

<p style="text-align: center;"><b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)</b></p>		<p>Schedule No. <u>2727</u></p>
<p>Agency: Department of General Services      Division/Unit: Division of Records Management</p>		<p>Page <u>1</u> of <u>8</u></p>
Item No.	Description	Retention
1	<p><b>Supersedes schedules 912 and 340</b></p> <p><u>General Correspondence</u> Original incoming letters, copies of outgoing letter, memoranda, reports (not annual), directives and other correspondence within the Division of Records Management (Division).</p>	<p>Screen annually and transfer to the Maryland State Archives (MSA) for permanent retention any materials having any administrative, legal, or historical value that serves to 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 managed by the above retention statement and the original paper versions must be destroyed.</p>
2	<p><u>Annual Reports and Publications</u> Annual reports and publications produced by the Division.</p>	<p>Transfer one (1) copy to the MSA upon publication. Retain one copy for ten (10) years, then destroy.</p>

3	<p><u>Legislative Material</u> Bills of interest to the Maryland Department of General Services (DGS), fiscal notes, legislative schedules, assignments and hearing letters and other legislative material.</p>	<p>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.</p>
4	<p><u>Division of Records Management Operational Policies and Procedures</u> Policies and procedures governing receipt of records, destruction of records, interfiling/refiling, retention schedule review, security, and other policies and procedures within the Division.</p>	<p>Retain until superseded, then destroy.</p>
5	<p><u>Form DGS 550-1 Records Retention and Schedules and accompanying Form DGS 550-4 Agency Records Inventory Forms</u> Signed records retention schedules received from the MSA and accompanying agency inventory forms.</p>	<p>Retain permanently within the Division of Records Management. 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>
6	<p><u>Form DGS 550-2 Certificate of Records Disposal</u> Certificates of records disposal received from State, county and local agencies.</p>	<p>Transfer original to the MSA upon receipt from the using agency. Retain 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.</p>

7	<p><u>Form DGS 550-5 Records Transmittals</u> <sup>agency</sup> 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.</p>	<p>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.</p>
8	<p><u>Form DGS 550-8 Records Request and Weekly Summaries</u> Records requests and weekly summaries of records request activity</p>	<p>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.</p>

9	<p><u>Records Disposal Letters and Inventory</u> Letter and inventory detail sent to using agencies before disposal of records within Division.</p>	<p>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.</p>
10	<p><u>Accession and Disposal Log Book</u> The Accession log shows the date, the agency, title of the record, number of cubic feet, schedule, item number and method of destruction.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
11	<p><u>Records Retention and Disposal Schedule Working Papers</u> 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.</p>	<p>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.</p>
12	<p><u>Records Retention and Disposal Schedule Log</u> Spreadsheet used to record Records Retention and Disposal Schedule activity between the using agency, the MSA and DGS.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>

13	<u>Employee Timesheets and Leave Slips</u> Bi-weekly timesheets and approved leave slips.	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.
14	<u>State of Maryland Employee Position Descriptions (MS-22s)</u> 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.
15	<u>Employee Evaluations</u> 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.

16	<u>Refiling and Interfiling Inventory Forms</u> 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	<u>Employee Folders</u> 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	<u>Purchase Card Reports</u> Monthly purchase card reports and supporting documentation.	Retain for five (5) years and until all audit requirements are fulfilled, then destroy.
19	<u>Purchasing Records</u> 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	<u>Monthly Billing Detail Reports</u> 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	<u>Monthly Billing Summary</u> 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	<u>Monthly Revenue and Expenditure Reports</u> 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	<u>State Records Center Statement of Revenue and Expenditures</u> Revenue and expenditure statements generated by the Division.	Retain for ten (10) years, then destroy.
24	<u>Excess Property Declarations (EPDs) and Excess Property Disposal Orders (EPDOs)</u> 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	<u>Equipment Manuals</u> 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	<u>Division Sign-In Sheet</u> 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	<u>Division Non-Disclosure Statements</u> Non-disclosure statement signed by non-governmental visitors of the Division.	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.

Schedule Approved by Department, Agency, or Division Representative. Date <u>12/15/16</u> Signature <u></u> Typed Name Michael Swygert Title Director of Records Management	Schedule Authorized by State Archivist Date <u>1-6-16</u> Signature <u></u>
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<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title General Correspondence</p>	<p>5. Earliest Year/Latest Year 1980 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Original incoming letters, copies of outgoing letter, memoranda, reports (not annual), directives and other correspondence within the Division of Records Management (Division).</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>1 Number</p> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>1 Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>1      <input type="checkbox"/> Month(s)      <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Screen annually and transfer to the Maryland State Archives (MSA) for permanent retention any materials having any administrative, legal, or historical value that serves to 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 managed by the above retention statement and the original paper versions must be destroyed.</p>	
<p>19. Name and Title of Preparer Michael Swygart</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 2 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Annual Reports and Publications</p>	<p>5. Earliest Year/Latest Year 1987 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Annual reports and publications produced by the Division.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>1 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>1 Number</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>1      <input type="checkbox"/> Month(s)      <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>The Department of Legislative Services and the Maryland State Archives</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Transfer one (1) copy to the MSA upon publication. Retain one copy for ten (10) years, then destroy.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 3 OF 27</p>
1. Department/Agency Department of General Services	2. Division Records Management	3. Unit
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Legislative Material		5. Earliest Year/Latest Year 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.		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>1 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>1 Number</p>
11. File is Used		12. File Becomes Inactive After
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		<input checked="" type="checkbox"/> 1 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The Department of Legislative Services and the Maryland State Archives
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain for 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.
19. Name and Title of Preparer Michael Swygert	20. Telephone Number 410-799-1930	21. Date 11/6/15

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 4 OF 27</p>	
<p>1. Department/Agency Department of General Services</p>		<p>2. Division Records Management</p>		<p>3. Unit</p>	
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Division of Records Management Operational Policies and Procedures</p>			<p>5. Earliest Year/Latest Year 1980 to 2015</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Policies and procedures governing receipt of records, destruction of records, interfiling/refiling, retention schedule review, security, and other policies and procedures within the Division.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>1 Number</p>	
				<p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>1 Number</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input checked="" type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>1      <input type="checkbox"/> Month(s)      <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No The office of the Secretary</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain until superseded, then destroy.</p>		
<p>19. Name and Title of Preparer Michael Swygert</p>		<p>20. Telephone Number 410-799-1930</p>		<p>21. Date 11/6/15</p>	

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF  
GENERAL SERVICES  
RECORDS MANAGEMENT  
DIVISION  
7275 Waterloo Road, P.O.  
Box 275  
Jessup, Maryland 20794  
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency  
Department of General Services

2. Division  
Records Management

3. Unit

DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Form DGS 550-1 Records Retention and Schedules and accompanying Form DGS 550-4 Agency Records Inventory Forms.

5. Earliest Year/Latest Year

1953 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.)

Signed records retention schedules received from the MSA and accompanying agency inventory forms.

7. Record Series Format(s) List all

- Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Audio Tape       Floppy Disk  
 Bound Book       Video Tape  
 Other (specify) \_\_\_\_\_

8. Record Series Sequence

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify) \_\_\_\_\_

9. Volume

- File Drawer(s)  
 Microfilm Reel(s)  
8  
Number  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

10. Annual Accumulation

- File Drawer(s)  
 Microfilm Reel(s)  
1/4  
Number  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

11. File is Used

- Daily       Weekly       Monthly       Annually

12. File Becomes Inactive After

- 5       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.)

- Yes       No  
The Maryland State Archives

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 for five (5) years after schedule is 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

Michael Swygert

20. Telephone Number

410-799-1930

21. Date

11/6/15

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 6 OF 27</p>
<p>1. Department/Agency  Department of General Services</p>	<p>2. Division  Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Form DGS 550-2 Certificate of Records Disposal</p>	<p>5. Earliest Year/Latest Year  1980 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Certificates of records disposal received from State, county and local agencies.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p>8  Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p>1/10  Number</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>5    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  The Maryland State Archives</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Transfer original to the MSA upon receipt from the using agency. Retain 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.</p>	
<p>19. Name and Title of Preparer  Michael Swygert</p>	<p>20. Telephone Number  410-799-1930</p>	<p>21. Date  11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 7 OF 27</p>
<p>1. Department/Agency  Department of General Services</p>	<p>2. Division  Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Form DGS 550-5 Records Transmittals</p>	<p>5. Earliest Year/Latest Year  1980 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p>8  Number      <input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p>1/10  Number      <input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input checked="" type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>5      <input type="checkbox"/> Month(s)      <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No  The Maryland State Archives</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer  Michael Swygert</p>	<p>20. Telephone Number  410-799-1930</p>	<p>21. Date  11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 8 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p><b>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title Form DGS 550-8 Records Request and Weekly Summaries</p>	<p>5. Earliest Year/Latest Year 2007 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records requests and weekly summaries of records request activity</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p>8 Number</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p>2 Number</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><input type="checkbox"/> Month(s)      <input checked="" type="checkbox"/> 1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Only accessible to State Records Center staff and using agencies.</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer Michael Swygart</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>



<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 9 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p><b>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title Records Disposal Letters and Inventory</p>	<p>5. Earliest Year/Latest Year 2007 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Letter and inventory detail sent to using agencies before disposal of records within Division.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>8 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>2 Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><input type="checkbox"/> Month(s)      <input checked="" type="checkbox"/> 1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Only accessible to State Records Center staff and using agencies.</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 10 OF 27</p>
<p>1. Department/Agency  Department of General Services</p>	<p>2. Division  Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Accession and Disposal Log Book</p>	<p>5. Earliest Year/Latest Year  1980 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  The Accession log shows the date, the agency, title of the record, number of cubic feet, schedule, item number and method of destruction.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: bound book</p> <p>1  Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: bound book</p> <p>1/8  Number</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>3 Month(s)    100 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Only accessible to State Records Center staff</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>	
<p>19. Name and Title of Preparer  Michael Swygert</p>	<p>20. Telephone Number  410-799-1930</p>	<p>21. Date  11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 11 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p><b>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title Records Retention and Disposal Schedule Working Papers</p>	<p>5. Earliest Year/Latest Year 2010 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other:</p> <p>4 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other: bound book</p> <p>2 Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Month(s)    1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes      <input type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 12 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Records Retention and Disposal Schedule Log</p>	<p>5. Earliest Year/Latest Year 2010 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Spreadsheet used to record Records Retention and Disposal Schedule activity between the using agency, the MSA and DGS.</p>		
<p>7. Record Series Format(s) List all</p> <p>Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify): MS Excel spreadsheet</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other: spreadsheet</p> <p>1 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other: new entries per fiscal year.</p> <p>150 Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Month(s) 1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center share drive</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p>None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 13 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Employee Timesheets and Leave Slips</p>	<p>5. Earliest Year/Latest Year 2010 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Bi-weekly timesheets and approved leave slips.</p>		
<p>7. Record Series Format(s) List all</p> <p>Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify): MS Excel spreadsheet</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: spreadsheet</p> <p>1 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: new entries per fiscal year.</p> <p>150 Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Month(s) 1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center share drive</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p>None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for 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.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 14 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title State of Maryland Employee Position Descriptions (MS-22s)</p>	<p>5. Earliest Year/Latest Year 2000 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Position descriptions for each employee within the Division of Records Management.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify):</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: spreadsheet</p> <p>1/10 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: Updated as needed</p> <p>Number</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly      <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Month(s)      1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes      No</p> <p>DGS Division of Personnel</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 15 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Employee Evaluations</p>	<p>5. Earliest Year/Latest Year 2000 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Mid and End Cycle employee evaluations.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify):</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: spreadsheet</p> <p>1/10 Number</p> <hr/> <p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>1</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: file folder</p> <p>Number</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Month(s)    1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No DGS Division of Personnel</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>



<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 16 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Refiling and Interfiling Inventory Forms</p>	<p>5. Earliest Year/Latest Year 2000 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Forms used to record refiling and interfiling of agency records stored within the Division.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify):</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: spreadsheet</p> <p>1/10 Number</p> <hr/> <p>10. Annual Accumulation</p> <p>File Drawer(s)</p> <p>1</p> <p>Number</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: file folder</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Month(s)    1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No DGS Division of Personnel</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>



<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 17 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Employee Folders</p>	<p>5. Earliest Year/Latest Year 1980 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains position descriptions, contracts, training materials, employee evaluations and other personnel-related material.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify):</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: spreadsheet</p> <p>1 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: updated as needed</p> <p>Number</p>
<p>11. File is Used</p> <p>Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    Annually</p>	<p>12. File Becomes Inactive After</p> <p>1    Month(s)    Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes      No</p> <p>DGS Division of Personnel</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes      No</p> <p>Only accessible to State Records staff and using agency</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      No</p>	<p>18. Recommended Retention</p> <p>Retain for five (5) years after separation of employment, then destroy.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE 18 OF 27	
1. Department/Agency Department of General Services		2. Division Records Management		3. Unit	
DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Purchase Card Reports				5. Earliest Year/Latest Year 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  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify):		8. Record Series Sequence  Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) 1 <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other: spreadsheet Number	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) 1/8 <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other Number	
11. File is Used Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly    Annually			12. File Becomes Inactive After 2    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.) <input checked="" type="checkbox"/> Yes    No DGS Division of Fiscal Services		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes    No Only accessible to State Records Center staff and Fiscal Services			16. Audit Requirements None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for five (5) years and until all audit requirements are fulfilled, then destroy.		
19. Name and Title of Preparer Michael Swygert		20. Telephone Number 410-799-1930		21. Date 11/6/15	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 19 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p><b>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title Purchasing Records</p>	<p>5. Earliest Year/Latest Year 2000 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purchase orders, packing slips, invoices and other material related to goods and services.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify):</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: spreadsheet</p> <p>1 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other</p> <p>1/8 Number</p>
<p>11. File is Used</p> <p>Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    Annually</p>	<p>12. File Becomes Inactive After</p> <p>6    Month(s)    Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes      No</p> <p>DGS Division of Procurement and Logistics</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p>None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 20 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Monthly Billing Detail Reports</p>	<p>5. Earliest Year/Latest Year 2000 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Monthly billing detail reports provided to DGS/Division of Fiscal Services.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify):</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify):</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: spreadsheet</p> <p>1 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other</p> <p>1 Number</p>
<p>11. File is Used</p> <p>Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    Annually</p>	<p>12. File Becomes Inactive After</p> <p>1    Month(s)    Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes                      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes                      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p>None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 21 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Monthly Billing Summary</p>	<p>5. Earliest Year/Latest Year 2000 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Summary of monthly billing for each agency storing records within the Division.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify):</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: spreadsheet</p> <p>1 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other</p> <p>1/10 Number</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>1    Month(s)    Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 22 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Monthly Revenue and Expenditure Reports</p>	<p>5. Earliest Year/Latest Year 2000 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Monthly revenue and expenditure reports provided by Fiscal.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify):</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: spreadsheet</p> <p>1</p> <p>Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other</p> <p>1/2</p> <p>Number</p>
<p>11. File is Used</p> <p>Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    Annually</p>	<p>12. File Becomes Inactive After</p> <p>1    Month(s)    Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes      No DGS Fiscal Services</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p>None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 23 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p><b>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title State Records Center Statement of Revenue and Expenditures</p>	<p>5. Earliest Year/Latest Year 2000 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Revenue and expenditure statements generated by the Division.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify):</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: spreadsheet</p> <p>1 Number</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other</p> <p>1/2 Number</p>
<p>11. File is Used</p> <p>Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    Annually</p>	<p>12. File Becomes Inactive After</p> <p>1    Month(s)    Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No DGS Fiscal Services</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p>None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for ten (10) years, then destroy.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 24 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Excess Property Declarations (EPDs) and Excess Property Disposal Orders (EPDOs)</p>	<p>5. Earliest Year/Latest Year 2000 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) EPDs and EPDOs related to the disposal of excess property within the Division.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify):</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p>1/2 Number      <input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: spreadsheet</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p>1/10 Number      <input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other</p>
<p>11. File is Used</p> <p>Daily      <input type="checkbox"/> Weekly      <input checked="" type="checkbox"/> Monthly      Annually</p>	<p>12. File Becomes Inactive After</p> <p>Month(s)      1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes      No DGS Excess Property Division</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>



<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 25 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Equipment Manuals</p>	<p>5. Earliest Year/Latest Year 2000 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Equipment manuals for capital equipment within the Division.</p>		
<p>7. Record Series Format(s) List all</p> <p>Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify): Varies by item</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p>1/2      <input type="checkbox"/> Computer Tape(s)</p> <p>Number      <input type="checkbox"/> Other: spreadsheet</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p>1/10      <input type="checkbox"/> Computer Tape(s)</p> <p>Number      <input type="checkbox"/> Other</p>
<p>11. File is Used</p> <p>Daily      <input type="checkbox"/> Weekly      Monthly      <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Month(s)      1 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes      No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Property transfers and sales: Provide to receiving agency/buyer upon sale or transfer of equipment.</p> <p>Property scrapped: Destroy when scrapping is complete.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 26 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p><b>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>		
<p>4. Record Series Title Division Sign-In Sheet</p>	<p>5. Earliest Year/Latest Year  2013 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Sign-in sheet for visitors to the Division.</p>		
<p>7. Record Series Format(s) List all</p> <p>Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify): Varies by item</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p>1/2      <input type="checkbox"/> Computer Tape(s)</p> <p>Number      <input type="checkbox"/> Other: spreadsheet</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p>1/4      <input type="checkbox"/> Computer Tape(s)</p> <p>Number      <input type="checkbox"/> Other</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      Monthly      Annually</p>	<p>12. File Becomes Inactive After</p> <p>1      Month(s)      Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes      <input checked="" type="checkbox"/>      No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes      No</p> <p>Only available to State Records Center staff</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for 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.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 27 OF 27</p>
<p>1. Department/Agency Department of General Services</p>	<p>2. Division Records Management</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Division Non-Disclosure Statements</p>	<p>5. Earliest Year/Latest Year 2013 to 2015</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Non-disclosure statement signed by non-governmental visitors of the Division.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify):</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p>1/4 Number      <input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other: spreadsheet</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p>1/10 Number      <input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      <input type="checkbox"/> Weekly      Monthly      Annually</p>	<p>12. File Becomes Inactive After</p> <p>1 Month(s)      Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes      <input checked="" type="checkbox"/>      No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes      No</p> <p>Only available to State Records Center staff</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for 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.</p>	
<p>19. Name and Title of Preparer Michael Swygert</p>	<p>20. Telephone Number 410-799-1930</p>	<p>21. Date 11/6/15</p>