

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2754

Page 1 of 8

**Agency**  
State Archives

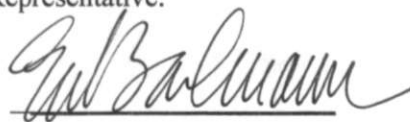
**Division/Unit**

Item No.	Description	Retention
1	<p align="center"><b><u>Supersedes Schedules 338, 339, 535, 965</u></b></p> <p align="center"><b><u>Operational Series</u></b></p> <p><u>Administrative Series</u> Records in electronic and paper format related to the general administration and day-to-day operation of the State Archives. These files include</p> <ul style="list-style-type: none"> <li>• Project files</li> <li>• Directives and internal procedures</li> <li>• Reports (budgetary, personnel, statistical, etc.)</li> <li>• Meeting minutes, agendas and recordings</li> <li>• Managing for Results documentation</li> <li>• Legislative files</li> <li>• Procurement, travel, capital, and operating budget files</li> <li>• Facilities, equipment, and vendor information</li> <li>• Interagency agreements</li> <li>• Correspondence (incoming and outgoing including paper mail, fax, and email)</li> <li>• Reference material</li> <li>• Archives retention schedule</li> </ul> <p>Administrative records of permanent value are organized by series and often by originating department and maintained permanently.</p>	<p>Screen annually and destroy material that is no longer needed for current business with the following exception: Retain permanently at the Maryland State Archive any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature



Typed Name Elaine Rice Bachmann

Title Deputy State Archivist

Schedule Authorized by State Archivist

Date

2-11-2016

Signature



**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
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**Agency**

State Archives

**Division/Unit**

**Item  
No.**

**Description**

**Retention**

2

Catalogs and Finding Aids

Descriptive and index information used by the Archives staff, and the public, to track and locate items within the collections. Existing in electronic and paper form these aids cover all collections: state and local government records, special collections, library and government publications and the state's fine art collections.

Continuous Record. Maintain as a perpetual file by updating when amended or revised.

3

Tracking Systems

Electronic and paper systems for tracking Maryland State Archives projects. Includes information in tracking software

Continuous Record. Maintain as a perpetual file by updating when amended or revised and migrating to newer platforms as necessary.

4

Temporary/Transitory Material

Like all government agencies the Archives creates and receives a great deal of record material that can be considered temporary and transitory. This type of material *may* include personal notes from meetings, correspondence that is not government related (e.g. email inviting you to lunch), extra copies of reports, drafts, reference material, etc.

Non-permanent. Destroyed at the discretion of the creator without the requirement of a disposal certificate.

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

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**Agency**  
State Archives

**Division/Unit**

Item No.	Description	Retention
<b><u>Records Management</u></b>		
5	<p><u>Approved Records Retention and Disposition Schedules</u> Schedules list all of the record series of an agency and specify their disposition. This series also includes documentation from the review of each schedule.</p>	Retain permanently at the Maryland State Archives
6	<p><u>Proposals and Certificates of Records Disposition</u> Certificates list records that have been or will be destroyed and give the citation of the records retention and disposition schedule that allows for the destruction. This series also includes documentation from the review of each certificate.</p>	Retain permanently at the Maryland State Archives
7	<p><u>Transfer Documentation</u> Receipts and inventories documenting transfers to the Maryland State Archives.</p>	Retain permanently at the Maryland State Archives.
8	<p><u>Websites</u> Online pages giving the public and government agencies access to records, finding aids, and catalogs as well as reference and interpretative material related Maryland government, records, and history.</p>	Continuous record. Maintain as a perpetual file by updating when amended or revised.

**DEPARTMENT OF GENERAL SERVICES  
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**Agency**

State Archives

**Division/Unit**

**Item No.**

**Description**

**Retention**

**Artistic Property, Preservation and Public Outreach  
and Special Collections**

9

Object Files

Object files for the State's Fine Art Collections document the provenance and acquisition of items in the collections. Files also document activities related to the objects including loan requests and agreements, conservation treatments or condition assessments.

Retain permanently at the Maryland State Archives.

10

Gift and Deposit Agreements

Gift and Deposit Agreements for Special Collections document the provenance and acquisition of items in Special Collections. They also may more fully describe the items and include signed agreements by donors.

Retain permanently at the Maryland State Archives.

11

Loan Record

Special Collections records coordinating the temporary loan of documents or items to other institutions for the purpose of display or exhibitions. Includes loan agreement, receipt from borrower noting temporary transfer or return of item(s) to State, correspondence, and supplemental material such as inventories, condition reports, or photographs

Retain permanently at the Maryland State Archives.

**DEPARTMENT OF GENERAL SERVICES  
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**Agency**

State Archives

**Division/Unit**

**Item  
No.**

**Description**

**Retention**

12

Accounting Records

- Cash Receipts
- Bank Reconciliation
- Lobby Transfer Transactions
- Credit Card Receipts
- Journal Entries
- Fixed Assets
- End-of-year Closing Files
- Aging Reports
- Financial Management Information System (FMIS)  
Security Files
- Accounts Receivable Invoices – AN/AZ Series
- Accounts Receivable Invoices – AA Series
- Vendor Files
- Information Technology Billing Files

Retain for five years after  
audit, then destroy.

Fiscal Records

**DEPARTMENT OF GENERAL SERVICES  
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**Agency**

State Archives

**Division/Unit**

**Item No.**

**Description**

**Retention**

**Personnel Records**

13

Payroll – Regular and Contractual Employees

Time cards, leave slips, sign-in sheets, check registers, pay reports, advance receipts, and check distribution signature sheets for regular employees.

Retain for three years or until all audit requirements have been completed, whichever is later, then destroy.

14

Personnel Files

Regular Employee Transaction Paperwork (MS310), Contractual Employee- Special Payments Payroll Authorization Forms (MS311), State Applications (MS100), Employee Withholding Certificates (W4), Contractual Employee Contracts, Direct Deposit Forms (CPB-0059), Payroll Address Forms (CPB-0061), Employment Verification Forms (I-9), Emergency Contact Forms, Health Benefits Availability, Telephone Guidelines Acknowledgements, Software Code of Ethics, Domestic Violence in the Workplace Policy Acknowledgements, Equal Employment Opportunity Policy, Sexual Harassment policy and Procedures, Substance Abuse Policy, MD New Hire Registry Report Forms, Retirement Application/ Designation of Benefits, Health Insurance Paperwork, PEP Evaluations, Summary Statement of Benefits

Retain five years after separation, then destroy.

**DEPARTMENT OF GENERAL SERVICES  
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**Agency**  
State Archives

**Division/Unit**

Item No.	Description	Retention
<u>Reference Services</u>		
15	<u>Researcher Registration</u> Research applications to use Search Room giving name, address, institutional affiliation, subject of research, and ID number.	Retain permanently at the Maryland State Archives.
16	<u>Research Log [Patron sign-in]</u> Daily Patron sign-in sheets consisting of date, patron's name, address, and patron number.	Retain permanently at the Maryland State Archives.
17	<u>Front Desk Registration / Visitation database</u> Patron registration data entered by Reference staff from paper Researcher Registration forms. Also Acts as a visitations log of times and days patron visited the Archives independent of paper Research [Sign-In] Log.	Retain permanently at the Maryland State Archives.
18	<u>Request slips</u> Maryland State Archives request slips in paper and electronic formats recording the name of the archives researcher, date of request, citation to requested record and location, and status if not available.	Retain permanently at the Maryland State Archives.
<u>Maryland Manual</u>		
19	<u>Maryland Manual Files</u> Administrative and content files for the Maryland Manual, a guide to Maryland government.	Retain permanently at the Maryland State Archives

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State Archives

**Division/Unit**

**Item  
No.**

**Description**

**Retention**

**Information Technology (IT)**

20

Information Technology Administrative Files  
Policy, project and administrative files related to the activities of the Information Systems Management department including:

- General Information Systems Management Instructions / Operational Manuals
- Security and Policy documents
- Network topology, systems management and maintenance documentation
- Maintenance Records
- Disaster Preparedness and Recovery plans and supporting material

Maintain for five years, then screen annually and destroy files no longer needed for administrative or legal use.

21

Information Technology Asset Inventory  
IT asset inventory files document acquisition and fixed asset tracking of IT equipment and software management and licensing.

Retain 3 years or until the end of an audit cycle, whichever is longer, then destroy.

22

Information Technology Security and Statistical Files  
Records include log files from intrusion detection devices, firewalls and routers; staff Internet usage / tracking logs, security camera data; public website usage logs, security access and control logs.

Maintain for five years, then screen annually and destroy files no longer needed for administrative or legal use.



<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>22</u></p>	
<p>1. Department/Agency <b>Maryland State Archives</b></p>		<p>2. Division</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title <b>Administrative Series</b></p>			<p>5. Earliest Year/Latest Year <u>1935</u> to <u>2015</u></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 in electronic and paper format related to the general administration and day-to-day operation of the State Archives. These files include project files; directives and internal procedures; reports (budgetary, personnel, statistical, etc.); meeting minutes, agendas and recordings; Managing for Results documentation; Legislative files; procurement, travel, capital, and operating budget files; facilities, equipment, and vendor information; interagency agreements; correspondence (incoming and outgoing including paper mail, fax, and email) ; reference material; Archives retention schedule</p> <p>Administrative records of permanent value are organized by series and often by originating department and maintained permanently. This series includes the following MSA series: S1259, T201, S1795, T4079, T4153, S1739, S1815, T1377, T1382, S1524, T3989, T2560, S311, T200, T202, T4391, S1275, T3827</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Digital Files</u></p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>2200</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Boxes (cubic foot and clamshell)</u> Also, 309 gigabytes</p> <p>10. Annual Accumulation <u>27</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u> 7 gigabytes</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>2</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) <b>350 Rowe Blvd Annapolis</b></p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No <b>Records are not generally restricted, but some items may include info restricted by the Public Information Act (Code, General Provisions Article, Title 4)</b></p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Some series include a tracking system</p>			<p>18. Recommended Retention <b>Continuous Record. Maintain as a perpetual file by updating when amended or revised.</b></p>		
<p>19. Name and Title of Preparer <b>Kathryn Baringer</b></p>		<p>20. Telephone Number <b>410-260-6467</b></p>		<p>21. Date <b>10/14/2015</b></p>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>22</u></p>	
<p>1. Department/Agency <b>Maryland State Archives</b></p>		<p>2. Division</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title <b>Catalogs and Finding Aides</b></p>				<p>5. Earliest Year/Latest Year ___1935___ 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.) <b>Descriptive and index information used by the Archives staff, and the public, to track and locate items within the collections. Existing in electronic and paper form these aids cover all collections: state and local government records, special collections, library and government publications and the state's fine art collections.</b></p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>digital files</u></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>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s) <b>Series never becomes inactive. It is updated as necessary.</b></p>		
<p>13. Current Location(s) (Bldg., Floor, Room) <b>350 Rowe Blvd Annapolis</b></p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No <b>Records are not generally restricted, but some items may include info restricted by the Public Information Act (Code, General Provisions Article, Title 4)</b></p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention <b>Continuous Record. Maintain as a perpetual file by updating when amended or revised.</b></p>		
<p>19. Name and Title of Preparer <b>Kathryn Baringer</b></p>		<p>20. Telephone Number <b>410-260-6467</b></p>		<p>21. Date <b>10/14/2015</b></p>	

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<p>1. Department/Agency <b>Maryland State Archives</b></p>		<p>2. Division</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title <b>Tracking Systems</b></p>				<p>5. Earliest Year/Latest Year ____1935____ 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.) <b>Electronic and paper systems for tracking Maryland State Archives projects. Includes information in tracking software</b></p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify)_digital files_____</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>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s) <b>Series never becomes inactive. It is updated as necessary.</b></p>		
<p>13. Current Location(s) (Bldg., Floor, Room) <b>350 Rowe Blvd Annapolis</b></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 <b>Records are not generally restricted, but some items may include info restricted by the Public Information Act (Code, General Provisions Article, Title 4)</b></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><b>Continuous Record. Maintain as a perpetual file by updating when amended or revised and migrating to newer platforms as necessary.</b></p>		
<p>19. Name and Title of Preparer <b>Kathryn Baringer</b></p>		<p>20. Telephone Number <b>410-260-6467</b></p>		<p>21. Date <b>10/14/2015</b></p>	

<b>Instructions</b> –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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>4</u> OF <u>22</u>	
1. Department/Agency  <b>Maryland State Archives</b>		2. Division		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 <b>Temporary/Transitory Material</b>			5. Earliest Year/Latest Year <u>2010</u> to <u>2015</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Like all government agencies the Archives creates and receives a great deal of record material that can be considered temporary and transitory. This type of material <i>may</i> include personal notes from meetings, correspondence that is not government related (e.g. email inviting you to lunch), extra copies of reports, drafts, reference material, etc.</b>					
7. Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>digital files</u>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specify) <u>None</u>		9. Volume <u>75</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u>	
		10. Annual Accumulation <u>75</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u>			
11. File is Used  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>350 Rowe Blvd Annapolis</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input 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  <b>Non-permanent. Destroyed at the discretion of the creator without the requirement of a disposal certificate.</b>		
19. Name and Title of Preparer <b>Kathryn Baringer</b>		20. Telephone Number <b>410-260-6467</b>		21. Date <b>10/14/2015</b>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>5</u> OF <u>22</u></p>	
<p>1. Department/Agency <b>Maryland State Archives</b></p>		<p>2. Division</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title <b>Approved Records Retention and Disposition Schedules</b></p>			<p>5. Earliest Year/Latest Year <u>1953</u> to <u>2015</u></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.) <b>Schedules list all of the record series of an agency and specify their disposition. This series also includes documentation from the review of each schedule.</b></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 <u>60</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Clamshell boxes</u></p>	
		<p>10. Annual Accumulation <u>1</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Clamshell box</u></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>Number _____ <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s) <b>After superseded</b></p>		
<p>13. Current Location(s) (Bldg., Floor, Room) <b>350 Rowe Blvd Annapolis</b></p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <b>Records Management Division &amp; creating agency</b></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <b>Indexed by Archives finding aide</b></p>			<p>18. Recommended Retention <b>Retain permanently at the Maryland State Archives.</b></p>		
<p>19. Name and Title of Preparer <b>Kathryn Baringer</b></p>		<p>20. Telephone Number <b>410-260-6467</b></p>		<p>21. Date <b>10/14/2015</b></p>	

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>6</u> OF <u>22</u></p>	
<p>1. Department/Agency</p> <p><b>Maryland State Archives</b></p>		<p>2. Division</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p><b>Proposals and Certificates of Records Disposition</b></p>				<p>5. Earliest Year/Latest Year</p> <p><u>1988</u> to <u>2015</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p><b>Certificates list records that have been or will be destroyed and give the citation of the records retention and disposition schedule that allows for the destruction. This series also includes documentation from the review of each certificate.</b></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 checked="" type="checkbox"/> Other (specify) <u>digital files</u></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><u>20</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Clamshell boxes</u></p>	
		<p>10. Annual Accumulation</p> <p><u>1</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Clamshell box</u></p>			
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>1</u></p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>350 Rowe Blvd Annapolis</b></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 <b>Creating agency</b></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No <b>Records are not generally restricted, but some items may include info restricted by the Public Information Act (Code, General Provisions Article, Title 4)</b></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 <b>Indexed by Archives finding aide</b></p>			<p>18. Recommended Retention</p> <p><b>Retain permanently at the Maryland State Archives.</b></p>		
<p>19. Name and Title of Preparer</p> <p><b>Kathryn Baringer</b></p>		<p>20. Telephone Number</p> <p><b>410-260-6467</b></p>		<p>21. Date</p> <p><b>10/14/2015</b></p>	

<b>Instructions</b> –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 <small>410-799-1930</small>		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>7</u> OF <u>22</u>	
1. Department/Agency  <b>Maryland State Archives</b>		2. Division		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 <b>Transfer Documentation</b>			5. Earliest Year/Latest Year <u>1937</u> to <u>2015</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Receipts and inventories documenting transfers to the Maryland State Archives. This series includes MSA series T4806, T3898, T2328, T2329, T2330, S1799.</b>					
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  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specify) <b>by agency</b>		9. Volume <u>168</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Clamshell boxes</u>	
				10. Annual Accumulation <u>4</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Clamshell boxes</u>	
11. File is Used  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>350 Rowe Blvd Annapolis</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Records are not generally restricted, but some items may include info restricted by the Public Information Act (Code, General Provisions Article, Title 4)</b>			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Indexed by Archives finding aide</b>			18. Recommended Retention <b>Retain permanently at the Maryland State Archives.</b>		
19. Name and Title of Preparer <b>Kathryn Baringer</b>		20. Telephone Number <b>410-260-6467</b>		21. Date <b>10/14/2015</b>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>22</u></p>	
<p>1. Department/Agency</p> <p><b>Maryland State Archives</b></p>		<p>2. Division</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p><b>Websites</b></p>			<p>5. Earliest Year/Latest Year</p> <p>_____ to <u>2015</u></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p><b>Online pages giving the public and government agencies access to records, finding aids, and catalogs as well as reference and interpretative material related Maryland government, records, and history.</b></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 checked="" type="checkbox"/> Other (specify) <u>digital files</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Topically</u></p>		<p>9. Volume</p> <p><u>254 million</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>files</u></p>	
		<p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used</p> <p><input 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>Number _____ <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s) <b>Series never becomes inactive. It is updated as necessary.</b></p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>350 Rowe Blvd Annapolis</b></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><b>Continuous record. Maintain as a perpetual file by updating when amended or revised.</b></p>		
<p>19. Name and Title of Preparer</p> <p><b>Kathryn Baringer</b></p>		<p>20. Telephone Number</p> <p><b>410-260-6467</b></p>		<p>21. Date</p> <p><b>10/14/2015</b></p>	



<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p>	
				<p>PAGE <u>9</u> OF <u>22</u></p>	
<p>1. Department/Agency</p> <p><b>Maryland State Archives</b></p>		<p>2. Division</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p><b>Object Files</b></p>			<p>5. Earliest Year/Latest Year</p> <p><u>1969</u> to <u>2015</u></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p><b>Object files for the State's Fine Art Collections document the provenance and acquisition of items in the collections. Files also document activities related to the objects including loan requests and agreements, conservation treatments or condition assessments.</b></p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><u>94</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation</p> <p><u>2</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>clamshell boxes</u></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>Number _____</p> <p><input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s) <b>Never. Updated as necessary</b></p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>350 Rowe Blvd Annapolis</b></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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <b>Access database</b></p>			<p>18. Recommended Retention</p> <p><b>Retain permanently at the Maryland State Archives.</b></p>		
<p>19. Name and Title of Preparer</p> <p><b>Kathryn Baringer</b></p>		<p>20. Telephone Number</p> <p><b>410-260-6467</b></p>		<p>21. Date</p> <p><b>10/14/2015</b></p>	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>10</u> OF <u>22</u>	
1. Department/Agency		2. Division		3. Unit	
Maryland State Archives					
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title			5. Earliest Year/Latest Year		
Gift and Deposit Agreements			<u>1935</u> to <u>2015</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Gift and Deposit Agreements for Special Collections document the provenance and acquisition of items in Special Collections. They also may more fully describe the items and include signed agreements by donors.					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<u>122</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>clamshell boxes</u>	
				10. Annual Accumulation	
				<u>1.5</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>clamshell boxes</u>	
11. File is Used			12. File Becomes Inactive After		
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			<u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
350 Rowe Blvd Annapolis			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (GP §4-308)			<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			18. Recommended Retention		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Retain permanently at the Maryland State Archives.		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Kathryn Baringer		410-260-6467		10/14/2015	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>11</u> OF <u>22</u>	
1. Department/Agency		2. Division		3. Unit	
Maryland State Archives					
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title			5. Earliest Year/Latest Year		
Loan Record			<u>1990</u> to <u>2015</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)					
Special Collections records coordinating the temporary loan of documents or items to other institutions for the purpose of display or exhibitions. Includes loan agreement, receipt from borrower noting temporary transfer or return of item(s) to State, correspondence, and supplemental material such as inventories, condition reports, or photographs					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<u>6</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>clamshell boxed</u>	
				10. Annual Accumulation	
				<u>0.2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>clamshell box</u>	
11. File is Used			12. File Becomes Inactive After		
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			<u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
350 Rowe Blvd Annapolis			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (GP §4-308)			<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			18. Recommended Retention		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Retain permanently at the Maryland State Archives.		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Kathryn Baringer		410-260-6467		10/14/2015	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>12</u> OF <u>22</u></p>	
<p>1. Department/Agency</p> <p><b>Maryland State Archives</b></p>		<p>2. Division</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p><b>Accounting Records</b></p>			<p>5. Earliest Year/Latest Year</p> <p><u>1936</u> to <u>2015</u></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Records for documenting fiscal transactions. Includes: <b>Cash Receipts; Bank Reconciliation; Lobby Transfer Transactions; Credit Card Receipts; Journal Entries; Fixed Assets; End-of-year Closing Files; Aging Reports; Financial Management Information System (FMIS) Security Files; Accounts Receivable Invoices – AN/AZ Series; Accounts Receivable Invoices – AA Series; Vendor Files; Information Technology Billing Files.</b> This series includes MSA series T1363, T2978, T1364, T1993, T1375, T2356, T1373, T1369, T2368, T1791</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><u>580</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>boxes</u> _____</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><u>5</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>350 Rowe Blvd Annapolis</b></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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <b>Indexed by Archives finding aide</b></p>		<p>18. Recommended Retention</p> <p><b>Retain for five years after audit, then destroy.</b></p>			
<p>19. Name and Title of Preparer</p> <p><b>Kathryn Baringer</b></p>		<p>20. Telephone Number</p> <p><b>410-260-6467</b></p>		<p>21. Date</p> <p><b>10/14/2015</b></p>	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>13</u> OF <u>22</u></p>
<p>1. Department/Agency</p> <p><b>Maryland State Archives</b></p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p><b>Payroll – Regular and Contractual Employees</b></p>	<p>5. Earliest Year/Latest Year</p> <p><u>2006</u> to <u>2015</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p><b>Time cards, leave slips, sign-in sheets, check registers, pay reports, advance receipts, and check distribution signature sheets for regular employees.</b></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><u>130</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>boxes</u></p> <hr/> <p>10. Annual Accumulation</p> <p><u>13</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>boxes</u></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><u>3</u></p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>350 Rowe Blvd Annapolis</b></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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <b>Indexed by Archives finding aide</b></p>	<p>18. Recommended Retention</p> <p><b>Retain for three years or until all audit requirements have been completed, whichever is later, then destroy.</b></p>	
<p>19. Name and Title of Preparer</p> <p><b>Kathryn Baringer</b></p>	<p>20. Telephone Number</p> <p><b>410-260-6467</b></p>	<p>21. Date</p> <p><b>10/14/2015</b></p>

<b>Instructions</b> –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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>14</u> OF <u>22</u>	
1. Department/Agency  <b>Maryland State Archives</b>		2. Division		3. Unit	
<b>DEFINITION: RECORD SERIES:</b> 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 <b>Personnel Files</b>			5. Earliest Year/Latest Year <u>1990</u> to <u>2015</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Record for documenting personnel transactions, including: <b>Regular Employee Transaction Paperwork (MS310), Contractual Employee- Special Payments Payroll Authorization Forms (MS311), State Applications (MS100), Employee Withholding Certificates (W4), Contractual Employee Contracts, Direct Deposit Forms (CPB-0059), Payroll Address Forms (CPB-0061), Employment Verification Forms (I-9), Emergency Contact Forms, Health Benefits Availability, Telephone Guidelines Acknowledgements, Software Code of Ethics, Domestic Violence in the Workplace Policy Acknowledgements, Equal Employment Opportunity Policy, Sexual Harassment policy and Procedures, Substance Abuse Policy, MD New Hire Registry Report Forms, Retirement Application/ Designation of Benefits, Health Insurance Paperwork, PEP Evaluations, Summary Statement of Benefits</b>					
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  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>165</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>clamshell boxes</u>	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) <b>350 Rowe Blvd Annapolis</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Annotated Code General Provisions Article, Section. § 4-311</b>			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Indexed by Archives finding aide</b>			18. Recommended Retention <b>Retain five years after separation, then destroy.</b>		
19. Name and Title of Preparer <b>Kathryn Baringer</b>		20. Telephone Number <b>410-260-6467</b>		21. Date <b>10/14/2015</b>	

<b>Instructions</b> –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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>15</u> OF <u>22</u>	
1. Department/Agency  <b>Maryland State Archives</b>		2. Division		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 <b>Researcher Registration</b>			5. Earliest Year/Latest Year <u>1970</u> to <u>2015</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Research applications to use Search Room giving name, address, institutional affiliation, subject of research, and ID number. This series includes MSA series T1388</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>index cards</u>		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <u>138</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u>	
		10. Annual Accumulation <u>3</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u>			
11. File is Used  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>350 Rowe Blvd Annapolis</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Annotated Code General Provisions Section § 4-308</b>			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Indexed by researcher database</b>			18. Recommended Retention <b>Retain permanently at the Maryland State Archives.</b>		
19. Name and Title of Preparer <b>Kathryn Baringer</b>		20. Telephone Number <b>410-260-6467</b>		21. Date <b>10/14/2015</b>	

<b>Instructions</b> –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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>16</u> OF <u>22</u>	
1. Department/Agency  <b>Maryland State Archives</b>		2. Division		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 <b>Research Log [Patron sign-in]</b>			5. Earliest Year/Latest Year <u>1960</u> to <u>2015</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Daily Patron sign-in sheets consisting of date, patron's name, address, and patron number. This includes series MSA T2691</b>					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>18</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u> _____ <hr/> 10. Annual Accumulation <u>0.3</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>box</u> _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>350 Rowe Blvd Annapolis</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Annotated Code General Provisions Article, Section. § 4-308.</b>			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  <b>Retain permanently at the Maryland State Archives.</b>		
19. Name and Title of Preparer <b>Kathryn Baringer</b>		20. Telephone Number <b>410-260-6467</b>		21. Date <b>10/14/2015</b>	



<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>17</u> of <u>22</u>	
<b>1 DEPARTMENT/AGENCY</b> Maryland State Archives		<b>2 DIVISION</b>		<b>3 UNIT</b>	
<b>DEFINITION – Record Series -</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Front Desk Registration/Visitation database				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>1997</u> TO <u>2015</u>	
<b>6 INPUT -</b> Identify source of information to be entered Patrons and researchers visiting the Archives			<b>7 OUTPUT -</b> Identify the use/s of information generated by system Tracking/statistical		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION -</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  Patron registration data entered by reference staff from paper researcher registration forms (T1388)). Also acts as a visitonatl log of times and days patron visited Archives independent of paper researcher sign-in log (T1389).					
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing.  Restricted to staff that enter the information					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Information regularly entered. Registration is annual and logs are daily.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  Archives server at 350 Rowe Blvd Annapolis.					
<b>12 RECOMMENDED RETENTION</b> Permanent					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  Kathryn Baringer		<b>14 TELEPHONE NUMBER</b> 410-260-6467		<b>15 DATE</b> 10/14/2015	
<b>16 TITLE OF PREPARER</b> Director of Appraisal and Description					
DGS 550-6 (rev. 10/12)					

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>18</u> OF <u>22</u></p>	
<p>1. Department/Agency</p> <p><b>Maryland State Archives</b></p>		<p>2. Division</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p><b>Request slips</b></p>			<p>5. Earliest Year/Latest Year</p> <p><u>1986</u> to <u>2015</u></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p><b>Maryland State Archives request slips in paper and electronic formats recording the name of the archives researcher, date of request, citation to requested record and location, and status if not available. MSA T1389</b></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 checked="" type="checkbox"/> Other (specify) <u>tri-part carbon slips</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><u>242</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>clamshell boxes</u></p>	
		<p>10. Annual Accumulation</p> <p><u>8</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>clamshell boxes</u></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><u>1</u></p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>350 Rowe Blvd Annapolis</b></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 <b>Annotated Code General Provisions Section § 4-308</b></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><b>Retain permanently at the Maryland State Archives.</b></p>		
<p>19. Name and Title of Preparer</p> <p><b>Kathryn Baringer</b></p>		<p>20. Telephone Number</p> <p><b>410-260-6467</b></p>		<p>21. Date</p> <p><b>10/14/2015</b></p>	

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>19</u> OF <u>22</u></p>	
<p>1. Department/Agency</p> <p><b>Maryland State Archives</b></p>		<p>2. Division</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title</p> <p>Maryland Manual Files</p>			<p>5. Earliest Year/Latest Year</p> <p><u>1975</u> to <u>2015</u></p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Administrative and content files for the Maryland Manual, a guide to Maryland government.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) by subject</p>		<p>9. Volume</p> <p><u>315</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify)_clamshell boxes _____</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><u>10</u></p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>350 Rowe Blvd Annapolis</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>Permanent</p>			
<p>19. Name and Title of Preparer</p> <p>Kathryn Baringer</p>		<p>20. Telephone Number</p> <p>410-260-6467</p>		<p>21. Date</p> <p>10/14/2015</p>	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>20</u> OF <u>22</u>	
1. Department/Agency		2. Division		3. Unit	
Maryland State Archives					
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title			5. Earliest Year/Latest Year		
Information Technology Administrative Files			_____ to _____		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)					
Policy, project and administrative files related to the activities of the Information Systems Management department including:					
<ul style="list-style-type: none"> <li>• General Information Systems Management Instructions / Operational Manuals</li> <li>• Security and Policy documents</li> <li>• Network topology, systems management and maintenance documentation</li> <li>• Maintenance Records</li> <li>• Disaster Preparedness and Recovery plans and supporting material</li> </ul>					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<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 checked="" type="checkbox"/> Other (specify) <u>digital</u>		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>topical</u>		Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation	
				Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used			12. File Becomes Inactive After		
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			_____ superseded Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
350 Rowe Blvd Annapolis			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<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			18. Recommended Retention		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Maintain for five years, then screen annually and destroy files no longer needed for administrative or legal use.		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Kathryn Baringer		410-260-6467		12/16/2015	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>21</u> OF <u>22</u></p>	
<p>1. Department/Agency <b>Maryland State Archives</b></p>		<p>2. Division</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title <b>Information Technology Asset Inventory</b></p>			<p>5. Earliest Year/Latest Year _____ to _____</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.) <b>IT asset inventory files document acquisition and fixed asset tracking of IT equipment and software management and licensing.</b></p>					
<p>7. Record Series Format(s) List all</p> <p><input 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 checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>by topic</u></p>		<p>9. Volume Number _____</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation Number _____</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>3</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) <b>350 Rowe Blvd Annapolis</b></p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention <b>Retain 3 years or until the end of an audit cycle, whichever is longer, then destroy.</b></p>		
<p>19. Name and Title of Preparer <b>Kathryn Baringer</b></p>		<p>20. Telephone Number <b>410-260-6467</b></p>		<p>21. Date <b>12/16/2015</b></p>	

<b>Instructions</b> –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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>22</u> OF <u>22</u>	
1. Department/Agency  <b>Maryland State Archives</b>		2. Division		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 <b>Information Technology Security and Statistical Files</b>				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Records include log files from intrusion detection devices, firewalls and routers; staff Internet usage / tracking logs, security camera data; public website usage logs, security access and control logs.</b>					
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 checked="" type="checkbox"/> Other (specify) <u>digital</u>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Number _____  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation Number _____  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number <u>5</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>350 Rowe Blvd Annapolis</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input 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 <b>Maintain for five years, then screen annually and destroy files no longer needed for administrative or legal use.</b>		
19. Name and Title of Preparer <b>Kathryn Baringer</b>		20. Telephone Number <b>410-260-6467</b>		21. Date <b>12/16/2015</b>	