICES new or revised record series. Forward with RECORDS MANAGEMENT DIVISION Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 PAGE 24 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Farliest Year/Latest Year 4. Record Series Title Excess Property Declarations (EPDs) and Excess Property Disposal Orders (EPDOs) 2000 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) EPDs and EPDOs related to the disposal of excess property within the Division. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume X File Drawer(s) ☐ Microfilm Reel(s) X Letter Size □ Microfilm Alphabetical 1/2 ☐ Computer Tape(s) ☐ Legal Size ☐ Computer Tape Numerical Number Other: spreadsheet ☐ Audio Tape ☐ Floppy Disk x Chronological ☐ Bound Book ☐ Video Tape ☐ Geographical 10. Annual Accumulation X File Drawer(s) Other (specify): ☐ Other (specify) ☐ Microfilm Reel(s) 1/10 ☐ Computer Tape(s) Number □ Other 11. File is Used File Becomes Inactive After Weekly Daily x Monthly Annually Month(s) 1 Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office **DGS Excess Property Division** Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements X No Yes X None State Federal ☐ Independent Recommended Retention Is an Index System used? If yes, explain briefly and describe requirements Retain for five (5) years and until all audit requirements have been fulfilled, Yes X No then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date

410-799-1930

11/6/15

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 25 OF 27 Jessup, Maryland 20794 410-799-1930 2. Division 1. Department/Agency Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title **Equipment Manuals** 2000 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Equipment manuals for capital equipment within the Division. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume x File Drawer(s) ☐ Microfilm Reel(s) Letter Size ☐ Microfilm Alphabetical 1/2 □ Computer Tape(s)

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

with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro Jessup, Mary	yland 20794	75 PAGE 26 OF 27
Department/Agency	2. Division	5 -1930	3. Unit
Department of General Services	Records Management		
DEFINITION - RECORD SERIES: A group of related	d records normally filed an	nd used as a uni	it for reference as well as retention and disposition purposes
Record Series Title Division Sign-In Sheet			5. Earliest Year/Latest Year 2013 to 2015
 Record Series Description (Briefly describe the types of information/docu Sign-in sheet for visitors to the Division. 		×	
7. Record Series Format(s) List all	8. Record Series Seq	quence	9. Volume X File Drawer(s)
	S7		X File Diawer(s)
Letter Size ☐ Microfilm	Alphabetical		□ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	Numerical		1/2 Computer Tape(s) Number
□ Audio Tape □ Floppy Disk	X Chronological		Other: spreadsheet
□ Bound Book □ Video Tape	□ Geographical		10. Annual Accumulation
□ Other (specify): Varies by item	Other (specify)		X File Drawer(s)
			□ Microfilm Reel(s) 1/4 □ Computer Tape(s)
· ·			Number Other
11. File is Úsed		12. File Become	es Inactive After
X Daily	ally	1	Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	14. Is Record Serie	es Duplicated Elsewhere? (If yes, specify agency or office.)
State Records Center office		Yes	X No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	7.24	16. Audit Requir	rements
X Yes No		X None	State
Only available to State Records Center staff			
17. Is an Index System used? If yes, explain briefly and describe require	ements	18. Recommend	ded Retention
Yes X No	44 44	Retain for five	e (5) years, then destroy. These records, if paper, may be
7 100		scanned to M	ISA standards and have those images become the official
		record. The is	images must be managed by the above retention statement
		and the origin	nal paper versions must be destroyed.
	-	Terror .	
		75.	
19. Name and Title of Preparer	20. Telephone Numb	er	21. Date
Michael Swygert	410-799-1930		11/6/15

AGENCY RECORDS INVENTORY Instructions -Type or Print a separate form for DEPARTMENT OF GENERAL SERVICES 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 27 OF 27 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit Department of General Services Records Management DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 4. Record Series Title **Division Non-Disclosure Statements** 2013 to 2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Include the purpose or function of the series.) Non-disclosure statement signed by non-governmental visitors of the Division. 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume x File Drawer(s) ☐ Microfilm Reel(s) X Letter Size ☐ Microfilm Alphabetical 1/4 Computer Tape(s) Legal Size Computer Tape Numerical Number Other: spreadsheet ☐ Audio Tape ☐ Floppy Disk x Chronological Bound Book ☐ Video Tape ☐ Geographical 10. Annual Accumulation X File Drawer(s) Other (specify): Other (specify) ☐ Microfilm Reel(s) 1/10 Computer Tape(s) Number □ Other File is Used File Becomes Inactive After x Daily □ Weekly Monthly Annually 1 Month(s) Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) State Records Center office Access Restrictions (If Yes, cite Law(s) & Regulation(s) Audit Requirements Yes X None State □ Federal □ Independent Only available to State Records Center staff

Recommended Retention

20. Telephone Number

410-799-1930

Retain for ten (10) years, then destroy. These records, if paper, may be

scanned to MSA standards and have those images become the official record. The images must be managed by the above retention statement

and the original paper versions must be destroyed.

21. Date

11/6/15

Michael Swygert

19. Name and Title of Preparer

Yes

Is an Index System used? If yes, explain briefly and describe requirements